

09. July 2021

EXTENDED DEADLINE FOR SUBMISSION

Terms of References for Request of Quotations

Subject: Extension of deadline for the negotiated procurement procedure with open competition for the development of face-to-face and online training packages on inclusive humanitarian action

Dear Sir or Madam,

Humanity&Inclusion, also known as Handicap International, and its German National Association Handicap International e.V., (hereafter also: HI) are successfully implementing different projects worldwide. In collaboration with the global [Reference Group on Inclusion of Persons with Disabilities in Humanitarian Action](#) (RG), we aim to develop accessible online and face-to-face (F2F) learning packages consisting of 7 modules each on inclusive humanitarian action.

Due to a lack of submission of qualified quotes, it was decided to extend the deadline of submission until: 20. July 2021. Please see no. 12 and 13 below for further information. kindly also note the changes in no. 8.

Further information on the background and all details of this call can be found below. This call is part of a negotiated procurement procedure with open competition. All bids will be evaluated based on predefined criteria.

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1) Context / Background

In 2019, the launch of the [IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action](#) marked an important point in efforts to ensure that persons with disabilities are fully included as both beneficiaries and actors in humanitarian response. A [Reference Group](#) (RG) was set-up to sustain gains made and further advance disability inclusive humanitarian action, for a real impact to be seen 'on the ground'.

The RG is a platform fostering cooperation between UN, International Agencies, NGOs and organizations of persons with disabilities in promoting disability inclusive humanitarian response, including, but not limited to, supporting the development, dissemination and implementation of key guidance materials, including the IASC Guidelines. The Group aims to build on and reinforce efforts of individual organizations in this regard; and links with broader processes for strengthening the quality and accountability of humanitarian action inclusive of persons with disabilities.

There is an increasing number of requests from humanitarian actors to provide technical support on Inclusive Humanitarian Action (IHA). With this rapidly growing demand, there is a need to consolidate and strengthen the humanitarian actors' capacities and resources, standardise successful practices and skills on IHA, document and use best practices to further the global disability inclusion advocacy efforts. The Reference Group aims to respond to this through the development of online & Face to Face learning modules through the review, development and testing of tools for capacity strengthening and building awareness. These will allow teams in-country to respond to the technical support and capacity development demands

at various levels of humanitarian interventions in various settings and be able to monitor progress against capacity development.

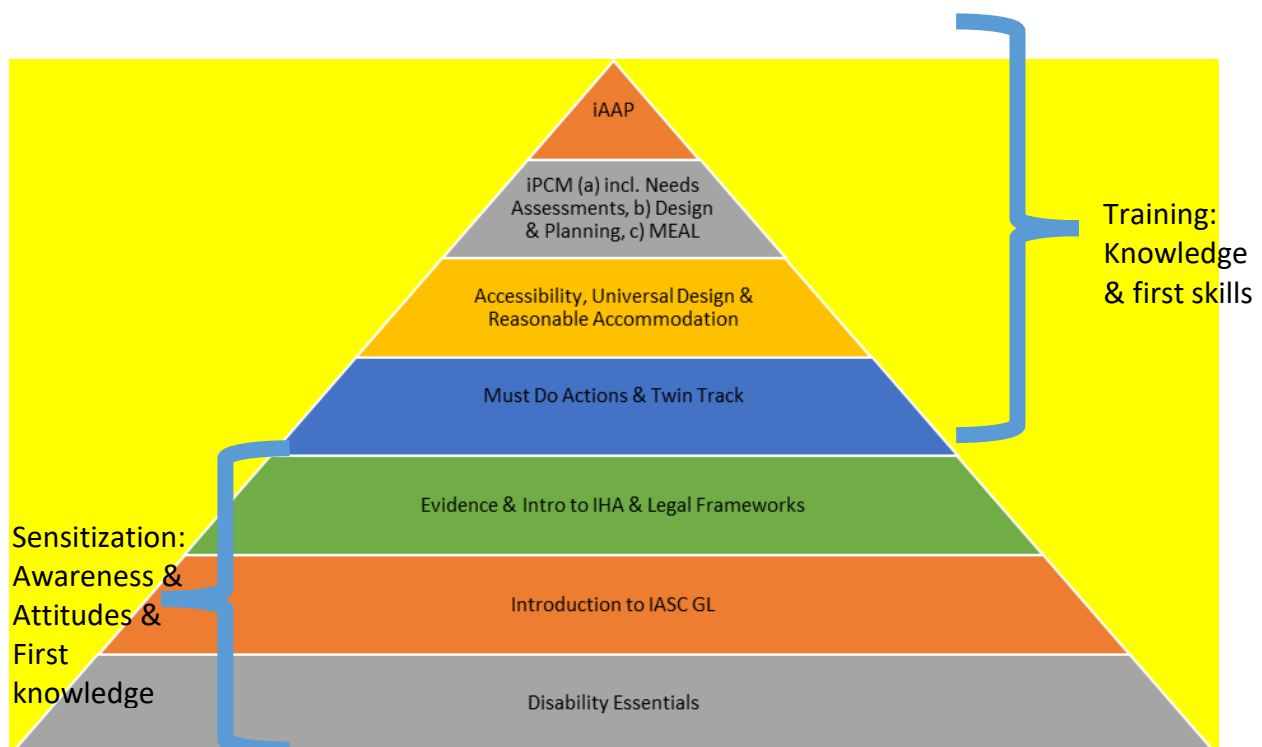
The Online & Face to Face learning modules aims to sensitize, increase understanding and support first skills development among Humanitarian Actors on the inclusion of persons with disabilities in programming, e.g. needs assessments, planning and monitoring, as well as accountability to affected population. The work of this consultancy is financially supported by the "[Phase 2 - Leave no one behind!: Mainstreaming Disability in Humanitarian Action](#)" project, funded by the German Federal Foreign Office.

2) Description of the required service

We are looking for a consultant, group of consultants or company to develop content to support the design of an accessible online and a face-to-face learning package on seven modules, 60-180 minutes each. The content for the modules was largely developed by members of the RG Working Group 1. The direct target audience of the learning packages are trainers/facilitators with and without disabilities from the humanitarian field. The indirect target audience participating in both courses will include humanitarian actors with and without disabilities.

The content and produced files should then be adapted based on feedback received from members of the RG working group 1, adhere to accessibility standards for persons with different types of impairments and combine presentations of key messages and concepts with scenario-work, exercises and self-reflections. A facilitator guide needs to be developed for each of the two learning packages, the face to face and the online one, including a section on inclusive facilitation.

The facilitator guides and the content of the learning sessions are to follow the below modular structure (see graph) and need to be developed with flexibility in mind. Flexibility in this regard means, that any of the modules can be tailored to different humanitarian contexts, actors and/or humanitarian sectors.



The facilitator package should include interest & needs assessments and self-evaluation forms for each, training participants and facilitators.

3) Accessibility policy

All documents of the training packages should follow international standards of accessibility.

This means that the documents (incl. 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.

4) Deliverables

➤ Learning Package for Online Facilitation: PowerPoints incl. suitable illustrations for content; Interest & Needs Assessments; Evaluation sheets for learning sessions participants and facilitator/ trainer; Group & Individual Worksheets, incl. scenarios, videos, sound bites or case studies; relevant Resources; Facilitator Guide

➤ Learning Package for F2F Facilitation: PowerPoints incl. suitable illustrations for content; Interest & Needs Assessments; Evaluation sheets for learning sessions participants and facilitator/ trainer; Group & Individual Worksheets, incl. scenarios, videos, sound bites or case studies; relevant Resources, Facilitator Guide

5) Bidder's profile

- Proven strong experience in packaging content for interactive online and face-to-face (F2F) learning and sensitization modules, as well as Training of Trainer packages for humanitarian audiences (samples of work will be requested upon shortlisting)
- Experience working with audiences in an inclusive manner, that is persons with and without disabilities
- Demonstrated experience in working with accessible online collaboration platforms for learning such as e.g. Padlet, Mural, Jamboard, Cryptopad or similar
- Experience on working on disability, age, gender or protection
- Knowledge and/or experience in producing accessible digital materials
- Excellence in English

As persons with disabilities were involved in most of the learning modules developed, we strongly encourage, also for this piece of work, applications of consultants that are persons with lived experience of disability and/or consultants that are working in partnership with Organizations of Persons with disabilities.

6) Contract & Sub-contracting

We intend to conclude one contract for the service as described in this call. An award in form of separate lots is not envisioned.

Sub-contracting for specific works like e.g. the creation of graphics, accessibility checks, or similar is allowed but needs to be disclosed to and approved in writing by HI and has to be coordinated by the main contractor. Disclosure of intend to sub-contract certain parts should already be stated in the initial bid.

Note, that sub-contracting does not release the winning bidder from its responsibility to HI and the winning bidder needs to ensure that any sub-contract adheres to the agreed upon standards, code-of-conduct and other contractual agreements.

7) Selection Criteria and Process

This call is part of a negotiated procurement procedure with open competition. All interested bidders are welcome to submit the required documents as specified in this call until the deadline for submission.

a) Required documents:

Bidders shall provide as minimum a minimum the following documents / information:

- Cover letter
- Confirmation that such services can be provided within the time frame
- Portfolio of developed comparable online and F2F learning packages for humanitarian audiences including highlighting those packages which were developed according to accessibility standards
- Confirmation of experience working with audiences in an inclusive manner, that is persons with and without disabilities
- Confirmation of experience working with accessible online collaboration platforms and specification which platforms
- Proof of experience and/ or sufficient knowledge in developing digital documents according to requested accessibility standards (this can be e.g. by including an example of a developed accessible documents, by providing professional training certificates or the written intend to conduct specific professional trainings if selected, etc.)
- Disclosure if sub-contracting is envisioned and possible, including confirmation that bidder is fully responsible for all sub-contractors
- Proof of valid registration of the bidder (according to the country of establishment of the consultant/firm, may be: legal status, registration certificate, tax registration certificate, tax clearance certificate, trading licence, compulsory submission up-to-date...)
- Detailed technical proposal including a clear work schedule
- Detailed financial proposal in EURO with separately stated VAT if applicable

b) Assessment of bids:

- The following exclusion criteria apply:
 - o Incomplete set of information and documents as listed above
 - o No previous experience in developing F2F and online learning materials
 - o No technical knowledge, experiences or training on digital accessibility
 - o No valid registration of bidder
- All bids are assessed with the following weighing:

Price	Experience on developing F2F/online learning packages for humanitarian audiences	Experience / knowledge on accessibility of learning materials for persons with different types of impairments	Experience working with audience in an inclusive manner	Time frame
25%	25%	25%	15%	10%

c) Selection of winning bidder:

- After the assessment of the bids according to the point system above, HI reserves the right to negotiate with those with the highest points
- HI will assess all bids according to the criteria above. We reserve the right to negotiate, accept or reject any bid or quotation at its sole discretion, and to continue the competitive dialogue for any response it considers advantageous.
- If deemed necessary, online meetings are set-up with those bidders with the highest points or additional examples of previous work will be requested
- Handicap International is not obliged to accept the lowest prices or any of the bid.

8) Timeframe and location

- This consultancy is to be completed remotely.
- There will be two rounds of revisions before the assignment is completed.
- HI aims to start the service contract soon after selection of the best bid, estimated to be end July, beginning of August.
- HI aims to have both learning packages ready for publication no later than 01.12.2021
- If you cannot commit to above deadline or below timeframe, please provide you best option for both.

Initial briefing and review of documentation including needs assessments	1 day
Finalization of facilitator guide outlines for the learning packages (F2F, Online), including consolidated learning objectives and methodologies for each of the modules	2 day
Present initial work to the WG 1	1 day
Facilitate Feedback Round on outlines & learning objectives and methodologies	10 days
Review & Packaging of Modules and development of facilitator guides (including accessibility features)	20 days
Present learning packages to the group with highlights on needed feedback from group members & Facilitate Feedback from Group	10 days
Integrating feedback and produce final product (with V2 feedback incorporated)	5 days

- On the basis of the proposed timetable laid down in these Terms of Reference, the consultant must set up a work schedule for the performance of the service.
- The work schedule must clearly specify the manner in which the Consultant will approach the activities required to perform the service.
- The schedule must indicate the progress and/or the standard of service performance, including the criteria and/or indicators to check that the service provision is proceeding smoothly.

9) Resource person:

Within the framework of the service provision, the contracted consultant will be asked to collaborate with Handicap International's teams and, in particular, with Ulrike Last who will be the point of contact.

10) Estimated budget and Terms of Payment

The estimated budget for this service is between 1.000 and <25.000 Euros.

HI strives for payment on account 30 days after proof and validation of delivery. If this is not possible, please indicate the best possible terms of payment including a rough payment schedule.

11) HI Policies: Code of Conduct, Good Business Practices, etc.

Applicants 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](#).

12) Request for Clarifications

All questions shall be submitted by e-mail to Ulrike Last (u.last@hi.org) AND Haakon Spriewald (h.spriewald@hi.org). **Deadline for questions is 15. July 2021, 12:00 CEST.** Answers that are deemed necessary for all interested parties will be published publically on the day of deadline for questions on [HI's tender website](#) to ensure a fair and competitive process.

13) Deadline for submission of bid

Please submit your complete bid no later than **20. July 2021, 12:00 CEST by email to tender@deutschland.hi.org**

For questions, please see above.

Amendment or withdrawal of bids: Tenderers may amend or withdraw their bids by written notification before the closing date for submission of bids. No amendments may be made to bids after this date. Withdrawals shall be firm and final and will terminate any participation in the tendering process.

Costs of preparing bids: None of the costs incurred by tenderers in preparing and submitting their bids shall be reimbursable. All these costs shall be borne solely by the tenderers.

14) Cancellation of a negotiated procurement procedure with open competition

In the event of the cancellation of this process, tenderers shall be informed by Handicap International by email or by public notification.

If the call for tenders procedure is cancelled before the submission deadline all received files will be deleted.

A cancellation may occur when:

1. The tendering procedure has been unsuccessful, i.e. HI has received no valid or financially viable bids, or no bids at all;
2. The project's economic or technical parameters have been fundamentally modified;
3. Exceptional circumstances or force majeure makes the normal execution of the project impossible;
4. All technically compliant bids exceed the available budget;
5. Irregularities have occurred in the procedure, especially if these have prevented fair competition.

In no circumstances shall Handicap International be liable for damages of any kind (in particular damages for loss of profits) in the event of the cancellation of a call for tenders, even if Handicap International has been warned of the possibility of damages.