

TERMS OF REFERENCE

CONSULTANCY TO SUPPORT THE IASC TEAM ON INCLUSION OF PERSONS WITH DISABILITIES IN HUMANITARIAN ACTION: VALIDATION AND FINALIZATION OF THE GUIDELINES

SUMMARY

The Inter-Agency Standing Committee (IASC) Task Team on Inclusion of Persons with Disabilities in Humanitarian Action (“Task Team”), through the support of the International Disability Alliance (IDA), seeks a consultant to support the preparation, logistics and roll out of a series of simultaneous regional validation workshops (8 – 11 April 2019) as well as to assist in the development of a finalization plan and launch activities for the future IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action.

The overall objective of the IASC Task Team is to develop and launch the IASC Guidelines, which aim to assist humanitarian actors, governments, affected communities and organizations of persons with disabilities to coordinate, plan, implement, monitor and evaluate essential actions which aim to foster the effectiveness, appropriateness and efficiency of humanitarian action, resulting in the full and effective participation and inclusion of persons with disabilities and changing practice across all sectors and in all phases of humanitarian action.

BACKGROUND

A Charter on Inclusion of Persons with Disabilities in Humanitarian Action was launched during the World Humanitarian Summit in May 2016, which included a commitment to develop globally-endorsed UN system-wide guidelines on the inclusion of persons with disabilities. In July 2016, the IASC endorsed the establishment of a Task Team beginning in January 2017, to develop IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action.

Throughout 2017 and 2018, the Task Team has produced a desk review, global multi-stakeholder workshops comprising Task Team members, an online survey and regional and thematic consultation workshops to develop the Guidelines’ content. This has resulted in a series of Guidelines’ drafts, the most recent of which is currently under review by the Task Team and consultation participants, at which point a final draft of the Guidelines will be prepared.

The success of the IASC Guidelines will depend on the relevance and applicability of its content and format to humanitarian actors working in the sector—including UN agencies, governments, humanitarian and development organizations and organizations of persons with disabilities.

Further details on the Task Team, including Terms of Reference and Work Plan, can be found on the [IASC website](#).

CONSULTANCY DELIVERABLES

COMPONENT 1 – IASC Task Team Regional Validation Workshops

Consultant Tasks:

- Coordinate with the IDA Advisor on Humanitarian Action and DRR, Task Team co-chairs and the IDA Logistics Coordinator, to support the organization of the IASC Guidelines regional validation workshops in Madrid, Spain, including confirmation of participants, logistical organization and support
- Coordinate with service providers to establish quotes and arrange translation of the IASC Guidelines draft, and any background materials into French, Spanish and Arabic

- Prepare any necessary materials for printing (Braille and print format) and disseminate all materials to participants
- Coordinate with the IASC lead consultant and IDA logistics team to ensure room full room set-up and any support materials
- Support the IASC Task Team co-chairs, consultants and facilitators in the running and documentation of the validation workshops
- Develop a communications strategy for social media and the IASC and IDA websites

Deliverables:

- Final participant table, including full contact information, country and city departure location, reasonable accommodation requirements (end February)
- Invitation letters for all participants, developed in coordination with IDA Logistics team (end February)
- A procurement table for translation and printing services (first week of March)
- Final concept note, agenda for the workshop, developed in coordination with IASC lead consultant (mid-March)
- A short report for the IASC and IDA websites, which can also be used for social media platforms (during the workshop)

Timeline: This component of the consultancy needs to be realized between February and ending in April with the completion of the workshop. The consultant will be invited to take part in the workshop (6 – 13 April).

COMPONENT 2 – Support to the Development of the Finalization and Launch Plan

Consultant Tasks:

- Support production processes for the IASC Guidelines final document (e.g. organization of editing, translation, identification of vendors for production of different formats)
- Participate in monthly IASC Task Team meetings, and any working groups established to support the development of the finalization and launch plan and activities, with note-taking as required
- Support the IASC Task Team, co-chairs and consultants to develop the launch and dissemination plan for the Guidelines

Deliverables:

- Short summary reports of IASC monthly meetings, as well as any additional working group meetings as required (ongoing)
- Short summary document outlining the launch and dissemination strategy, with timeframes for delivery (end March)
- A procurement table for services required to achieve production processes (end March)

Timeline: This component of the consultancy will ideally be completed by the end of March, following a review with IASC co-chairs and IASC lead consultant in mid-March to assess the timeline for deliverables.

Qualifications:

- Post-graduate degree in a social science field (political science, international relations, international social work, disability studies, international law, or other clearly related disciplines);
- Knowledge of the United Nations system, in particular the work of the Inter-Agency Standing Committee and Secretariat;

- Familiarity on issues relating to the IASC Guidelines' development process and the IASC Task Team on Inclusion of Persons with Disabilities in Humanitarian Action;
- Ability to take initiative and work with minimum supervision;
- Excellent command of oral and written English; and
- Experience working with a variety of stakeholders, particularly in the organization of meetings and events

Budget:

- Applicants are invited to submit a budget/quotation with their proposal. The expected total budget for this consultancy is in the range of 9,000 – 10,500 US Dollars.
- All travel costs in relation to the IASC regional validation workshops will be taken care of by IDA as per IDA travel policy.

Contracting and Remuneration:

- A consultancy contract will be signed between the selected consultant(s) and IDA.
- Applicants are invited to submit a copy of their passport and commercial/consultant registration/tax numbers. Only applicants with valid commercial and/or consultant registration and/or tax numbers will be considered.
- Payments will be made in several instalments and upon successful completion of the deliverables and submission of invoices.

Please send a CV and letter of interest (including budget/quotation) to consultancy@ida-secretariat.org and CC to iascdisability@gmail.com with ***IASC Task Team Consultancy*** in the subject line, no later than **Tuesday 12 February 2019**.