

TERMS OF REFERENCE

Title of the Project: Strengthening humanitarian actors' capacities towards an accountable, evidence-based response inclusive of persons with disabilities project

Department: HI - Inclusion department

1. CONTEXT

Humanity & Inclusion, formerly *Handicap International* (HI), is an independent and impartial aid and development organization with no religious or political affiliations operating in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. Since the organization was first founded in 1982, we have worked in 62 countries in support to development effort or in response to emergencies. As of today, we have a budget of around 150 million euros, with 3500 employees worldwide. Humanity & Inclusion mission is:

“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.”

HI has been working **in Lebanon since 1992** in the Palestinian refugee camps and clusters (rehabilitation and promoting the rights of people with disabilities, and mental health work). The association has since continued to provide emergency assistance in the crises that have rocked the country and region. This includes supporting people with disabilities campaigning for their rights (national level) and providing emergency care services (North of Lebanon and Bekka), carrying out mine clearance operations in the north, providing psychological and psychosocial support to Palestinian refugee children and supports the inclusion of children with disability at school in the country. HI has also been able to be part of the first responder to the Beirut blast of august 4th 2020 providing medical supplies (first aid kits), emergency rehabilitation and first psychological aid.

Today, in the descent into a full-fledged humanitarian crisis, 82% of the population in Lebanon lives in multidimensional poverty and 34% in an extreme one – affecting Syrian refugees and migrants, but with a striking spike among Lebanese. In humanitarian contexts, persons with disabilities are disproportionately affected and exposed to heightened risks, and remain amongst the most likely to be left out of humanitarian assistance, as they encounter multiple environmental, institutional, and attitudinal barriers. To respond to these constraints, HI provided technical assistance on disability inclusion to four actors - national and international - providing humanitarian assistance in the target areas. The technical assistance entails training, technical support, and coaching. As part of the technical support, identification and referral of persons with disabilities to the supported actors to ensure field staff can practice service adaptation and develop good practices on inclusion. Sustaining a learning component, the project will consolidate and disseminate a report with recommendations and best practices for organizations to enhance their responses to be more accountable, evidence-based and inclusive of persons with disabilities.

The project will target Tripoli and Akkar as primary areas of operations, for the direct benefit of 300 individuals, including host communities, refugees, and staff of the organizations.

2. DESCRIPTION OF THE REQUIRED SERVICE PROVISION

➤ Beneficiary/Beneficiaries

The project will target Tripoli and Akkar as primary areas of operations, for the direct benefit of 300 individuals, including host communities, refugees, and staff from the 4 supported organizations in the project.

➤ Overall and specific goals

Overall goal:

The consultancy aims to carry out a lessons-learned exercise on the whole “Strengthening humanitarian actors' capacities towards an accountable, evidence-based response inclusive of persons with disabilities” project. The consultant has to do the analysis to identify the main needs, challenges, gaps, the good practices experienced by the persons with disabilities, and the factors that drove the project to success.

The specific objectives are as follows:

- To review the collected data on needs of persons with disabilities, referrals, referrals outcomes, and satisfaction forms based on the review of the relevant and existing tools.
- To document the barriers that persons with disabilities face to access the services, and develop and document the good practices based on Outreach Team observation and beneficiaries' feedback.
- To document the good practices for the 4 supported organizations who were engaged in the inclusion technical support.
- To develop a report documenting the evidence and lessons learned generated by the project, defining the main needs, challenges, gaps, the good practices experienced by the persons with disabilities, and the factors that drove the project to success.

In order to do this, the consultant has first to identify the way forward for the learning exercise; Conducting Interviews, workshops, FGD, and KII with the relevant staff and the identified persons with disabilities.

➤ Services requested

In order to complete the analysis and develop the report, the consultant has to:

- Desk Review (secondary data):

The consultant will review the project's activities, achievements, and tools through meetings with the inclusion team.

- Data collection (Primary data):

The consultant will conduct interviews, workshops, FGD and/or other activities with the relevant staff and the identified persons with disabilities leading to the analysis of the needs, challenges, and good practices and developing the final review.

➤ Anticipated results and indicators to facilitate acceptance and validation of final outcomes

- An inception report specifying the proposed methodology for learning and a detailed action plan for the learning process.
- A document or presentation illustrating preliminary results, conclusion, and recommendation.

- Final workshop

- A final learning report of approximately 20-25 pages maximum (excluded annexes) containing:

- Table of contents
- Abbreviations list
- Executive summary (that can be used as stand-alone document)- 1 page with tips and recommendations
- Introduction that includes lessons learned objectives, methodologies, the used techniques, and limitations of the lessons learned where relevant.
- A presentation of the lessons learned analysis and findings that will be presented to different working groups and donors.
- Conclusion, lessons learning and recommendations with a clear relationship between them.

- Report annexes, as: Lessons-learned Term of Reference; Data collection tools; list of the people met; bibliography of documents reviewed and used to produce the content.

3. CONSULTANT'S PROFILE

➤ Training, experience, references and grade required for each expert:

The consultant who will undertake this assignment should have the following skills, experience and knowledge:

- Academic background in Disability Inclusion, Social Sciences or developmental studies with a minimum of a Master's Degree in the relevant field.
- Experience working with disability actors, with a detailed CV highlighting this experience.
- Experience in project evaluation and lessons learning, as well as related methodologies, highlighted in the CV.
- Demonstrated Experience in conducting participatory qualitative evaluation and/or lessons learning techniques in a cover letter attached to the CV.
- Strong analytical and report writing skills.
- Excellent writing skills in English.
- Capacity to move from Beirut to Tripoli and Akkar and the opposite in case the consultant is located in North.

Submission of application:

In addition to the CV, a motivation/cover letter should be provided by the candidates with the CVs reflecting the experience of the consultant in the project evaluation of the lessons learned and good practices and in disability inclusion with the disability actors and/or mainstream services and describing at least one sample of a relevant previous evaluation and/or lessons learning preferably for international donor funded project in a similar area or context. And, at least one contactable referee must provide in case of going for check reference.

➤ Working languages

It is required that the consultant be Fluent in English and Arabic thus to facilitate the completion of the interview with the community members, staff from the 4 supported organizations and reporting for HI.

4. SERVICE DURATION AND LOCATION

➤ Start date: June 1st, 2023

➤ Mission end date June 30th, 2023

➤ Mission timetable and number of days to be spent by the Consultant (specify whether a briefing and debriefing are scheduled at Head Office or elsewhere): the number of mission days corresponds to the number of days spent in the mission location, including weekends and bank holidays, the days required for briefings, debriefings and reports.

It is expected that the lesson learning process will need 20 full working days to be carried out within 4 consecutive weeks from Thursday June 1st to Friday June 30th each. (June 28 and 29 are official holidays).

The first day June 1 will be a briefing and introduction to the OCHA project to be carried out by the inclusion team. The days after will be split between desk review and data analysis, meetings with HI team, meetings with the staff from the 4 organizations and the beneficiaries targeted by the outreach activity. June 27 should be a debriefing date with organizing a workshop to deliver and present all the findings, lessons learned and good practices. The last day June 30 is to share the final report with all related documents and annexes.

➤ Service location(s):

The consultant will be working in different premises and areas;

- HI Beirut office

- HI Tripoli office
- The 4 organizations located in Tripoli and Akkar

The field visits will be scheduled within the team and with the 4 organizations in participatory with the consultant upon the set action plan and the activities, the targeted groups and their availability.

5. WORK SCHEDULE

- 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.

It is expected that the lesson learning process will need 20 working days to be carried out. A detailed action plan will be submitted as part of the inception report. The final report should be consolidated and validated by HI to be determined at a later stage.

The following schedule should be updated by the consultant after developing the inception report:

Tasks	# of days	Deadline
Introduction to the project	2	June 1 June 2
Inception report and methodology	2	June 5 June 6
Activities leading to the analysis and the learning process: Desk review Meetings Interviews Focus group discussion	13	June 7 to June 23
Workshop; presentation and reporting	1	June 26
Final report	2	June 27 June 30
TOTAL	20 days	

6. REPORT

- Contents (schedule), language, format and quantity

An inception report to be shared by the consultant including the action plan, English written, word document in the first 4 days.

A final report to be shared by the consultant, English written, word document describing the whole process and activities, analysis, lessons learned and good practices on June 30.

- Submission date

A final report to be shared by the consultant, English written, word document describing the whole process and activities, analysis, lessons learned and good practices on June 30. All annexes and methodology with references should be attached and hyperlinked to the report.

7. RESOURCE PERSON

Within the framework of the service provision, the Consultant will be asked to collaborate with Handicap International's teams and in particular with Mrs Zeina Salhani who will be the point of contact.

8. BUDGET

➤ Cost of service provision: 3000\$

The whole payment is conditional on the validation of the final report from HI staff and not on the receipt of the reports/deliverables by the end of June.

Applications must not exceed 3000\$.

Payment will be processed upon receipt of invoice by bank transfer.

The tranches are to be agreed at the time of signature of the contract. In all cases, a maximum of 30% of the agreed price will be transferred only upon the request of the consultant and HI steering committee validation of the report.

➤ Ancillary expenses: NA

➤ Service cost allocation budget code

Project - Job: J14_154 – Disability Mainstreaming OCHA Lebanon

Task: TB00 TB05-002

Site: LEBA Beirut

Funding: FJ14_320 – OCHA LEBANON INCLUSION (until 2023-07-17)

Budget line: 4.1 - consultancy

9. VALIDATION

Contractor (Last name Forename Position Date and Signature)		Consultant (Last name Forename Date and Signature)

Administrative and technical appendices:

Interested applicants who meet the required qualifications and experience are invited to submit their expression of interest which includes the following documents:

- CV(s) with details of qualifications and details of two professional referees.
- Cover letter as a technical proposal (maximum 5 pages) that summarises understanding of the advertisement and clarify the applicant's proposed methodology to meet the requirement including the envisioned work plan.
- Financial proposal providing cost estimates of daily consultancy fees
- Share previously published work (studies, assessments, reports, etc.) relevant to this advertisement; learning process: lessons learned and good practices

Deadline to submit the expression of interest is May 3th, 2023 by email at:

tenders@lebanon.hi.org