

Terms of Reference for Danish Refugee Council (DRC)

“Delivery of technical training on age and disability inclusion in shelter and settlements programming”

Country Office	DRC Iraq
Program Area	Shelter and settlements
Implementation timeline	March 2022

INTRODUCTION

The Danish Refugee Council (DRC) was founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced. In order to achieve our vision, DRC assists refugees and internally displaced persons across the globe: we provide emergency aid and facilitate access to rights.

In Iraq, DRC has been at the forefront of providing assistance to the most vulnerable among conflict and displacement affected individuals, families, and communities. DRC’ response in Iraq has focused on ensuring displacement and conflict affected people are able to access protection, livelihoods, meet basic needs, and have access to safe shelter and WASH.

BACKGROUND

DRC Iraq supports displacement-affected populations in need of sheltering solutions with access to secure and appropriate settlements and aims to reduce their exposure to displacement risks and support them to live in safety and dignity. Working together with other sectors, DRC delivers shelter and settlements solutions across the displacement spectrum. Whether people have sought protection and refugee in informal settlements or returned to a destroyed home, we provide temporary shelter, help repair damaged dwellings and infrastructure, and reconstruct permanent homes, alongside cash-for-rent support and distribution of shelter non-food items. DRC implements shelter/non-food item (NFI) programming in Ninewa, Diyala, Anbar and Salahaddin governorates of Iraq.

Across all shelter interventions, DRC strives to account for the differentiated needs of women, men, girls and boys as well as persons with disabilities in line with DRC Iraq Age, Gender and Diversity (AGD) Strategy 2021-23. In the end of 2021 DRC Iraq appointed dedicated Focal Points within its organization to reinforce approach to AGD mainstreaming across all programs and operations. Upon introductory training provided to the Focal Points to increase their general awareness on gender and inclusivity, DRC Iraq plans to provide a specialized technical training focused on age and disability inclusion in relevant program interventions in line with global Inter-agency Standing Committee (IASC) Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action and Shelter Cluster Guidelines on disability inclusion.

CONSULTANCY OBJECTIVE

The overall objective of the consultancy is to design methodology and content of a **3-day technical training on age and disability inclusion in shelter, settlements and NFI programming** and deliver training to DRC shelter staff in-presence between **14 and 16 March 2021 in Erbil**, Kurdistan Region of Iraq (KRI). The training should rely on participatory interactive approach that helps participants understand technical requirements to be followed in shelter and settlements design and how these should be operationalized in the activities implemented by shelter staff. Consultant in particular should refer to “*All Under One Roof*”. *Disability-inclusive shelter and settlements in emergencies* (IFRC 2015) guidelines, *Minimum standards for*

age and disability inclusion in humanitarian action (ADCAP 2015) as well as relevant IASC guidelines. The training should begin with establishing common understanding of what is disability from the rights-based perspective, typology of impairments that can lead to disability, identification of barriers and enablers to participation of persons with disabilities in humanitarian action, with special focus on shelter, settlements and NFI programming (relying on case studies, visuals, stories etc.). After reinforcing participants' understanding around disability crosscutting with age, training should move on to a technical part to present to participants technical requirements for meetings specific needs of persons with disabilities and older persons in design and implementation of shelter, settlements and NFI interventions. Upon completion of the training participants should be equipped in a checklist that outlines key considerations and activities to be taken into account to improve age and disability mainstreaming in shelter and NFI programming. Access to training methodology and content will be also shared by the Consultant with DRC to be used internally for the purpose of training other staff. Preferred training delivery language is Arabic (English will be considered as a second option) with all training content and materials made available in both English and Arabic. Any translation costs will be covered by the consultant and should be included in the consultancy fee.

The consultancy is expected to be carried out in March 2022 for a maximum number of 20 work days. The training must be delivered in person between 14 and 16 March 2022. The consultancy must be finalized by 28 March 2022.

DELIVERABLES

1. Training curriculum and content (available in English and Arabic)

The Consultant will share with DRC content of a 3-day training, including training curriculum, methodological approach and accompanying materials (handouts, PowerPoints, videos, visuals etc.) The content should include introduction to disability to improve participants' understanding of what is disability, typology of impairments, barriers and enablers with relevance for shelter and NFI programming. Training should also present technical requirements related to age and disability adaptations in shelter, settlements and NFI activities (for example ramp dimension, slope and surface; latrine adaptation and accessibility etc.). Technical part should build on relevant shelter cluster and IASC guidelines for age and disability inclusion in shelter, settlements and NFI programming. Training content must be made fully available to DRC upon completion of 3-day workshop and should be available in both English and Arabic. This part of assignment can be completed remotely.

2. Delivery of a 3-day technical training to DRC staff

Training modality: In presence.

Training location: Erbil, KRI.

Training dates: 14-16 March 2022

Audience: DRC shelter staff (approx. 12 participants).

Preferred language: Arabic

Duration: 3 full days

The Consultant will deliver a 3-day participatory training to DRC shelter staff based on the curriculum and methodology proposed.

3. Training report

Upon completion of training, the Consultant will present training report outlining key activities conducted and findings and recommendations from the training. Training report should be presented in English with first draft submitted no later than 24 March. The consultant will include training curriculum, methodology and all materials in two language versions, English and Arabic, with the final training report that must be completed and shared with DRC by 28 of March.

The final products will be reviewed for quality and final payment will be made upon submission of satisfactory deliverables.

TIME FRAME

The consultancy is expected to commence as early as **March 2022** and be completed in maximum 20 working days no later than **28 of March 2022**.

ROLE OF DRC IRAQ

DRC Iraq will provide support with logistical arrangements during the training (lunch, refreshments) and will support Consultant with transport between their accommodation and training venue within Erbil city limits. Consultant must be based in Iraq or have a valid permit to entry KRI. Please note that citizens of some countries are able to obtain visa upon arrival in Erbil, but priority will be given to in-country based consultants. DRC can support Consultant with making suitable accommodation arrangements in Erbil, but accommodation costs, travel to/from Erbil, as well as cost of translation and training materials should be included in the consultant's fees. DRC Iraq will review the consultant's proposal, trainings/tools and report. During stay in Erbil the Consultant will adhere to DRC procedures, including safety and code of conduct etc. The consultant will report to the DRC Gender Coordinator (and Shelter Coordinator in second line) for the deliverables.

CONSULTANT'S PROFILE

The Consultant will be responsible for all aspects of the deliverables and other responsibilities stipulated in the proposal. The Consultant will remain in direct contact with DRC Gender Coordinator (and Shelter Coordinator when Gender Coordinator is unavailable) to coordinate the process and obtain all information needed to design and deliver the training. All relevant documents, including training report, curriculum and training materials will be reviewed for quality and final payments will be made upon submission of all agreed deliverables.

The Consultant should demonstrate the following areas of technical expertise in their CV and application:

- University degree in a relevant area (social work and/or civil engineering preferred).
- Minimum 5 years of experience in developing curricula and delivery of specialized trainings on age, gender and diversity inclusion with particular focus on disability inclusion in humanitarian action.
- Experience in delivering technical trainings on disability inclusion in shelter and settlements programming will be an asset.
- Experience with humanitarian or development agencies, NGOs and INGOs that focus on age and disability inclusion will be an asset; experience working in the Middle East context preferred.
- Familiarity with key international standards for humanitarian work (e.g. IASC guidelines) and technical guidelines related to age and disability inclusion in shelter programming in particular.
- Highly organized and autonomous, able to multi-task and prioritize workload when necessary.
- Politically and culturally sensitive with qualities of patience, tact and diplomacy.

- Strong commitment to humanitarian and protection principles, and to [DRC's values](#).
- Fluency in Arabic and English (speaking and writing).

DOCUMENTS TO BE SUBMITTED

1. A technical proposal outlining:

- understanding and interpretation of ToR with regard to its objective and deliverables
- methodological approach proposed in delivery of training, including reference sources and key topics to be included in the curriculum
- time and activity schedule

2. Two samples of curricula and methodology description of trainings designed and delivered by the Consultant in the past related to social inclusion, especially age and disability inclusion (attached to technical proposal).

3. Tax registration as a legal entity in the relevant country - if applicable. In-case of a firm or a company, please submit your company profile as well.

4. Updated CV of the Consultant that clearly spells out their qualifications and experience.

5. A cover letter, including commitment to availability for the duration of the assignment and to conduct in-presence training in Erbil. Cover letter should also state if the Consultant is based in-country or out-of-country, and if the Consultant has valid permit to enter KRI (for applicants based outside of Iraq).

6. A financial proposal specifying Consultant's daily rate (in US dollars) and inclusive of associated costs (accommodation, travel, training materials etc.).

7. Two reference contacts of clients for whom the Consultant delivered similar trainings in the past.

EVALUATION OF CONSULTANTS

- Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. Documents listed above shall be submitted with your bid.

- Technical/financial Evaluation

Minimum passing technical score is 50.

The technical criteria for this consultancy and their weighting in the technical evaluation are:

Technical criteria #	Technical criteria	Points to be awarded	Weighting in technical evaluation
1	Technical quality of the proposal		40%

1.2	Demonstrated understanding of the requested deliverables, all important components of the ToR are sufficiently addressed and considered	1-10	15%
1.3	Proposal contains description of methodological approach, references literature that will guide preparation of training content and outlines key topics of the training proposed	1-10	15%
1.4	Style, language, sophistication, and presentation	1-10	10%
2	Expertise		50%
2.1	Minimum 5 years of demonstrable experience in developing curricula and delivery of specialized trainings related on age, gender and diversity inclusion, especially on age and/or disability inclusion (supported with two samples of curricula and methodology developed and applied in previous trainings)	1-10	30%
2.2	Experience in delivering technical trainings on disability inclusion in shelter and settlements programming	1-10	10%
2.3	Experience of work with humanitarian or development agencies, NGOs and INGOs that focus on age and disability inclusion; experience working in the Middle East desirable	1-10	10%
3	Personal Qualifications		10%
3.1	A University degree in relevant discipline	1-10	10%
	Total Maximum Score		100%

- Financial offer will be evaluated based on weighted cost