

TERMS OF REFERENCE (TOR)

PROGRAM	Myanmar
DOMAIN	Protection - GBV
PROJECT	Emergency Assistance to Communities Affected by Cyclone Mocha in Myanmar
PERSON IN CHARGE	Operations Manager
TYPE OF MISSION	Consultancy: Training and Technical Support NB: Focus Area: Training on Gender-Based Violence (GBV) Mitigating Measures and Gender Mainstreaming in Humanitarian Emergency Responses
DURATION	15 days consultancy (<i>number of days to be agreed upon by the consultant and the HI team – a workplan will be part of the application</i>)
TARGETED AUDIANCE	Project staff and implementing partners (Local CSOs)

1. Background / CONTEXT OF THE MISSION

Humanity & Inclusion (HI) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict, and disaster. HI works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions, and promote respect for their dignity and fundamental rights. HI works to meet the needs and defend the rights of children, women, and men with disabilities. In emergencies, HI's mandate widens to target the most vulnerable groups within any population, taking gender inequities into account, from isolated rural communities to people with disabilities to excluded minority groups, to ensure equal access to appropriate aid.

HI opened its mission in Myanmar in 2013 after a short-term intervention during Nargis Cyclone in 2008. Since then, HI has expanded its activities in Ayayarwaddy, Mandalay, Yangon, East Bago, Kayin, Rakhine and Kachin States. HI has registration until December 2025. HI's intervention in Myanmar and Thailand is based on 5 strategic pillars:

- 1) Emergency Response, including basic needs and inclusive humanitarian action
- 2) Armed Violence Reduction (AVR), including Victim Assistance and community-based Risk Education
- 3) Inclusive Health, including Physical and Functional Rehabilitation, MHPSS and access to medical services
- 4) Inclusive Preparedness based on DRR and logistics vulnerability
- 5) Inclusive Opportunities, including Inclusive Education and Economic Services

2. OBJECTIVE(S) OF THE MISSION

HI's work is guided by its Disability-Age-Gender (DGA) Policy which has four core guiding principles: participation, equality and non-discrimination, accessibility and protection. This Policy informs all aspects of project design, implementation, monitoring, and evaluation. The policy supports the development and implementation of transformative gender-sensitive projects, where age and disability are fully considered.

This Consultancy will build on existing project materials, including a Landscape Analysis of GBV in the project areas. The main objective of this Consultancy is to:

- 1) Train the project team and local implementing partners to mitigate against GBV, provide protective measures and have a gender sensitive approach.
- 2) Develop and provide tools and materials to support the training, service delivery and awareness raising.
- 3) Provide recommendations/action plan to HI and implementing partners for GBV protection measures and mainstreaming gender in this specific project and service provisions.

The service provider is requested to propose a methodology to meet the proposed aim of a consultancy.

The consultant will work with the Technical Unit Manager (TUM), who will supervise the overall consultancy work with close support and coordination with Field Coordinator including arranging field level activities.

3. DELIVERABLES

- Inception report with detailed methodology, and work plan which will be validated by HI team to launch the trainings and tools
- 3-4 days training on GBV and gender mainstreaming, provided to project team and its stakeholders including training materials, process and output of the respective trainings, and a Training Report
- Protection and Gender mainstreaming tools to be adapted and utilized in service provisions
- Key Messages for future use in awareness raising materials
- Presentation of key results and tools to be adapted for project implementation.

4. TIMELINE

The duration of consultancy services will be effective starting from **2nd May 2024**. The duration of services provision is expected to be within 15 working days.

6. BUDGET

The applicant shall provide the technical proposal and financial breakdown related to this service with detail descriptions including taxes. HI will not cover any additional payment that are not included in the proposal.

7. APPLICATION

Interested candidates are required to apply before **26th April 2024** at the following email address: t.myanmar@hi.org, indicating the subject **“Consultancy: Training and Technical Support: Training on Gender-Based Violence (GBV) Mitigating Measures and Gender Mainstreaming in Humanitarian Emergency Responses”**

The application shall include:

- *The CV of the Consultant and consultancy team*
- *A Brief Cover letter highlighting the consistency of the experience & profile in line with the terms of references (ToR)*
- *A Narrative proposal including analysis content, methodology and time schedule*
- *A financial proposal with Myanmar Currency (MMK)*
- *Company registration certificate / A copy of NRC (ID) of the Consultant and team / Organization profile in case of not-for-profit organization*

For Consultancy firms, the following must also be included:

- ***CVs of the team of consultants***
- ***A valid Business Registration***

Qualifications and experience expected of the consultant:

Educational background	Advanced university degree in Gender Studies, Sociology, Anthropology and/or other relevant fields
Professional experiences	Minimum 5 years of experience in assessment, situation analysis, evaluation, anthropological studies in gender or disability, gender-based violence (GBV) related projects <ul style="list-style-type: none">▪ Knowledge and practice of gender transformative programming / disability mainstreaming▪ Strong and proven experience in link with taking into account diversity issues▪ Extensive Knowledge and experience of Myanmar context and on specific country related diversity and sensitivity issues▪ Strong analytical skills

	<ul style="list-style-type: none"> ▪ Adaptability to work with people from different socio-cultural backgrounds, languages, and across different managerial levels
Competencies	<p>Respect for Diversity</p> <p>Awareness and Sensitivity regarding gender issues and specific context</p>

Humanity & Inclusion encourages qualified people with disabilities or chronic illness and women to apply.

As part of our commitment to keep our beneficiaries safe, our selection processes reflect our commitment to the protection of our beneficiaries from abuse. Employment is subject to our protection standards including background checks and adherence to our protection policies and Code of Conduct”.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

All information shared by the applicants remain confidential.

Please note:

- Price shall be inclusive of all applicable costs and taxes.
- For contracted bidder, due to banking restrictions in Myanmar:
 - o payment will be done only in MMK (Central Bank Exchange Rate of Myanmar),
 - o payment will be done by wire transfer only
 - o payment will be transfer to a KBZ bank accounts only.

Due Diligence

For selected consultants based on the comparative analysis:

HI verify that the Consultant(s) are not on donors’ sanctions lists and will thus require the NRC of all consultants (in case of consultancy firms) if not previously submitted.

“Humanity & Inclusion (HI)” is committed to protect the rights of children and opposes to all forms of child exploitation and child abuse and from harm. All consultants will be expected to comply with the child Protection and PSEA Policies. Applicants for this position will be assessed regarding their suitability to work with children and vulnerable adults.