

Call for tenders:

Consultancy to Develop a DGA Inclusive Intersectional Toolkit

Tendering schedule

Publication date: 21/06/2021

Deadline for receipt of applications: 12/07/2021

Deadline for receipt of clarification requests: 23/07/2021

Deadline for the awarding of contracts: 30/07/2021

In this terms of reference (TOR) the vendor will be designated as "the consultant" but responding entities can be diverse.

1. GENERAL INFORMATION

Technical unit	P2RD - HQ	Location	Home-based with travel to New York; Geneva; Ethiopia and Myanmar and to/ within Europe (i.e. Geneva, Lyon)
Start date	1 August 2021	Technical field	Protection / GBV / CP/ Inclusion / Intersectionality
Estimated duration of the consultancy	11 to 12 months	Name of technical unit director	Flavia STEA-ANTONINI
Period	August 2021 – October 2022 (only some days from August to October 2022)	Name of technical advisor	Dorothee RIEPMA

2. PRESENTATION OF HUMANITY INCLUSION

Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity. Handicap International has been changing its name and became « Humanity&Inclusion ». HI, Humanity&Inclusion is an independent and impartial aid and development organisation with no religious or political affiliations operating in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI has offices in more than 55 countries; for further information about the association: www.hi.org.

3. CONTEXT OF THE CONSULTANCY

In both humanitarian and development contexts, HI projects aim to focus on the 'most vulnerable'; including people and groups discriminated against or those at high risk of discrimination. But trying to identify which people are 'the most vulnerable' and why and designing appropriate project responses can be challenging. HI has identified nine key factors which intersect, to understanding different people's experiences, capacities, needs and vulnerabilities. These are: disability, age, gender, sexual orientation, socio-economic status, geographical location, ethnic origin, religion, political opinion. Out of these nine factors, HI has prioritised Disability, Gender and Age.

In 2019 HI launched the Disability, Gender and Age (DGA) Policy and guidance document including a DGA marker. HI committed to deepen its work on an DGA Intersectional approach and launched in 2020 an Intersectional Resource 'Towards More Inclusive Practices: A Disability, Gender & Age Intersectional Resource'.

To this end, HI has also developed a project aiming to strengthen the DGA intersectional approach through the participatory development and dissemination of tools in order to increase the capacity of actors to design and implement interventions for quality prevention, mitigation and response to violence. The Project aims to provide clarity and programmatic guidance for project staff to take an intersectional approach when designing and implementing projects to make sure they are more responsive to the differing priorities, opportunities and barriers faced by beneficiaries. The Project targets both global level actors as well as actors in Myanmar and Ethiopia as pilot countries.

HI headquarters are located in Lyon which forms together with the Brussels office the base for the Protection specialists team within the P2RD (Protection and Risk Reduction Division). They developed aforementioned proposal and they provide technical support and guidance to HI field operations, they develop policies; guidelines and tools; they facilitate learning, coordinate and work with partners to enhance prevention, violence risk mitigation and response strategies to protect persons we work with from violence based on Disability, Gender and Age. Alongside the Inclusion Humanitarian Action Specialists, they provide disability inclusive technical support to national and international actors working on GBV and Child Protection. The consultant will work under the responsibility of the HQ Protection Specialist based in Brussels, leading the Intersectionality in Protection Project (hereafter the Project), under which the consultant will working. He/ she will work closely together with the Specialist during the full duration of the consultancy. The TOR deliverables are set though, due to the long term as well as the set-up of the project, flexibility is expected in terms of daily tasks shared between the consultant and Specialist.

4. OBJECTIVE OF THE CONSULTANCY

Goal of the Project: Humanitarian and development actors increase their capacity to effectively mainstream an Age, Gender and Diversity (AGD) intersectional approach in their practices (in prevention and response to violence) in order to ensure safe and inclusive interventions.

The consultant we are seeking is meant to be fully responsible for a number of activities under the above-mentioned Project, namely:

Activity 1 - Review of existing tools and guidelines

Activity 3 - Design a conceptual map on intersectionality

Activity 4 - Development of a package of tools (in collaboration in Myanmar and Ethiopia)

Activity 6 – Finalisation of the tools and accompanying materials (based on field testing)

5. DESCRIPTION OF TASKS

Due to the nature of this Project tasks will be reviewed throughout the consultancy.

The detailed tasks HI foresees/ expects from the consultant to achieve above-mentioned as well as other activities under the Project are:

- Carry out desk review
- Design and launch surveys
- Facilitate consultative meetings and dialogue with humanitarian and development actors at global level and provide support at pilot country level
- Include field findings in the deliverable documents listed underneath
- Combine review of institutionalised and field level tools
- Evaluate the reviews and assess the gaps in terms of an AGD intersectional approach
- Prioritization of tools to be developed and/ or updated based on the gaps identified
- Design and facilitate working sessions in pilot countries for the participatory development of tools
- Formalisation of a shared understanding of intersectionality (the conceptual map)
- Develop podcasts on intersectionality
- Develop draft package of tools
- Develop and lead trainings on intersectionality and the draft package of tools as a basis for testing the tools in the pilot countries
- Engagement in feedback sessions on the testing
- Based on the field testing findings and international feedback fine tune and finalize toolkit
- Supervise design of toolkit
- Develop ideas and content for promotion products of the toolkit (i.e documentary film/video/podcasts)
- Develop and supervise design promotion products on the toolkit
- Develop and supervise design of webinar and briefings papers on the toolkit
- Develop workshop and training on toolkit dissemination
- Develop and facilitate final workshop on the toolkit on global and pilot country level
- Participate in panels and side events to international conferences to present and discuss the toolkit

6. METHODOLOGY AND TIMEFRAME

The consultancy will take 11 to 12 months with an estimated full time workload from the start of the project starting from August 2021. This set-up is required to ensure the collaboration with the Specialist; pilot countries and other actors. A set-up like this will be in place until the finalisation of the toolbox and accompanying materials by June 2022. The last 30 days of the consultancy will be spread over the months July 2022 till October 2022 (with a focus on September) in order to facilitate meetings, trainings and events on the (promotion) of the toolbox.

The indicative timeline:

August – September 2021 (2 months): Review, consultation, mapping & gap analysis

October – December 2021 (3 months): Map on intersectionality & development of tools

January – March 2022 (3 months): Training and testing at field level & fine tuning the tools

April – July 2022 (4 months): Finalization of the toolkit & related materials

August – October 2022 (3 months): Dissemination & training

7. DELIVERABLES

The consultant will be expected to deliver the following:

- KAP survey
- Mapping document of screened documents and practices
- Evaluation gap analysis document
- Conceptual map on intersectionality
- 5 podcasts on intersectionality
- Intersectionality trainings
- DGA inclusive intersectional toolkit and toolbox
- Webinar on the toolkit
- Set of briefing papers on the toolkit
- Materials to promote toolkit i.e. set of documentary film/video/podcasts
- Availability during week days to work on deliverables and to support and cooperate (with flexibility) the Protection Specialist and field teams in Myanmar and Ethiopia

Please note graphic design should not be included in the budget, although the supervision of the graphic design in order to achieve the deliverables is a responsibility of the consultant.

8. PROFILE REQUIRED

The consultant should possess relevant experience in undertaking tasks of similar nature and magnitude, and shall have the following qualifications and experience:

9. EDUCATION

- Advanced university degree in in social sciences, law, gender and women’s studies, human rights, humanitarian action, international relations or a related field.
- Education and/or training on disability inclusion, protection, gender equality, GBV prevention, risk mitigation and response in development and humanitarian contexts.

10. LANGUAGES

- Fluency in oral and written English.
- French is a significant asset (considering documents to be reviewed include French ones).

11. EXPERIENCE

- At least 8 years of protection program management experience, preferably including at least 5 years implementing GBV/CP programming with NGOs and/or UN Agencies;
- Experience in Disability Inclusion and in GBV/CP prevention, including on mainstreaming across sectors (e.g. Education, WASH, Health, NFI, Food Security);

- Experience in policy development particularly related to inclusion/protection/GBV/ CP;
- Proven experience operationalising policy and guidance into intuitive tools for GBV/ CP practitioners;
- Experience in designing learning content and technical guidance to protection staff and non-specialized staff;
- Proven experience working with an intersectional approach;
- Experience with liaison at the global level and implementation at the field level;
- Experience working in humanitarian and development settings;
- At least 3 years of experience on training and capacity building related to protection issues (including GBV and CP);
- Experience in using the following international tools: GBV Information Management System; Protection Mainstreaming Toolkit, IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action; IASC GBV Guidelines; IASC Gender Handbook; WHO Ethical and Safety Recommendations for Researching, UNFPA GBVIE minimum standards, CPM etc.

12. KNOWLEDGE

- Knowledge of concepts, principles and key considerations related to disability inclusion.
- Excellent knowledge of protection related concepts (including GBV and CP), guidelines, standards and tools at the global level and field level.
- Good understanding of intersectional and transformative approaches.

13. VALUES

- Commitment to equity, diversity and inclusion especially of disability, gender and age.

14. REQUIRED COMPETENCIES

- Ability to deliver
- Excellent writing skills in English
- Capacity to adjust and or create tools
- Ability to connect practical test findings to improve tools
- Demonstrate clarity, accuracy and ability to analyse, summarize and present
- Capacity to develop reader-friendly content
- Capacity to develop and lead trainings as well as working sessions
- Analytical skills to support analysis of biases and assumptions
- Ability to represent in panels and network events
- Pro-activity and ability to work without constant supervision
- Excellent reactivity and flexibility
- Strong time management and planning skills
- Strong interpersonal and intercultural skills

15. DESIRABLE EXPERIENCE/ COMPETENCY

- Excellent skills to understand (written) French
- Extensive experience in developing a toolkit/ tools
- Direct experience working on disability inclusion
- Direct experience providing support to GBV survivors and/or working with children survivors
- Experience in gender transformative approaches within protection
- Experience developing materials such as podcasts; video; documentary film; briefings
- Experience supervising graphic design

16. HOW TO APPLY

Applications should be addressed – latest - by Monday the 12th of July 2021 to nd.riepma@hi.org indicating in the subject of the e-mail: 'Protection Consultancy to Develop AGD Inclusive Intersectional Toolkit'. In case of questions please contact nd.riepma@hi.org.

As part of the call for tender the submission should include:

- A written proposal for the intellectual consultancy service. The proposal should include a motivation statement financial proposal for 11 and for 12 months of work including a daily rate. Accompanying the financial proposal, the proposal should include the description of tasks in the TOR; outline the deliverables in the TOR as well as the timeframe in the TOR and lastly the commitment to travel twice to Ethiopia, Myanmar and New York and several times to Geneva and to event/training locations to promote the toolkit. Please note travel costs and accommodation can be excluded from the financial proposal/ daily rate. Charged at cost to HI, the consultant will have to undertake the HI travel policy for his travel for HI.
- Curriculum vitae (CV);
- Relevant education certificates;
- Two examples of previous similar work (e.g. tool; toolkit; technical guidance, manual training, etc.);
- Names and contact information of three references;
- Specific accommodations if any.

Only those candidates in who meet all qualifications and experience will be contacted for further consideration. HI is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of boys, girls, men and women with and without disabilities with whom HI engages. HI expects all staff and partners to share this commitment through our code of conduct and other Institutional policies such as the PSEAH and Child Protection Policy.

Tendering criteria

The contract shall be awarded to the bid offering the best quality/price/ delivery ratio according to the needs defined in the call for tenders.

HI shall evaluate the bids in terms of total acquisition cost and the following selection criteria: compatibility of the quote with the needs and the available budget; protection, tool development and disability inclusion experience; motivation statement/ ability to deliver; commitments; language skills; availability to start on 01/08/2021; experience with liaison at global level and implementation at field level; ability to develop materials; training and capacity building experience; criteria to be specified during purchase procedure (i.e. written test and oral interview); references. Please note, women with disabilities are highly encouraged to apply.