

Terms of Reference: Documentation of 22 Good and Promising Practices Sept-October 2023

1. Context / Background

Humanity and Inclusion / Handicap International Federation (HI) is implementing a 24-month ECHO financed project entitled 'From Guidelines to Action': Promoting Learning, Localisation and Adaptation of the IASC Guidelines on Inclusion of Persons with disabilities in humanitarian action (IASC GL) for disability-inclusive coordination, data collection and programming.

The project is working in synergy with ongoing initiatives to promote the IASC Guidelines on the Inclusion of Persons with disabilities in humanitarian action at the Global level, and in two pilot countries: Somalia and Syria. It seeks to address three main gaps identified by humanitarian actors, including representatives of persons with disabilities working in humanitarian assistance globally:

1. Gaps in knowledge & evidence relating to inter-sectoral coordination mechanisms for disability and age inclusion.
2. Lack of available toolsets to review, adapt and revise data collection tools to ensure disability-specific needs, barriers, risks, and capacities are considered.
3. Gaps in knowledge, confidence, and skills of field-based humanitarian partners, including organisations of persons with disabilities relating to the IASC guidelines and their application.

The project's methodology is built around facilitating case studies, peer and expert reviews, and adaptation of existing, undocumented field methodologies for Disability-Inclusion (DI) coordination mechanisms, generating DI data and related programming and monitoring tools, starting with food security and protection.

Under result 2, the members of Working Group 1 of the global [Reference Group on Inclusion of Persons with disabilities in humanitarian action \(DRG\)](#) have received multiple requests and expressions of interest for more elaborate case studies of

good and promising practices that examine the implementation of the IASC Guidelines on disability-inclusion. Moreover, members of the DRG, Working Group 1 themselves observed how humanitarian actors have adapted or changed their programming to become more disability-inclusive. However, very few of those practices have been documented and few inter-agency learning opportunities on disability-inclusive humanitarian action exist.

Therefore, the DRG through Working Group 1 decided to launch a call for good and promising practices with the aim to foster learning between humanitarian agencies, which is financed by funding from the Center for Disaster Philanthropy, CDP. The documentation and dissemination of these practices shall help accelerate the use of the Guidelines and address the long-standing marginalization of persons with disabilities in humanitarian action and crises. The DRG Working Group 1 will establish a technical review committee as part of this process. Further background can be found attached [here](#) and as an Annex.

2. Purpose of the Consultancy

The Consultant will document and illustrate 22 quality case studies from the DRG CoP on operationalizing the IASC Guidelines. These are to be developed, and sharable in 22 x 2- 3 pager briefs. The briefs are to summarize the essence of each good practice so that other humanitarian actors can be informed and connect with the good practice holders for more information and/or further exchange.

3. Key Deliverables

The Consultant is expected to:

1. Familiarise with the case studies (pre-reading)
2. Attend two online pitch sessions and/or listen to the recordings where the good practices are presented.
3. Document and transform the 22 case studies into 2-3 pages briefs in Microsoft Word – based on 10-minute presentations and Q&A sessions as well as the case study submission documents.

At the commencement of the Service a meeting will be held between the Consultant and relevant HI team members to agree on a workplan and ensure that the Consultant has all the background resources they need.

4. Accessibility Policy

All documents should follow international standards of accessibility. This means that the documents (including pdf, word files, and ppts), texts, images, forms, sounds, etc. should be accessible, meeting the varying requirements of persons with different types of impairments and being understandable by as many people as possible without discrimination based on impairment, gender, age, or other factors.

5. Time and Location of the Service

We anticipate that the consultant will work approximately 7- 10 days, starting with a brief session ahead of the 20th of September. If the consultant is not available to attend the sessions on the 20th and 21st of September, the recording of the event can be utilized.

The location will be remote / home-based.

6. Mechanisms for Communication and Monitoring

For all contractual purposes the primary contact person for the selected Consultant will be Charles Lunn, Project Manager. The Consultant will work closely with HI's Technical Specialists

At the commencement of the Service there will be an introductory meeting to introduce the Consultant to the relevant HI team members.

7. HI Policies, Procedures and Ethics

The Consultant shall commit to comply with all Protection Policies, Code of Conduct, Good Business Practices, General Purchasing Conditions available for consultation on [HI's website](#). HI's data protection policy can be viewed via [this link](#).

In addition the selected Consultant must adhere to:

- ✓ Respecting copyright and intellectual property, obtain permissions to use all visual elements;
- ✓ Ensure that the final outputs are not used for commercial purposes;
- ✓ Ensure the respect of basic accessibility standards for print and digital material.
- ✓ No sub-contracting: we intend to conclude one contract for the

service as described

8. Consultant(s) Profile

Eligibility requirements

At the time of the closing date for applications, candidates must fulfil all the following conditions:

- Be legally registered as a company / consultant
- Have fulfilled fiscal obligations;

Selection requirements – Essential

- Communication and/or Journalism related Degree
- Excellent writing and analytical skills, with experience in documentation and case study collection such as good and/or promising practices in briefs and/or pitches in the field of humanitarian action
- Experience working in a multi-cultural environment and on a remote-basis with large number of stakeholders.
- Excellent knowledge of English and/or French .

Selection requirements - Desirable

- Masters-level degree in international humanitarian action, international development, international relations, disability studies, human rights, journalism or similar.
- Experience in the field of humanitarian response, coordination and leadership in a UN agency, non-governmental organization or a reputable international or national organization preferred.
- Understanding of and work experience on the rights of persons with disabilities in crisis situations, with a broad perspective on humanitarian standards and guidance.
- Knowledge of other languages such as Spanish, Arabic.

9. Application process

Applications must include:

1. Letter of Motivation and Technical Proposal, 2. Financial Proposal, 3. Curriculum Vitae, 4. Evidence / copies of previous similar work

Please note: for the financial proposal, please provide daily rates and any associated costs.

Please note: all applications will be assessed on the following weighting:

- ✓ 30% Motivation and Technical Proposal
- ✓ 10% Financial Offer
- ✓ 40% CV and professional experience
- ✓ 20% Examples of Relevant work

Please send all required documents **by 10th September 2023** to Charles Lunn at the following address: c.lunn@hi.org. Additional information requests are welcome and should be directed to Charles Lunn.