

TERMS OF REFERENCE (TOR) FOR DISABILITY INCLUSION ASSESSMENT AND TRAINING

Project Code	09-094884
Project Name	Gender Responsive SGBV Mitigation in Conflict Affected Regions 2024-2026
Target Location	Kismayo and Dhobley districts of Jubaland State, Somalia.
Activity Name	Train staff on disability inclusion & assessments.
Type of the Activity	Training
DF Number	6820
Activity Participants	LWF national staff, incentive LWF supported teachers and community leaders.
Project Phase	Implementation.
Activity commencement Date	3 rd Nov, 2024 (tentative).

1. INTRODUCTION AND BACKGROUND

The Lutheran World Federation (LWF) is an international humanitarian organization with a global presence in countries across Africa, Asia, Europe, and Central America. The global headquarters of LWF is in Geneva, Switzerland. At the regional level, LWF is headquartered in Nairobi, Kenya, serving both the Kenya and Somalia country programs. The Lutheran World Federation provides quality humanitarian assistance to displaced and affected communities and focuses on three priority areas: **i) Sustainable Livelihoods, ii) Quality Services, iii) Protection and Social Cohesion.** The Lutheran World Federation (LWF) World Service established a presence in Kismayo, Jubaland State in Somalia in 2017 to create a continuum between its refugee assistance and protection program in Dadaab refugee camps. Since 2017, LWF has been working closely with the relevant Jubaland State Ministries, including the Ministry of Education and Higher Learning (MoEHL), Ministry of Women, Family Affairs, and Human Rights, and the Ministry of Humanitarian Affairs. From 2022, the program embarked on program expansion to implement new projects in Kismayo and areas outside Kismayo, including Dhobley district. More information about the LWF Kenya-Somalia program can be access here. <https://kenyasomalia.lutheranworld.org/>

Project description

LWF-Kenya Somalia Program has recently received funds from the Global Affairs Canada (GAC) through the Canadian Lutheran World Relief (CLWR) to provide holistic and gender-responsive assistance that primarily focusing on the well-being and dignity of those affected by conflict, especially women and girls. The 2 year project which commences 2024-2026 will be implemented in Jubaland particularly in Kismayu and Dhobley districts. The project aims to reach a target of 30,000 beneficiaries to reduce suffering, increase and maintain human dignity and save lives among IDPs, returnees, and host communities in conflict affected communities. The services include safe spaces, legal support, psychosocial services and awareness campaigns to address GBV: i. Inadequate access to clean water, sanitation facilities and hygiene supplies disproportionately affects women and girls, increasing protection concerns. li. Ensuring private sanitation facilities and addressing MHM needs are essential. lii. Empowering women and girls is central to the protection project, which engages men and boys to challenge harmful gender norms and practices. The project will: •Increase access and utilize gender-responsive protection and SGBV response services in conflict-affected and poor host communities in Somalia with a particular emphasis on women and girls. • Increase access to safe and improved WASH facilities and services, including sanitation and water infrastructure, among IDPs, returnees, and host communities in Somalia, with a particular emphasis on women and girls in targeted areas. • Increase awareness and adoption of healthy hygiene and sanitation practices among

women, men, girls, and boys in Somalia, focusing on IDPs, returnees, and host communities. • Increase access and utilize gender-responsive protection and SGBV response services in conflict-affected and poor host communities in Somalia with a particular emphasis on women and girls. LWF has commissioned this consultancy to provide holistic support to targeted beneficiaries to improve their life, wellbeing and inclusion to build capacities of the duty bearers working with these vulnerable groups.

2. PURPOSE OF THE ASSESSMENT

The overall objective of this consultancy is to provide training on disability inclusion to LWF’s national staff, LWF’s incentive supported teachers and Community leaders. To ensure they are equipped with the knowledge and tools to promote the inclusion of persons with disabilities in all programs and services. The objective also includes specific training on LWF’s national Staff on how to conduct disability assessment with particular emphasis on technical staff.

3. OBJECTIVES OF THE ASSIGNMENT

The assignment has the following objectives:

1. Strengthen the understanding of disability inclusion among LWF staff and community, thus integrating disability inclusion practices into day-to-day activities, and Equipping participants with practical skills to identify and address barriers to inclusion for persons with disabilities in humanitarian and development programming, ensuring persons with disabilities are actively engaged in decision-making processes.
2. Train staff on how to conduct disability inclusion assessments.

4. SCOPE OF WORK

Duration of the assignment: The consultancy is 20 working days and will tentatively commence from the 3rd of Nov, 2024 till the 20th of Nov, 2024.

Geographical Coverage: Kismayu and Dhobley districts, of Jubaland state of Somalia. The consultant is expected to conduct the physical training and assessment for participants in these 2 locations.

Target Beneficiary Category and Stakeholders: 200 participants including:

- LWF’s national staff
- Incentive teachers.
- Community leaders

5. APPROACH AND METHODOLOGY

The consultant is expected to suggest an approach and methodology to conduct and facilitate group discussions, case studies, and simulations to help participants understand disability inclusion in real-world contexts. In the specific disability assessment training the consultant will suggest framework and specific methodology.

6. Responsibilities of LWF

1. Provide the consultant with relevant project documents, including LWF’s policies and strategies related to disability inclusion.
2. Ensure the participation of the target groups in the training.
3. Organize training sessions, including venue, refreshments, and training materials for participants.
4. CLWR project manager to liaise with the consultant and monitor the training process.
5. Provide feedback on the draft training curriculum and action plan.

6. Support the implementation of the consultant's recommendations after the training.

7. DELIVERABLES

The consultant is to provide:

1. An inception report detailing work plan and a methodology of the assignment.
2. Develop a detailed training curriculum and materials on disability inclusion tailored to the specific context of Kismayu.
3. Conduct training sessions for the participants, to ensuring content is accessible and practical.
4. Facilitate group discussions, case studies, and simulations to help participants understand disability inclusion in real-world contexts.
5. Assess participants' understanding before and after the training through pre-and post-training evaluations.
6. Provide technical guidance on how LWF and community programs can better include persons with disabilities.
7. Compile a comprehensive report detailing the training process, outcomes, and recommendations for continued support on disability inclusion.
8. Train LWF's national staff on disability assessment.

8. QUALIFICATIONS/ REQUIREMENTS

- Academic training on physiotherapy and/or occupational therapy (compulsory).
- Proven 5 years of experience in disability inclusion training, particularly in humanitarian and development contexts.
- Strong facilitation and communication skills, with experience delivering training to diverse groups.
- Knowledge of the socio-political context in Somalia and the challenges faced by persons with disabilities in the region.
- Fluency in English; knowledge of local languages (e.g., Somali) is an added advantage.

9. SUBMISSIONS

The bid will consist of two parts; technical and financial as follows;

Part A: Technical Proposal

The Technical Proposal shall be straightforward and concise describing how the consultant intends to carry out and satisfy the task as described above. No cost or pricing information is to be included in the technical proposal.

Technical proposals are not more than to 15 pages in total. Organizational Information, CVs of proposed personnel, and examples of previous relevant work are to be included in an Annex. Key personnel resumes, dividers and past performance report forms are not included in the page limitation. Bidders are encouraged to provide an Annex, or "portfolio" of samples demonstrating past experience performing similar activities. The Annex can include copies of photographs, other visual representations, and media/social media clippings. The Annex should not exceed 10 pages.

The technical proposal shall be formatted using the following sections:

Technical Approach— Narrative not to exceed five (5) pages.

The bidder shall demonstrate his/her understanding, ability, and overall approach to perform the requirements described in the Scope of Work/Tasks/Activities. S/he shall clearly explain how they propose to structure, design, manage and execute the work required that meets LWF objectives.

The Technical Approach must include a timeline or Gantt chart of the deliverables required to execute this project.

Capability Statement - Narrative – not to exceed two (2) pages.

The bidder shall demonstrate his/her specialized competence with regard to the requirements of the tasks/activities. S/he shall demonstrate they have the necessary personnel to successfully comply with the contract requirements and accomplish the deliverables.

Past Performance – Narrative not to exceed five (3) pages.

The Bidder shall provide at least three (3) examples of past performance of implementing similar projects. The past performance examples must be within the last three (3) years and shall be similar in terms of scale and relevance. S/he must provide references for each example, including the name, title, phone number, and email address of the reference.

Personnel/Staffing – A narrative not to exceed two (2) pages.

A summary describing the proposed staff for the project including up to three team members. The summary shall include names, relevant qualifications of similar experience and the proposed role for each individual. A Project Manager must be identified with a minimum of five years' experience in related project management.

The bidder must also include the CVs of the key staff members involved in the Project, including the Project Managers and up to 3 Team members. Each CV should not exceed three (3) pages.

Part B: Financial Proposal

The bidder shall propose realistic and reasonable costs for this work in accordance with the His/Her technical approach.

The cost should be in dollars (USD) and include all applicable local taxation. The financial proposal shall list all costs associated with the assignment.

Items described in the technical proposal but not priced, shall be assumed to be included in the prices of other items.

10. EVALUATION CRITERIA

This solicitation is open to firms/ company's specializing in measuring learning outcomes and/or disability/ education research.

The selected Consultant will be responsible for designing and executing all activities outlined in this Request for Proposal in coordination with LWF.

Proposals will be evaluated using the quality and cost-based selection, with a total score calculated out of 100% of which 60% is the weight of the technical proposal and 40% is the weight of the financial proposal.

Proposals meeting the mandatory requirements will be evaluated for technical merit based on the criteria in the below chart. Those proposals scoring 65 points or higher (out of 80 points) will be considered for cost-effectiveness.

Section	Description	Maximum Points
Technical Approach	Proposed structure, design, and approach to execute the work required, application of ASER tools, analysis and presentation of findings (a high-quality report). (25 points) Detailed work plan and implementation plan. (5 points)	30
Capability Statement	Demonstration of the necessary organizational systems, and personnel to successfully comply with the contract requirements and accomplish the expected results.	10
Past Performance	- Inclusion of at least 3 relevant past performance examples of similar projects. (5 points) - References provided by past clients for these examples and their evaluation of the bidder's ability to deliver on time and within quality and budget expectations. (5 points)	10
Personnel/Staffing	Qualifications and past relevant experience of the Project Manager and up to 3 team members proposed to perform the requirements of this scope of work. (10 points)	10
Technical Evaluation Threshold (Only offers that receive a technical evaluation score of 42 and above points (out of 60) will be considered for cost evaluation.)		
Cost Evaluation	The financial proposal will be evaluated using the following formula: $FS=40*\text{lowest price}/F$, in which FS is the financial score and F is the price	40



	of the proposal under consideration.	
Total Points		100

11. HOW TO APPLY

Interested and qualified consultant(s) should submit their technical proposal and financial proposals to procurement.kismayo@lutheranworld.org with the e-mail subject line clearly marked; Disability inclusion training and assessment
The deadline for submission of applications is **Thursday 27th of November, 2024 at 5:00 pm East African Time**

LWF reserves the right to reject any application(s) without disclosing the reasons