CONTRACTING FREELANCE WORKERS - 03 - TERMS OF REFERENCE – CANADA’S ANNUAL PROCESS FOR RESPONDING TO HUMANITARIAN SITUATIONS (CAP 2024) – EAST AND CENTRAL AFRICA

TERMS OF REFERENCE

CONSULTANCY FOR CONCEPT NOTE WRITING
Global Affairs Canada – Canada’s Annual Process for Responding to Humanitarian Situations (CAP 2024)

Operations Division – CESAN – Democratic Republic of Congo (DRC), South Sudan and Ethiopia

1. CONTEXT

Humanity & Inclusion (HI) is an independent and impartial international aid organisation working in situations of poverty and exclusion, conflict and disaster. Working alongside people with disabilities and other vulnerable groups, our action and testimony are focused on responding to their essential needs, improving their living conditions and promoting respect for their dignity and their fundamental rights. HI is currently implementing projects in more than 50 countries worldwide, including South Sudan (SSD), DRC and Ethiopia.

HI is preparing a Concept note to Global Affairs Canada (GAC) to respond to Canada’s Annual Process for Responding to Humanitarian Situations (CAP 2024) with a multi-country project (SSD, DRC and Ethiopia) focusing on reducing mortality, morbidity and suffering and maintain human dignity of most vulnerable women and girls in areas affected by conflict and natural disasters. The proposed approach is an integrated life-saving intervention in Sexual and Reproductive Health (SRH), Mental health and Psycho-Social Support (MHPSS), Protection (gender-based Violence – GBV). This approach will strongly focus on inclusion of most vulnerable persons, including persons with disability, as well as gender responsiveness. The overall logic of intervention had been drafted, and the Concept Note will be submitted to GAC on November 10.

2. DESCRIPTION OF THE REQUIRED SERVICE PROVISION

The objective of the consultancy will be to develop the full Concept Note based on the developed approach and meeting GAC requirements and ready to submit by the deadline fixed by Call (November 10). This will be done in close collaboration and coordination with HI team in South Sudan, DRC and Ethiopia and under the responsibility of the Operations Officer, who will be HI focal point for the proposal development. Strong coordination is also required with HI Technical referents for the defined sectors in HI HQ (Lyon). The consultant is responsible of ensuring the quality of the CN narrative, including the coherence of the proposed strategy, the technical quality, the consistency with HI mandate and the requirements of the donor (GAC). It includes supporting the development of the internal and external budget for the CN, in full coherence with the narrative and based on a close collaborative work with HI finance managers in Countries and HI Finance Controller in HQ.

The expected results of the consultancy contract are:
- Review the proposed logic of intervention (Theory of Change and LogFrame) and finalize it with HI team if necessary.
- Facilitate meetings/workshops and work closely with HI Teams in countries and in HQ throughout the CN writing process, and with potential local partners. Partner participation throughout the design process is desired.
- Based on HI team’s inputs, write the full Concept Note, including necessary annexes (Budget, Working Plan, Logical Framework and other annexes as relevant) based on GAC guidelines and templates
- Review the CN with HI team, via HI focal point, on an ongoing basis
- Review HI budget for the proposed action and signal any incoherence with the narrative
- Facilitate a final workshop with HI team (and partners) for final review of the CN and make the final requested adaptations
- Realize final quality and administrative check before HI submission

3. CONSULTANT’S PROFILE

The consultant should have proven knowledge of and experience in:

REQUIRED
- Knowledge of procedures and guidelines of GAC
- Proven experience in successful proposal writing (for GAC is preferred)
- Experience in the sectors: SRH, MHPSS, GBV, Inclusion

DESIRED
- Experience in disability rights and inclusion
- Experience / knowledge of contexts in South Sudan, DRC, Ethiopia (including national policies, stakeholders, sectorial developments, etc.)
- Capacities in Gender Analysis and gender responsive approaches. Previous experience in Gender-based Analysis Plus (GBA Plus) would be an asset.

Working language: English (compulsory)

4. SERVICE DURATION AND LOCATION

Start date: As soon as possible
End date: 09/11/2023
Place: Distance working

5. WORK SCHEDULE

The consultant will propose a timetable in his/her offer to efficiently achieve the set objective. Indicative timetable:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Sharing documents with consultant (ToC, first draft of LogFrame, first drafts of budget, call, templates, etc.) [HI]</td>
<td>23/10/2023</td>
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<tr>
<td>Initial workshop with HI team in countries for validation of ToC and main approaches</td>
<td>24/10/2023</td>
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</tbody>
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6. Deliverables

1. Full CN in English - meeting GAC requirements and HI quality standards
   First draft for review
   Final version

2. Budget meeting GAC requirements
   First draft for review
   Final version

3. Annexes
   First draft for review
   Final version

7. RESOURCE PERSON

Within the framework of the service provision, the Consultant will be asked to collaborate with Humanity & Inclusion’s teams and in particular with Mrs Noémie Marcellin – HI Operations Officer - who will be the point of contact.

8. BUDGET

The consultant will submit a financial offer, including honorary fee and other fees.

9. Application procedures

To apply, please submit a technical and financial & administrative offer by Email to g.lamure@hi.org with the following title: GAC - CAP 2024 – East and Central Africa – Consultancy Offer

Deadline for applications is 23.10.2023 at 22:00 UTC.

The technical offer should at least include:
- A brief statement of understanding of the consultancy
- Detailed methodology in accordance with the terms of reference
- Tentative work plan and time schedule
- List of previous assignments in similar domain of expertise and in relation with disability, gender, sexual and reproductive health and rights, GBV/protection.
- Curriculum vitae of the consultant
- References

The financial & administrative offer should at least include:
- Budget breakdown for the consultancy in EUR including all fees and VAT

Administrative documents:
- Evidence that government taxes have been paid
- Insurance certificate (third party liability),

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First draft of CN with annexes & budget: 30/10/2023
Workshop with HI team (and partners) to get final inputs on CN: 05/11/2023
Finalization of the CN and review of the budget for coherence: 07/11/2023
Finalization and sending to HQ: 08/11/2023
Final adjustments, final quality and administrative checks with focal point and HI Canada: 09/11/2023
o Equivalent (proof that the Service Provider has paid social security contributions)

o Affidavit (as specimen in the Kit) about compliance with certain articles of the Labour Code

o Certificate from your tax office or equivalent