



TERMS OF REFERENCE

Consultancy to produce an analysis and recommendations report on how to enhance Explosive Ordnance Victim Assistance in Ukraine

1. Presentation of the service

Title of the Report:	TBD
HI Entity:	Ukraine Program
Objective of the service:	Production of an advocacy report, encapsulating the ground research and recommendations.
Duration of the service:	Approximately 90 working days, from beginning of March to end of May 2025.
Language for the service:	English
Location of the service:	Ukraine (for the field research) and remote (for the report writing).
ToR last updated:	12/2024
Authors of ToR:	Policy and Advocacy Advisor Ukraine

2. Presentation

2-1- Presentation of HI in Ukraine

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 “HI” (operating as Humanity & Inclusion) is an independent and impartial international aid organization working in situations of poverty and exclusion, conflict and disaster. Working alongside persons 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 opened in 2022 a multi-sectoral life-saving assistance to displaced and non-displaced populations in Ukraine. Its operations aim to reduce the suffering of vulnerable conflict-affected populations through the delivery of an inclusive, immediate and multi-sectoral humanitarian response addressing the Protection, Health, and Basic Needs, with specific focus on Internally Displaced Persons (IDPs), refugees, persons with disabilities, as well as persons with injuries and with signs of psychological distress. HI also focuses its action on reducing the risks caused by explosive ordnance contamination, facilitating the delivery of aid in Ukraine with its Atlas Logistique component, and supporting the wider humanitarian response to be more inclusive.

2-2- Why this report?

Since the full-scale invasion of Ukraine, the number of explosive ordnances (EO) victims has significantly increased due to the armed violence relating to the conflict. These persons face multi-sectoral needs that have to be addressed by the State authorities, as per the [International Mine Action Standards 13.10 – Victim assistance in Mine Action](#) and in line with the Strategic Goal 2 (Reduction of the impact from explosive hazards on the lives and wellbeing of the population) of Ukraine's National Mine Action Strategy, specifically contributing to addressing the task of 'ensuring adequate and accessible social protection for people affected by explosive ordnance, including through effective cross-sectoral coordination on the organization of respective assistance, provision of appropriate and accessible social and rehabilitation services and barrier-free access to communities where such people live'.

As part of a pilot project funded by GFFO and in consortium with the Danish Refugee Council (DRC), the purpose of this consultancy is to provide expert support and strategic recommendations for improving victim assistance (VA) in three oblasts of Ukraine. The mission will focus on identifying barriers and facilitators of the victims in accessing their adequate services and proposing actionable solutions/recommendations to enhance access for affected individuals, which will also support Ukraine advancing its compliance with international legal frameworks and standards on the matter (Mine Ban Treaty, United Nations Convention on the Rights of Persons with Disabilities (UN CRPD), International Mine Action Standards (IMAS) 13.10 and national standards and action plans if available at the time of the consultancy etc.).

2-3- Report's objectives and first elements of methodology:

The report aims at assessing the barriers and facilitators that EO victims face in Ukraine and issue recommendations. It is expected to:

1. Collect qualitative data and evidence on the topic, while conducting research in Ukraine with pre-identified EO survivors (through testimonies, survey, key informant interviews (KIs) etc.) – on site.
2. Draw on existing evidence, qualitative and quantitative data, including data collected by DRC and HI in the course of the project, on the services available and access to them.
3. Identify and formulate concrete, relevant and actionable recommendations addressed to Ukrainian authorities and other actors involved in VA to foster a better implementation of VA efforts in Ukraine.

The report should tentatively address the following issues related to the topic:

- **Accessibility of Services:** Barriers victims and survivors face in accessing medical care, rehabilitation, psychosocial support, and economic reintegration services.
- **Coordination and Duplication:** Effectiveness of coordination mechanisms among VA actors (NGOs, INGOs, Service providers, OSCs.) and the extent of duplication or gaps in services.
- **Policy and Legislative Frameworks:** Alignment of existing Ukrainian policies with international standards.
- **Survivor Inclusion:** Involvement of survivors and their representative organizations in the design and implementation of VA programmes.
- **Data Gaps:** Availability and quality of data on EO victims and how these gaps affect the planning and response.

2-4- Advocacy targets and foreseen use of the document

The main target of this report will be the Ukrainian authorities primarily identified in a VA stakeholders mapping. This report could also be used for a possible scale-up response,

to influence the wider humanitarian/mine action community in Ukraine, as well as other key donors.

The intended audience of the research and its report are:

- Victim Assistance Stakeholders in Ukraine and international level
- National Authorities and Ministries involved in Victim Assistance in Ukraine
- Clusters and working groups

2-5- Ethics

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

Consultant and facilitators must ensure informed verbal/ written consent from the caregivers and the adolescents. They should comply at all times with HI protection policies:

- [HI Code of Conduct](#)
- [Protection of beneficiaries from sexual exploitation, abuse and harassment](#)
- [Child Protection Policy](#)

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.

We also aspire to convey the complexity of discrimination faced by people affected by the issues we advocate on. We do so by looking into how disability intersects with other factors of discrimination and exclusion, highlighting the intersecting forms of discriminations, and barriers in the access to services by persons with disabilities.

Applicants are therefore required to mention how they will ensure that the findings and analysis will address the intersecting factors of discrimination and exclusion related to disability, age, gender, etc.

3. Presentation of the service

3-1- Overall objective of the consultancy service

The consultant will deliver research results and recommendations on the topic of Victim Assistance in Ukraine through **a report (in English)**.

3-2- Expected results of the service

The consultant is expected to deliver the following:

(1) A **detailed methodological protocol** based on the terms of reference provided by HI and the proposal submitted (introduction, presentation of objectives, selection of participants for interviews based on an initial list provided by HI, data collection, processing and analysis). 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 intermediate report** following the desk review and data collection to outline preliminary findings, present the strategy for the field visit and the structure of the comprehensive report

(4) A **final comprehensive written report**, including a stakeholder mapping of VA National Actors and comments from HI internal reviews.

(5) **Dissemination strategy** of the report to relevant Ukrainian VA stakeholders (including presentation and briefing points).

(6) Summary presentation of the **final/key findings** and **recommendations** (PowerPoint or other formats).

3-4- Key Performance Indicators

- a. The report is produced in a qualitative and timely manner, with a relevant inclusion of internal reviews and feedback.
- b. The overall production and contribution of the consultant are oriented towards the findings of concrete, relevant, and actionable recommendations to multi-stakeholders, aiming at improving VA in Ukraine.
- c. Availability, reliability, disposal for feedback and smooth communication.

3-3- Timeline of the consultancy service

Between 03 March and 31 May 2025, the consultant is expected to work 90 working days. Foreseen date for finalization of the document: 31/05/2025.

	Deliverables	Recipients	Dissemination	Delivery Deadlines
Technical documents relative to study/research implementation				
1-	Final Methodological Protocol	HI	Internal	15 March 2025
2-	Data collection and analysis	HI	Internal	March – April 2025
Report				
3-	Final draft report	HI	Internal	By 15 April 2025
4-	Final report, including HI internal review	HI	Internal	31 May 2025
5-	Dissemination strategy	HI	External	31 May 2025

The consultant accepts that HI may reproduce the methodological protocol and use the tools developed in other contexts or projects.

3-4- 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.

3-5- 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 Policy and Advocacy Advisor which will act as contact person for the consultant for inquiries, clarifications and exchanges.

A final evaluation will be conducted together with the consultant focusing on overall achievements of objectives and lessons learnt.

Contractualization and payment of the service are under the authority of HI Ukraine.

4. Requested profile

4-1- Requested profile

A consultant with expertise in the fields of Humanitarian Mine Action, specifically in Victim Assistance and Advocacy in humanitarian and armed conflict settings, 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.

4-2- Expertise

Mandatory:

- Minimum Diploma Master's degree in a relevant field: International Relations; International Law; Disarmament, Humanitarian or Development Studies; Mine Action.
- At least 3 years of experience in qualitative research publications (provide a list of publications).
- Experience working and/or researching in armed conflict contexts.
- Good knowledge of the Victim Assistance topic.
- 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.
- Fluency in Ukrainian or Russian.

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

5. Application process

The application should be sent by email to cfi@ukraine.hi.org with the reference '**Consultancy_Explosive Ordnance Victims Assistance**' in the title of the email, **before 02 February 2025**.

The application email shall include:

a) **Tender documentation:**

- Terms of Reference, initialled and signed
- Participation file, initialled and signed
- Application form, signed
- Consultant's registration certificate
- Insurance certificate (including professional civil liability)
- Evidence that the service provider has paid his or her social contributions (equivalent to URSSAF) or exemption certificate
- Evidence that any company taxes due to public administrations have been paid

- Annex 1: Acceptance and contracting rules, signed
- Annex 2: Declaration of non-conflict of interests, signed

Administrative documentation:

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 cover letter

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

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

c) A **financial proposal** including, a minima: detailed consultancy fees including all taxes, transportation and accommodation costs during the travel to Ukraine and other actual expenses.

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.