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Description générée automatiquement

TERMS OF REFERENCE

*Consultancy for the production of an advocacy report and contribution to a workshop*

## Presentation of the service

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| **Title of the Report and Workshop:** | Tentative: Disability, Age, Gender: intersecting factors of vulnerability in contexts where explosive weapons are widely used |
| **HI Entity:** | Advocacy and Institutional Relations |
| **Objective of the service:** | Production of an advocacy report (30 to 50 pages long) and contribution to an online workshop on the same topic. |
| **Duration of the service:** | Approximately 30 working days, from 05 May to 24 October 2025. |
| **Language for the service:** | English |
| **Location of the service:** | Consultant’s usual workplace location.  A working face-to-face session between HI and the Consultant could be considered in Brussels or another location. |
| **ToR last updated:** | 18/03/2025 |
| **Authors of ToR:** | Disarmament and Protection of Civilians Advocacy Officer |

## Presentation

**2-1- Why this report?**

The use of explosive weapons in populated areas in contemporary armed conflicts results in devastating and widespread civilian harm and humanitarian consequences. Since 2016, HI has documented the harm caused by the use of explosive weapons in populated areas (EWIPA), focusing on the immediate and reverberating effects, namely casualties, displacement, psychological harm, destruction of civilian infrastructure (health centers, water and sanitation systems, transport systems etc).

In November 2022, 83 States endorsed the Political Declaration on Strengthening the Protection of Civilians from the Humanitarian Consequences Arising from the Use of Explosive Weapons in Populated Areas (EWIPA). In 2023, along with two partners, HI has been granted by ECHO a two-year [project](https://www.hi.org/sn_uploads/document/ECHO-Project_communication-flyer_final.pdf) aiming at promoting actions to strengthen the protection of civilians and prevent humanitarian consequences from the use of explosive weapons in populated areas. In the frame of this project, HI is specifically facilitating a multi-stakeholder process for producing guidance and recommendations for the implementation of the commitments related to humanitarian access and victim assistance set out in the Political Declaration. The process will address 4 priority areas: 1/ humanitarian access and safety, 2/ access to healthcare, 3/ EORE, conflict preparedness and protection, 4/ vulnerable groups and specific needs. It will include the organisation of a set of workshops to engage practitioners on the implementation of the humanitarian commitments of the Political Declaration and post-workshop advocacy work.

In order to support the discussions during the workshops, HI will produce advocacy reports on the humanitarian impacts of explosive weapons to better understand the humanitarian consequences of explosive weapons in populated areas but also the gaps, challenges and good practices in delivering assistance to populations affected by conflict. These advocacy reports will be illustrated by cases studies from countries of current or former conflicts where explosive weapons have been widely used, with a potential specific focus on Sudan, if access to information allows. Relevant elements from other EWIPA contexts could also be considered and included in the report to complete the analysis.

**In this specific report, aiming at informing a multi-stakeholder online workshop in September 2025, we want to draw attention to the issue of intersecting factors of vulnerability in contexts affected by the use of explosive weapons.** In adequation with HI institutional policy, we will focus on intersecting factors of vulnerability, including disability, gender and age, to convey the complexity of the risks of discrimination faced by affected population.

It is well evidenced that individuals facing compounded vulnerabilities due to intersecting factors of discrimination, such as disability, gender and age, displacement, rural or isolated geographical location, are disproportionately affected by conflict and its immediate and longer-term impacts. This includes significant barriers to accessing essential services and protection. The same holds true in the specific context of the use of EWIPA.

However **there is a critical gap in evidence on how gender, age, disability, and other intersecting factors (namely geographical or socio-economic factors) shape individuals' vulnerabilities in contexts where EWIPA is being used, as well as on its specific short and long-term consequences for these groups.** We have identified this topic as a stand-alone theme, because the needs of specific groups remains largely overlooked – likely due to lack of awareness and understanding.

Yet strengthening the understanding, knowledge and evidence on the risks faced by specific population groups is critical to inform prevention and protection strategies, as well as to shape response and recovery efforts, including assistance to survivors and indirect victims.

The paragraph 4.5 of the Political Declaration reaffirms the commitment to:

- “Provide, facilitate*, or support assistance to victims* - people injured, survivors, families of people killed or injured - as well as communities affected by armed conflict.

- Adopt a holistic, *integrated, gender-sensitive, and non-discriminatory approach* to such assistance, taking into account the rights of persons with disabilities, and supporting post-conflict recovery and durable solutions”.

This report will therefore provide critical information, recommendations and good practices for the concrete implementation of this commitment.

**2-1- Report’s objectives and first elements of methodology**

The report aims at describing and understanding the specific challenges, vulnerabilities and gaps faced by different groups and persons in EWIPA settings, and in identifying good practices and actionable recommendations to multi-level stakeholders, including States. It should tentatively address the following issues related to the topic:

* How does the intersection between factors such as gender, age, disability (eg. women and girls with disabilities, older men and women, adolescents with or without disabilities ), geographical location, socio-economic status etc increase discrimination/ marginalisation/ vulnerabilities? What are the differing risks and compounded vulnerabilities faced by individuals and groups in EWIPA settings, particularly those at the intersection of gender, age and disability?
* How, including through data collection, can we improve the visibility and understanding of intersecting factors of vulnerabilities and better understand the ways in which pindividuals facing intersecting factors of vulnerabilities are impacted (directly and indirectly) by explosive weapons use?
* What are the key challenges to an inclusive approach to victim assistance, that systematically addresses the intersecting needs and priorities of individuals based on their gender, age, and disability, in EWIPA settings?
* How are persons facing discrimination and risks related to intersecting factors of vulnerability currently included and to what degree are they participating in planning and delivery of assistance? How are their specific needs being identified and addressed, and what strategies can support their positive coping mechanisms and foster empowerment/ meaningful participation?
* How can we foster inclusive dialogues, amplifying the voices of individuals and groups in their diversity? How can we provide platforms to improve victim assistance and advocacy efforts that respond to the needs and rights of persons having intersecting factors of vulnerabilities?

Elements of a methodological approach:

1. Draw on existing evidence, literature and qualitative and quantitative data, including data collected by HI programs in EWIPA settings (including Sudan), on the addressed topic. The desk review should also identify existing policies, good practices and recommendations with regard to the topic.
2. Collect qualitative data and new evidence on the topic (remote data collection), building on the study of several concrete field EWIPA-related events, examples or case studies. Interviews of relevant stakeholders and humanitarian practitioners, including from local authorities and partners, as well as affected persons, will illustrate and contribute to the main analysis **on the gaps and challenges faced by people living in situations of vulnerability exacerbated by intersecting factors of discrimination in EWIPA settings, and on the good practices deployed, or that could have been deployed.** The lived experience of EWIPA affected persons and populations, taking into account age, gender, disability and other diversity factors (namely displacement and geographical location), should be emphasized and reflected in the report through the collected case studies.
3. **Identify and formulate concrete, relevant and actionable recommendations** addressed to policy-makers, including States, and practitioners to foster better inclusion of people living in situations of vulnerability exacerbated by intersecting factors of discrimination in planning and implementation of assistance in **EWIPA** settings, focusing on disability, age, gender and other relevant diversity factors, and within the frame of the implementation of a political declaration to prevent the harm caused by the use of explosive weapons in populated areas. Preliminary findings of the report will inform the participants of **an online workshop to be held the week of September 22nd 2025,** aiming at formulating a set of recommendations on the topic. Discussions and outcomes of this workshop will also inform the final report.

**2-3- Advocacy targets and foreseen use of the document**

HI, member of the International Network on Explosive Weapons (INEW), is currently facilitating a multi-stakeholder process for producing guidance and recommendations for the implementation of the commitments related to humanitarian access and victim assistance set out in the Political Declaration. A series of 4 workshops, online and in person, will be organized along this two-year project. We will use this report within the frame of this multistakeholder process on EWIPA, 1) to inform the participants to the online workshop in September 2025 and 2) to keep on raising awareness on the needs and opportunities for the implementation of the commitments related to humanitarian access and assistance, and risk education contained in the political declaration on EWIPA. The intended audience of the research and its report are:

* The main targets of this publication will be the participants of the above-mentioned online workshop, as well as the EWIPA disarmament and humanitarian communities and humanitarian inclusion and protection actors.
* States that endorsed the Political Declaration, including States involved on the regional scene.
* States that haven’t adopted the declaration yet but have an interest in so.
* Key donors on humanitarian action in EWIPA settings.
* International organisations: ICRC, UNHCR, UNOCHA, UNMAS, WHO, UNIDIR, UNODA, UNFPA, UNICEF, UNWOMEN, etc.
* Civil society networks and other NGOs.
* Academia and expert community on EWIPA.
* Findings can also inform outputs for the general public targeted through media.

**2-4- Ethics**

The service provisions’ contract sets that consultants’ and freelance workers’ copyright is transferred to HI.

Consultants must ensure informed verbal/ written consent from interviewees. They should comply at all times with HI protection policies:

* [HI Code of Conduct](https://hinside.hi.org/intranet/jcms/prod_2152933/en/code-of-conduct-integrity-prevention-of-abuse-and-safeguarding)
* [Protection of beneficiaries from sexual exploitation, abuse and harassment](https://hinside.hi.org/intranet/jcms/pl1_2696612/en/pi03-pseah-institutional-policy-2021)
* [Child Protection Policy](https://hinside.hi.org/intranet/jcms/pl1_2696608/en/ip02-child-protection-policy-2021)

We will ensure that high ethical and rigorous research standards are maintained, by following HI’s principles for ethical management of data:

* Ensure a person or community-centered approach;
* Ensure that the person’s consent is properly collected for every picture and written testimony;
* Ensure referral mechanisms are in place;
* Ensure the security of personal and/or sensitive data at all stages of the activity;
* Respect copyright for pictures, obtain permissions to use pictures, and include information related to the photographers;
* Ensure that the final outputs are never used for commercial purposes;
* Ensure the respect of the dignity of beneficiaries portrayed in pictures, testimonies, and case-studies;
* Plan and guarantee the use and sharing of information;
* Carefully provide complete references to external sources used in the text of the publication.

**Intersectional approach**

The ethical principle of non-discrimination is at the very heart of HI’s engagement alongside persons with disabilities and in support of equal opportunities and equal access to services for all. In line with HI’s Disability, Gender and Age internal policy, we fully recognize the importance of applying a systematic attention to disability, gender and age in particular.

## Presentation of the service

**3-1- Overall objective of the consultancy service**

The Consultant will deliver research results and recommendations on the topic through **a report (in English)**, based on the testimonies, case studies, desk reviews and interviews, and actively contribute and participate to a **workshop** on the same topic.

**3-2- Expected results of the service**

The Consultant is expected to deliver the following:

*(1) A finalized written methodological proposal, b*ased on the terms of reference provided by HI and the technical proposal of the consultant. This document provides the key elements of the study’s implementation and contains, a minima: an introduction specifying the study/research context; presentation of the objectives as agreed between the consultant and HI; presentation of the detailed methodological framework: study design for the desk review, selection of participants for interviews based on an initial list provided by HI, evidence collection, processing and analysis; responsibilities of the consultant and of HI; timeline; budget; ethical considerations. The document should explicitly mention how intersecting factors of discrimination and exclusion (disability, age, gender) will be mainstreamed at each stage of the proposed methodology.

*(2) Implement/coordinate evidence collection in accordance with the protocol.*

*(3) A draft written intermediate report.* Following the desk review and data collection, the document should highlight a detailed structure of the report as well as highlighting the main preliminary findings on the evidence collected.

(4) A *concept note* of the online workshop (September 2025), along with a (5) *proposal of a detailed agenda* of the workshop.

(6) A *briefing paper* on the topic for the participants to the workshop.

*(7) A Power-point presentation* of main findings to be presented during the online workshop in September 2025 and a facilitation of the discussions on key recommendations.

*(8)* A *final comprehensive written report*, including comments from HI internal reviews and discussions from the workshop.

(9) *Dissemination strategy*

*(10) Summary presentation* of the final findings (PowerPoint or other format).

The deliverables are submitted to HI internal review, which should be then taken into account in the final versions.

**3-3- Key Performance Indicators**

* Deliverables are produced in a qualitative and timely manner, with a relevant inclusion of internal reviews and feedback (from HI), as well as of the outcomes of the discussions during the workshop.
* Active and meaningful involvement in the preparation and content of the workshop.
* The overall production and contribution of the Consultant are oriented towards the findings of concrete, relevant, and actionable recommendations to multi-stakeholders, aiming at shaping humanitarian policies and practices in EWIPA settings to foster better inclusion of people living in situations of vulnerability exacerbated by intersecting factors of discrimination such as disability, gender and age, and other relevant factors of vulnerability.
* Availability, reliability, disposal for feedback and smooth communication.

**3-4- Timeline of the consultancy service**

Between 05 May and 24 October 2025, the Consultant is expected to work an estimation of 30 working days. Foreseen date for finalization of the document: 24/10/2025.

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| Deliverables | | Recipient | Dissemination | | Delivery Deadlines |
| Technical documents relative to study/research implementation | | | | | |
| 1- | Final Methodological Proposal | HI | Internal | 15 May 2025 | |
| 2- | Data and evidence collection | HI | Internal | May - July 2025 | |
| Workshops | | | | | |
| 4- | Concept Note | HI | External | 20 June 2025 | |
| 5- | Agenda and outline | HI | External | 27 June 2025 | |
| 6- | Briefing Paper | HI | External | 27 June 2025 | |
| 7- | Power-point presentation of the preliminary findings | HI | External | 15 September 2025 | |
| Report | | | | | |
| 3- | Intermediate draft report | HI | Internal | 15 August 2025 | |
| 9- | Dissemination strategy of the report | HI | Internal | 15 August 2025 | |
| 8- | Final draft report | HI | Internal | 3 October 2025 | |
| 8- | Final report, including HI internal review | HI | External | 24 October 2025 | |
| 10- | A presentation of the final findings | HI | External | 24 October 2025 | |

The consultant accepts that Humanity & Inclusion may reproduce the methodological proposal and use the tools developed in other contexts or projects.

**3-5- Budget**

The consultant shall present a financial offer, all taxes and all costs included, in line with the expected workload indicated in these Terms of Reference.

HI does not extend the benefits enjoyed by its employees (transport, meals allowance, IT access, entry pass or key, equipment etc.) to consultants and freelance workers.

**3-45- Mechanisms for communication and monitoring between the Consultant and Humanity & Inclusion**

The recruitment and service of the Consultant will be under the responsibility of the HI Advocacy Manager, which will act as contact person for the consultant for inquiries, clarifications and exchanges.

A kick-off briefing will be done in the beginning, in order to provide the Consultant with key information and guidance about the logic, the approach, and the elements to take into consideration.

A final evaluation will be conducted together with the Consultant (via a call) focusing on overall achievements of objectives and lessons learned.

Contractualization and payment of the service are under the authority of the Director of Handicap International Belgium.

## Requested profile

* 1. **Requested profile**

A Consultant with expertise in the fields of inclusive approach in humanitarian action and armed conflict settings / Disability, Gender and Age / intersectionality, as well as in qualitative research methods.

Freelance workers and consultants comply with the legislation that applies to them, with particular regard to social security payments, insurance policies and registration.

* 1. **Expertise**

Mandatory:

* Minimum Diploma Master’s degree in a relevant field: Social Sciences; International Relations; International Law; Disarmament, Humanitarian or Development Studies; Gender and Diversity.
* At least 3 years of experience in qualitative research publications (provide a list of publications).
* Experience working and/or researching in armed conflict contexts, including in EWIPA settings.
* Good knowledge of the EWIPA topic.
* Excellent knowledge of inclusive approaches in humanitarian settings.
* Excellent analytical skills and understanding of evidence-based advocacy.
* IT skills - MS Office applications.
* Professional proficiency in English mandatory, written and oral.
* Understanding and adherence to HI’s values and ethics.

Desired:

* Experience working with an international non-governmental organization.

HI values diversity, we welcome and encourage applications of candidates from all gender, origins, nationality or disability.

## Application process

**The application should be sent by email** to [procurement@hi.org](mailto:procurement@hi.org), with the reference “**CT\_2025\_EWIPA\_4**” of the tender in the title of the email, **before 11 April 2025, 17:00 CET**.

The application email shall include:

a) **Tender documentation**:

* Terms of Reference, initialled and signed
* Participation file, initialled and signed
* Application form, signed
* Annex 1: Acceptance and contracting rules, signed
* Annex 2: Declaration of non-conflict of interests, signed

b) **Administrative documentation** of the tenderer:

For individuals:

* Curriculum Vitae (training, experience in the areas mentioned above, lists of key publications)
* ID card or passport of the legal representative of the consultant company and/or of the principal consultant if different from the legal representative
* 3 references
* A letter of motivation

For companies:

* Registration of company as consultant
* Declaration of integrity filled out and signed
* Up-to-date tax certificate according to nationality

if FR :

* Proof of legal registration (KBIS < 6 months)
* URSSAF certificate of vigilance

Otherwise:

* consultant registration certificate (KBIS equivalent).
* proof that the service provider/consultant is up to date with its tax obligations

c) A **technical proposal** including, a minima: a concept note including a proposed methodology and a detailed calendar.

d) A **financial proposal** including, a minima: detailed consultancy fees including all taxes as well as the communication and reproduction costs, any interpreting needs and other actual expenses. Transportation and accommodation costs during travels to potential meeting or field visit to collect data will be organized or reimbursed by HI.

**Terms of payment**

Payment for the service will be made in several instalments as follows:

* 30% upon signature of the contract;
* 70% after validation of the final report.