Terms of reference

Professional DiDRR International DIDRR Expert "Trainer"

● GENERAL BACKGROUND

Persons with disabilities are among the most marginalized and disadvantaged social segments in the world, where they face social isolation and deprivation of active participation in their communities.

Persons with disabilities constitute 5.8 % of the total population in Palestine, 5.0% in the West Bank and 6.8% in Gaza Strip, PCBS 2017, which emphasizes the need for mainstreaming disability in public policies and the enforcement of the rights of persons with disabilities stated in the UNCRPD and other international conventions which Palestine acceded to.

Persons with disabilities and other at-risk groups are more likely to be left behind or abandoned during evacuation in disasters and conflicts due to a lack of preparation and planning as well as inaccessible facilities and services. Persons with disabilities are excluded from disaster preparedness measures, and are invisible when it comes to community and risk mapping or evacuation planning. They find it harder to access shelters and safe spaces due to environmental and attitudinal barriers or protection risks, and receive inadequate or inappropriate relief and support.
During the COVID-19 Pandemic, the Palestinian government declared the state of emergency and designed an Emergency Response Plan for handling the effects of COVID-19 outbreak, which included the closure of schools, universities, restaurants and other public facilities, prevention of gatherings up to the complete lock down. The Ministry of Social Development also put in place a Rapid Response Plan for the social protection sector, focusing on certain priorities for rapid intervention to protect poor and marginalized groups in order to prevent deterioration of their conditions and ensure their food and health security. Besides, the Ministry of Women's Affairs formed a GBV crisis management committee to work closely with other emergency committees formed by other ministries and governorates to coordinate and facilitate gender mainstreaming in all relevant emergency actions
However, despite the response plans and intentions announced by the government and civil society organizations (CSOs) to target and include persons with disabilities, within the relevant COVID19 risk management / reduction interventions, there were no specific plans nor interventions or services tailored to respond to the needs and requirements of persons with disabilities, women included. Although a number of persons with disabilities benefited from the emergency interventions, yet they were mostly targeted based on their poverty level not their disability.

Due to this fundamental exclusion of persons with disabilities, particularly women, from relevant disaster Risk Reduction interventions, at state and non-state levels, persons with disabilities were left behind to face the multifaceted negative health and socio-economic effects and implications caused by different crises and disasters. For this purpose, Stars of Hope Society (SHS) took the initiative to launch this project to promote Disability Inclusive Disaster Risk Reduction (DiDRR), to contribute to the elimination of negative impacts of disasters on persons with disabilities - specially on women and girls with disabilities- in the West Bank and Gaza Strip, by assessing their needs and priorities, building their resilience, advocating for disability inclusive disaster risk reduction policies and strategies and facilitating the access of persons with disabilities to the needed emergency and support services.

- **THE CONSULTANCY**

I. PURPOSE

Throughout the project, SHS is planning to conduct a comprehensive 6-day training of trainers (ToT) about Disability Inclusive Disaster Risk Reduction (DiDRR) in 2022 for around 20 participants with and without disability from the West Bank and Gaza Strip, who will then train other stakeholders in order to have a multiplier effect, with the aim of contributing to the elimination of negative impacts of disasters on people with disabilities - specially on women and girls with disabilities- in the West Bank and Gaza Strip.

In this regard, SHS is seeking the services of a **Professional International DIDRR Expert "Trainer"** to conduct the 6-day training of trainers (ToT) including development of the training overall framework, methodology and content, particularly in relation to the disability inclusion aspect of disaster risk management/reduction at the preparedness, response and recovery phases.

II. ASSIGNMENT AND KEY FUNCTIONS:

A 6-day ToT training is planned to be delivered to 20 participants, comprising SHS staff with and without disabilities, the Palestinian Center for Disaster Risk Management (PalDRM) staff, national experts on DRR/DRM, representatives of organizations of persons with disabilities (OPDs), the Palestinian Disability Coalition members, and young activists with disabilities for the purpose of developing their capacities around Disability Inclusive Disaster Risk Reduction (DiDRR) concepts and prevention, preparedness, response and recovery strategies.

An external international DIDRR expert trainer will be contracted to conduct the TOT training course in coordination and consultation with SHS and CBM team. The ToT is expected to be conducted in person in the West Bank and, at the same time, virtually in Gaza Strip.

At the end of the training, the trainees are expected to develop a checklist on disability inclusion indicators for assessing and monitoring the inclusiveness of disaster risk reduction plans and programs. The trainer is also expected to support the SHS and the ToT participants throughout the checklist development process.

III. DESCRIPTION OF TASKS

1. Develop the methodology and tools for the training needs assessment exercise that will be conducted with the relevant stakeholders in the public, NGO sectors including organizations of persons with disabilities, to assess their capacity development needs and priorities in the field of DIDRR and specify the focus and content of the training program to be conducted.
2. Based on the results of the needs assessment, develop the training material and manual, including training methodologies, training plan and tools, focusing on DIDRR concepts and prevention, preparedness, response and recovery strategies.
3. Support the ToT participants in developing a checklist on disability inclusion indicators, for assessing and monitoring the inclusiveness of disaster risk reduction plans and programs at the organizational and community levels.
4. The training will be conducted in person in the West Bank, and, at the same time, virtually for the participants from Gaza Strip.
5. The 20 participants are then expected to train other stakeholders in order to have a multiplier effect.
6. To acquire consensus and validation of the ToT, the first draft of the training plan and material will be presented and discussed with SHS, PALDRM and SHS disability inclusion advisor for approval.

THE TRAINING MATERIAL SHOULD INCLUDE – BUT NOT BE LIMITED TO- THE FOLLOWING:

1. Methodology to reduce barriers to inclusion in DRR faced by persons with disabilities.
2. Emphasizing the need for mainstreaming disability in public policies and for the enforcement of the rights of persons with disabilities, stated in the UNCRPD and other international conventions to which Palestine acceded, in compliance with the Sendai Framework.
3. Methods to for promoting the participation and inclusion of people with disabilities in Disaster Risk Reduction plans and interventions during times of crises / disasters and emergency situations, to save lives and leave no one behind at state and non-state levels.

IV. DELIVERABLES:

- Training plan, training material, methodology, tools, and training evaluation forms.
- Training needs assessment report
- A checklist on disability inclusion indicators by end of the TOT training
- Final report in English (5-8 pages), to be submitted after 1 week after the completion of ToT training, summarizing the training process, training evaluation, results and recommendations plus follow-up activities.

V. LANGUAGE:

- English and Arabic for all deliverables; only the final report in English

VI. DURATION OF THE CONSULTANCY:

Eight days comprising 2 days for preparation and 6 days for the ToT, during the period of August& September 2022.

VII. COMPETENCIES

The training will be conducted by an international DiDRR trainer who must acknowledge and be aware of/ respect SHS values.

1. **Core Values:**

- Respect for Diversity;
- Integrity;
- Professionalism.

2. **Core Competencies:**

- Awareness and Sensitivity Regarding Gender-disability Issues;
- Accountability;
- Creative Problem Solving;
- Effective Communication;
- Inclusive Collaboration;
- Stakeholder Engagement;
- Leading by Example.

3. **Functional Competencies:**

- Good knowledge of gender equality and disability inclusion related issues;
- Good understanding of the rights of women and girls with disabilities;
- Ability to communicate sensitively, effectively and creatively across different constituencies;

VIII. SKILLS AND EXPERTISE

1. **Education:**

- At least Master's degree (or equivalent) in Disaster Risk Reduction, Disaster Risk Management and Development or relevant topics

2. **Experience:**

- At least 3 years of experience in DiDRR, DRR and Disability areas.
- Extensive knowledge and experience on gender equality and disability inclusion related issues.
- Experience and reliable knowledge in developing DRR tools, indicators and capacity building.
- Good experience in conducting capacity building programs and TOT training courses.
- Experience in working directly with people with disabilities will be an asset.

3. Language Requirements:

- Excellent communication and written skills in English is required;
- Good verbal and written communication skills in Arabic is desirable.

IX. QUOTATIONS SUBMISSIONS

Applicants must submit a comprehensive technical proposal and financial offer in English as follows:

1. **Technical proposal:** the technical proposal should clearly include the following:

- Consultants' experience, educational background and technical skills in response to the TOR
- Detailed methodology
- Action plan indicating proposed level of effort per task.
- CV of the consultant.

2. **Financial Proposal**

- A total amount in Euro submitted to SHS, including any relevant taxes, transport costs, etc.
- The total amount is subject to the tax procedures as stated by the Ministry of Finance – Tax Department.
- The budget should include any travel costs if any to conduct any meetings & the costs of and managing communications and logistics associated with the assignment.
- Payment will be processed after the submission of a payment request of the implemented activities and tasks to be validated by the Programs Manger, not to exceed three payments.
- Stars of Hope Society will pay the corresponding amount by cheque or bank transfer.

3. **Deadline:**

Quotations in response to this TOR must be received **no later than August 16, 2022.**

Please send your proposals in **two separated** sealed envelopes **(one includes the technical proposal and one for the financial proposal)** to the following address:

SHS Office – Ramallah –Al-Irsal St
Al-Mahseeri building 3, Third floor
Telefax: +972 2 2963454, 0598456738

Or by e-mail to:
<admin@starsofhope.org>

X. QUOTATIONS EVALUATION

The evaluation of proposals will be quality –cost based, where 70% of the evaluation criteria will be on the technical offer, and 30% on the financial offer.

Evaluation of technical proposals

The quality of each technical proposal will be evaluated in accordance with the award criteria and the associated weighting as follows:

- Applicant's education and qualifications (20%)
- Applicant's relevant experience for the assignment (20%)
- Completeness and clarity of methodology and approaches (30%)

Note: in the case of firms and companies, the registration and the deduction at source certificates are required.

“Stars of Hope Society” is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence”