



Hostile Environment Awareness Training – Terms of Reference

1. Background information about the organization and the project:

HAMAP-Humanitaire is a local capacity building NGO focused on mine action and WASH. In Iraq, HAMAP-Humanitaire has been providing financial and capacity building support to local partners since 2016. Since 2019, HAMAP-Humanitaire has partnered with the local NGO Shareteah Humanitarian Organization in local mine action capacities' development. In partnership with HAMAP-Humanitaire, Shareteah Humanitarian Organization is currently implementing a demining project in Sinjar district. The current training is occurring in the framework of this project.

Summary

1. Background information about the organization and the project:.....	1
2. Context of the training in Iraq:	2
3. Scope of work:	3
3.1 Training requirements:	3
3.2 Expected number of participants:.....	3
3.3 Training Methodology:	3
3.4 Deliverables:	3
4. Qualification and experience:.....	5
4.1 Qualifications Required:	5
4.2 Experience Required:.....	5
4.3 Trainer/Facilitator Expertise:	5
4.4 References:	5
5. Logistics and administrative organization:	6
6. Proposal submission requirements:	8
7. How to send a quotation:.....	8



2. Context of the training in Iraq:

- **Humanitarian Landscape:**

Iraq continues to face significant challenges in terms of post-conflict recovery and humanitarian assistance. The country has been affected by years of armed conflict, resulting in the presence of explosive remnants of war (ERW) and the need for mine action efforts. Furthermore, access to safe water, sanitation, and hygiene (WASH) services remains a critical concern for vulnerable populations.

- **HAMAP-Humanitaire's Local Engagement:**

HAMAP-Humanitaire, as a local capacity building NGO, has been actively involved in supporting local partners in Iraq since 2016. The primary focus area includes mine action and WASH. Through financial and capacity building assistance, HAMAP-Humanitaire has contributed to the development of local mine action capacities.

- **Partnership with Shareteah Humanitarian Organization:**

Since 2019, HAMAP-Humanitaire has established a valuable partnership with Shareteah Humanitarian Organization, a local NGO. Together, they are currently engaged in implementing a demining project in the Sinjar district, addressing the urgent need to clear explosive remnants and make the area safer for the local population.

- **Training within the framework of a specific project:**

The HEAT training opportunity arises within the framework of the demining project being implemented by HAMAP-Humanitaire and Shareteah Humanitarian Organization (SHO). The field operations related to this project occur in **Sinjar district, Ninewa Governorate, Iraq**.

It is important to HAMAP-Humanitaire that the HEAT training is conducted in consideration of the specific context and challenges faced by humanitarian actors operating in Iraq. This training aims to equip participants with the necessary skills, knowledge, and tools to mitigate risks, respond effectively to potential threats, and operate safely in challenging and dynamic environments.



3. Scope of work:

3.1 Training requirements:

The HEAT training is intended to provide 12 to 15 project staff members from HAMAP-Humanitaire and SHO with comprehensive security and safety training in the context of the demining project in the Sinjar district. All participants are either based in Sinjar, or visit Sinjar regularly.

The training should be adapted to the risk profile of Ninewa Governorate, with a specific focus on the threats and challenges faced in the Sinjar district. The training provider should take into consideration these threats and ensure that the training content addresses the specific challenges faced by humanitarian actors in the Sinjar district.

The training should cover key topics such as personal security, risk assessment, incident management, first aid, communication and reporting, vehicle safety, and travel security, considering the specific context of the area.

3.2 Expected number of participants:

The training is intended for 12 to 15 project staff members, including both national and international personnel. There will be three international personnel, and the remaining participants will be Iraqi staff, mostly not from Sinjar.

The training should be bilingual, with instruction provided in both English and Arabic

The training provider should be able to accommodate this number of participants and ensure personalized attention and effective learning outcomes.

3.3 Training Methodology:

The training should utilize a participatory and interactive approach, combining theoretical sessions, practical exercises, case studies, and simulations.

It should incorporate group discussions, role-plays, and hands-on activities to enhance participants' understanding and retention of the training content.

The training provider should employ experienced trainers/facilitators with expertise in security and safety training in humanitarian contexts.

The training should be delivered in a manner that is culturally sensitive and appropriate for the diverse background of participants.

3.4 Deliverables:

The training provider is expected to deliver a comprehensive training program that includes relevant training materials, handouts and presentations.

HAMAP – Humanitaire (HH) – IRAQ

Head Office: 4 Towers, Building C, Floor 5, Apartment 24A, Ankawa, Erbil, Kurdistan Region of Iraq, IRAQ

www.hamap-humanitaire.org p. 3/8



A training manual or handbook covering the topics discussed during the training should be provided to each participant.

The provider should also submit a final training report summarizing the training sessions, participants' feedback, and recommendations for further training if any.



4. Qualification and experience:

4.1 Qualifications Required:

The training provider should have extensive experience and expertise in delivering security and safety training in humanitarian contexts, particularly in high-risk environments or areas affected by conflict.

They should possess relevant certifications, accreditations, or qualifications in security and safety training.

Demonstrated knowledge of and adherence to international standards and best practices in security management and risk mitigation is essential.

4.2 Experience Required:

The provider should have a proven track record of successfully conducting HEAT training or similar security and safety training programs for humanitarian organizations or NGOs.

Experience in delivering training in the context of mine action, WASH, or other relevant humanitarian sectors is highly desirable.

Familiarity with the security challenges specific to Ninewa Governorate, particularly the Sinjar district, is advantageous.

4.3 Trainer/Facilitator Expertise:

The training provider should have a team of experienced trainers or facilitators with a background in security and safety training.

They should possess excellent presentation and communication skills to effectively deliver training content to a diverse group of participants.

Trainers/facilitators with knowledge of Arabic language and familiarity with the local cultural context are preferred.

4.4 References:

The provider should be able to provide references or testimonials from previous clients attesting to their ability to deliver high-quality security and safety training.

These references should highlight the provider's professionalism, expertise, and the effectiveness of their training programs.

Please note that the qualifications and experience mentioned above are not exhaustive, and bidders may include additional relevant qualifications and experience in their proposals.



5. Logistics and administrative organization:

5.1 Venue and Training Facilities:

The training provider should arrange a suitable training venue within Iraq, preferably the Kurdistan Region of Iraq.

The venue should be equipped with necessary training facilities, including audiovisual equipment, whiteboards, and comfortable seating arrangements. As well as conducive to interactive and participatory training sessions.

The venue should prioritize safety measures and ensure that participants are not exposed to any unnecessary risks during the training exercises.

The venue should also be adapted to simulation and exercises planned by the provider.

5.2 Training Consumables and Equipment:

The provider should supply all necessary training materials, handouts, and stationery required for the training sessions. Audiovisual equipment, such as projectors and laptops for the trainers, should be provided for effective presentation of training content. If laptops are required for the trainees, HAMAP-Humanitaire will provide them.

5.3 Accommodation:

If the training takes place outside of Erbil, the provider should arrange suitable accommodation for the participants and trainers.

Accommodation should meet reasonable standards of comfort, cleanliness, and security.

5.4 Refreshments and meals:

The provider should arrange for refreshments (e.g., tea, coffee, water) and meals (breakfast, lunch, and snacks) during the training days.

If the training extends beyond regular meal hours, arrangements should be made to ensure participants are provided with adequate meals.

5.5 Trainers, including translation to Arabic:

The provider should supply experienced trainers who are proficient in delivering HEAT training and capable of providing bilingual instruction in English and Arabic. If necessary, the provider should arrange for professional translation services to ensure effective communication with Arabic-speaking participants.

5.6 Preferred training dates and duration:

The training should take place over three full days, from the 13th of June to the 15th of June, inclusive.

HAMAP – Humanitaire (HH) – IRAQ

Head Office: 4 Towers, Building C, Floor 5, Apartment 24A, Ankawa, Erbil, Kurdistan Region of Iraq, IRAQ

www.hamap-humanitaire.org p. 6/8



The provider should ensure the trainers' availability during these specified dates.

5.7 Transportation:

HAMAP-Humanitaire will be responsible for arranging transportation to and from the training venue for the participants.

The training provider should coordinate with HAMAP-Humanitaire to ensure seamless logistical arrangements.

Please note that bidders are expected to include detailed cost breakdowns for venue, training consumables and equipment, accommodation, refreshments, meals, and trainers' fees in their proposals.



6. Proposal submission requirements:

6.1 Deadline:

The deadline for submitting proposals is Thursday, 25th May, 2023.

6.2 Submission Requirements:

Bidders are expected to submit a comprehensive proposal that includes a detailed breakdown of the subjects to be covered, simulations and exercises to be conducted, venue details, trainer profiles and certifications, and any other relevant information.

The proposal should clearly state the fixed price for the total training or a price per participant.

Bidders should also provide a detailed cost breakdown for all aspects of the training, including venue, training consumables and equipment, accommodation, refreshments, meals, and trainers' fees.

The proposal should be submitted in English.

6.3 Payment Terms:

Payment will be made by cheque in Iraq or international bank transfer within 30 days after delivery of the training and a validated training report.

The training provider should provide an invoice that includes all relevant payment details, including bank account information or authorized person to receive cheque.

7. How to send a quotation:

Bidding companies must provide:

- ❖ Company profile detailing past experiences in conducting similar training
- ❖ CV of the trainer(s)
- ❖ Training venue pictures and localization
- ❖ Detailed training schedule with distinction of theoretical and practical lessons
- ❖ Detailed evaluation and feedback plan
- ❖ Pricing including all related cost (either fixed training price or per trainee cost)

Quotations must be sent before 25th of March 2023 at tender.iraq@hamap.org with subject "HEAT training".