

TERMS OF REFERENCE

Technical support for Workshop Facilitation and Reporting

BACKGROUND INFORMATION

Presentation

Outraged at the injustice faced by people with disabilities and by vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity.

Handicap International is an international, independent and impartial non-profit organisation that intervenes in situations of poverty and exclusion, conflict and disaster. Working alongside people with disabilities and vulnerable populations, HI takes action and takes notice, to meet their basic needs, improve their living conditions and promote respect for their dignity and fundamental rights.

For more information about the organisation: <http://www.handicap-international.org>

Handicap International has offices in more than 55 countries and 2 HQ-based operational divisions:

- Humanitarian Action Division (DAH)
- Development Division (DAD)

Context

As the Syria crisis enters its eighth year, the protracted situation is impacting neighboring countries and beyond. Lebanon and Jordan host a little over 1 million and 656,400 Syrian refugees respectively, half of which are children and adolescents. Of these, the prevalence of people with disabilities is quite worrisome. A 2015 HI study of various humanitarian contexts undertaken in light of the Istanbul World Humanitarian Summit, estimated that only 30-45% of services are accessible to persons with disability, despite increasing commitment by actors for a policy of inclusion. Moreover, the lack of data on the prevalence of children with disabilities and their access to services in the education sector in Jordan and Lebanon is particularly worrisome, given calls to not prolong the case of a lost generation. The 2015 HI assessment found that 45% of persons with disabilities consider education services to be a priority, while only 23% believe these are available and accessible. As such in terms of prevalence, little is known about the number of children with disabilities between the ages of 6-12 (primary education), their status (enrolled, out of school or at risk of dropout at various grade levels) and where they are located. Moreover, for those who have access to education, information is lacking on whether it is formal schooling and/or informal learning spaces, if it is a quality education and some of the barriers to attendance faced. Moreover, evidence is scarce about how their experiences differ from non-disabled children, as well as how these experiences vary across camps, host communities and informal tent settlements (ITS).

As to the response and gaps in or duplication of primary education services, DFAT has commissioned Handicap International and IMMAP to conduct an assessment in Jordan and Lebanon aimed to :

- ✓ Provide evidence-based understanding of the prevalence of disability in the two countries;

- ✓ Improve analysis of disability in camp, host community and informal tent settlements (ITS) settings;
- ✓ Increase understanding of access to basic and specialized services with a particular focus on education; and
- ✓ Recommend prioritized inclusive actions at community, national and regional levels.

The project is designed to address a composite audience of the international humanitarian and development community, to include donors, policy makers, implementing partners and local service providers.

OBJECTIVE OF THE TECHNICAL SUPPORT

Under the guidance of the Regional Operations Coordinator and in coordination with the Regional Technical Unit team, the facilitator will be engaged to contribute to data analysis and report writing, lead the design of two specific country workshops, and further will be the lead facilitator for those workshops to present findings of the regional study.

RESPONSIBILITIES

1) *Support Data Analysis*

Activities: Support the project team to finalize the triangulation of aggregated household survey data and outputs of the focus group discussion analysis.

2) *Information material drafting and editing*

Activities: Supported by the project team and the findings of the the assessment, to draft, edit and finalize:

- Factsheets: to be used for advocacy purposes with government officials and donors to promote or reinforce policy changes, program development and/or introduction of legislation. Content of the factsheets will consist of key findings as well as recommendations supported by graphs, charts, infographics and maps. Additionally, the factsheets will provide an opportunity to focus on a particular geographic or thematic area, to be determined by the assessment findings.

3) *Final Workshop desing, organisation and facilitation*

Activities: Working with team members to lead the design of a specific country workshop in each of country (Lebanon and Jordan, 2 workshops total) including drafting the agenda to accommodate interactive learning; working with technical experts to determine resource materials needed to complement technical content; determining resources required for interactive sessions, including Q&A; and recommending ways in which to evaluate knowledge gained by participants through evaluation forms. And further to act as lead facilitator for those workshops, the consultant will lead the design of workshops. The aim of the workshops is to present the results and targeted recommendations to key stakeholders. Suggested participants will include government ministries, national and international NGOs, relevant UN agency representatives, community based organizations, and affected populations. Mission team individuals from each country will support the operational organisation of the workshops and will assist the consultant in the facilitation of the workshops held in their respective countries.

4) *Final report:*

Activities: To finalize a final report. The content will consist of findings as well as recommendations at both country and regional levels, supported by graphs, charts, infographics

and maps. The proposed outline for these reports is as follows: Cover, Introduction, Context of disability in Jordan and Lebanon, Methodology, Findings Per Topic/Country, Conclusions and Recommendations, References

DELIVERABLES

- Factsheets with key findings and analysis supported by graphs, charts, infographics and maps.
- Workshop design, organisation and facilitation respectively in Beirut and Amman
- A final report

CONSULTANT’S PROFILE

The following set of competencies will form the basis for selection of the consultant:

	Essential	Preferable
<u>Qualification(s)</u> :	University Degree or equivalent	
<u>Experience</u> (type and length of experience) :	<ul style="list-style-type: none"> ⇒ Minimum 3 years’ experience in international development, or emergency and post crisis environments, especially in the Middle-East ⇒ Experience in designing and facilitating workshops ⇒ Knowledge and experience in interactive learning and monitoring and evaluation 	<ul style="list-style-type: none"> ⇒ Experience in collaborating with UN agencies ⇒ Knowledge of quantitative and qualitative research methods.
<u>Competencies</u> (knowledge, skills required for the job)	<ul style="list-style-type: none"> ⇒ Quantitative and qualitative research analysis and writing ⇒ Excellent facilitation, activity management, and both written and oral communication skills. ⇒ Ability to collaborate with wide range of stakeholders and effective communication skills. ⇒ Strategic communication and writing, strong sense of catchy communication and design ⇒ Ability to gather data, compile information, and prepares reports. ⇒ Excellent computer software skills in MS Excel and Word and PowerPoint. 	
<u>Personal qualities</u>	⇒ Advanced writing and verbal capacities in English	⇒ Arabic fluency would be an asset

:	<ul style="list-style-type: none">⇒ Ability to maintain a positive attitude and calm demeanour when working under tight deadlines⇒ Special ease at collaborative work, positive and constructive personality, solution-oriented and with professional maturity⇒ Proven skill in establishing priorities, working independently with minimal supervision, ability to meet deadlines.⇒ Ability to travel to Lebanon and Jordan	
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DURATION AND LOCATION

Timeframe: the consultancy is expected to be carried in between **February** and **March 2018**. The total duration of the input is estimated to **maximum 60 working days**. Applicants are requested to indicate in their offers the financial rates; subject to following restrictions:

- Reporting phase: maximum 5 working day (payable)
- International travels are considered working days,
- Weekends are not working days, except when preliminary agreed

Location: the consultant will be based in Amman or Beirut with travels between (and potentially within) Jordan and Lebanon.

LOGISTIC ARRANGEMENTS

The consultant must supply professional equipment (laptop with relevant software).

HI Jordan and Lebanon will provide:

- Office space and resources (Wifi, printing, meeting room...),
- Communications package (phone, SIM Card with communication call and data),
- In-country work-related transport, based on need and according to HI logistic procedures.
- Transport between Jordan and Lebanon based on need and according to HI logistic procedures.
- Accommodation in guest-house if needed

ADMINISTRATIVE REQUIREMENTS

The selected candidate will be requested to provide to HI the following documents at the time of contract signature:

- Administrative compliance with local regulation in Jordan and Lebanon



- Insurance certificate (third party liability + Repatriation assurance)
- Banking identification (for payment)

APPLICATION PROCEDURES – Expression of interest (EOI)

Interested candidates should send EOI and supporting documentation before **26th of January 2018**, including:

- a) A 1-page cover letter introducing the consultant and how the skills and competencies described above are met, with concrete examples (Organization profile outlining similar experience including type of task, employer, project title, location, achieved outputs).
- b) An outline of no more than 3 pages of the proposal:
 - i) Proposed methodology
 - ii) Proposed timeframe, including number of days required to complete the assignment, consultants' availability for the proposed period
 - iii) Detailed financial offer: budget breakdown with consulting fees per day, international flight, visa. Requested terms of payment
- c) CV of consultant including contactable referees
- d) Examples of deliverables from previous similar assignments

INTERESTED CANDIDATES MIGHT SEND THEIR APPLICATIONS BEFORE THE DEADLINE WITH A SUBJECT LINE “Technical support for Workshop Facilitation and Reporting” TO THE EMAIL ADDRESS: mcampisi@hi-me.org

PAYMENT

The consultancy fees will be paid, upon reception of invoice, by bank transfer. The terms of payment are to be proposed by the consultant as part of the application. In all cases, at least 30% of the agreed price will be transferred only upon achievement of the expected results and