



Terms of Reference (ToR):

Consultancy for developing a humanitarian simulation exercise (SIMEX) adapted for use on a Virtual Reality (VR) platform.

1) Background

The Action Contre la Faim Emergency Readiness and Response Unit (ERRU) aims to enhance its capacity to respond to humanitarian crises through innovative training and simulation exercises. To achieve this, the ERRU has partnered with XR Ireland to develop a comprehensive Emergency SIMEX set on a VR platform.

This SIMEX will provide realistic, immersive training scenarios to better prepare ACF staff, including roster members, ACF global, and dedicated emergency staff in country offices, and local partners, for emergencies.

The ERRU seeks a consultant with expertise in developing pedagogic methodologies and SIMEX documents adaptable to a VR environment.

The consultant will work closely with ERRU and ACF focal points, and an external technical developer creating the VR platform.

2) Scope of the SIMEX

The SIMEX take place in a fictional country where participants will face various disaster scenarios.

It will offer a safe space for the participants to test their capacities during the main phases of the emergency management cycle (involving timeline jumps over a 3-month emergency response cycle) including:

- Early Warning
- Alert
- Early mobilisation
- Rapid multisectoral assessment
- Design of the response strategy
- Implementation of the response / strengthening / stabilization of the response activities with recruitment of longer term and teams
- Transition/Exit strategy (including After Action review)

Transversally, the SIMEX provide experiences for practicing emergency actions that require:

- Decision-making and effective coordination under pression
- Operational efficiency and interoperability of humanitarian actors during emergency situations

Through this scope, ACF seeks to strengthen its overall emergency response framework, ultimately leading to more timely and effective humanitarian aid delivery to affected populations.

3) **Objectives**

The overall objective of this consultancy is to create a humanitarian emergency SIMEX on a VR platform that aims to enhance the preparedness and response capabilities of ACF personnel through immersive, realistic and relevant scenario.

4) **Expected results**

To reach this goal, consultant will focus in the following results

- a- The SIMEX methodology is adapted to VR environment
- b- The SIMEX contents are aligned with ACF emergency ways of working
- c- The SIMEX is elaborated in concertation with ERRU and XR Ireland representatives

5) **Activities**

The service provision will include at least the following activities:

- **Review existing documentation**, including ACF historical data on simulations and current tools, as well as processes related to emergency management within the association.
- Draft a **SIMEX Manuel** to include at least:
 - o a matrix of knowledge and behaviours that need to be strengthened through the SIMEX
 - o The serious game design
 - o The operational plan: covering logistical and technical requirements, considering the participation of all main stakeholders in an ACF-led response (REACT, SMT, Regional Pool, with potential EERU support/lead).
 - o Risk management plan: addressing potential challenges and mitigation measures.
 - o The mechanism of assessment and evaluation: including forms, KPI, satisfaction and debriefing surveys

- Creation of a **toolbox** for the SIMEX (drawing from existing ACF tools/documents where possible) including:
 - o The country profile
 - o The detailed scenario and timeline
 - o The Injects, including some visuals for IT developers
 - o The SIMEX characters description/script
- Design and implementation of a “**training of cofacilitators**” related to the SIMEX, including
 - o Cofacilitation guide
 - o Plan of session
 - o Training material
- Participation in co-creation **meetings with ACF and XR Ireland** focal points, specifically including:
 - o Brainstorming meeting (in-person in Paris, as feasible)
 - o Bilateral meeting with ACF and XR Ireland focal points
- Redaction of the **final report** for the entire consultancy

6) Deliverables

1. **Learning and behavioural matrix:** detailing all capacities that must be strengthened through the SIMEX.
2. **SIMEX Guide:** detailing the SIMEX methodology at all stages of the project.
3. **SIMEX Toolbox:** including all necessary materials.
4. **Facilitation guide and training of cofacilitators materials**
5. **Final Report:** summarizing the consultancy work, and recommendations for future improvements.

7) **Duration and action plan**

The consultancy is estimated to span 30 working days over approximately 6 months, ideally from 1 August, 2024, to 31 January, 2025. A detailed work plan with specific milestones and deadlines will be agreed upon at the start of the consultancy

8) Reporting

The consultant will report to designated ERRU/ACF Focal points and provide regular updates on progress, challenges, and any necessary adjustments to the work plan.

9) Qualifications and Experience

The ideal consultant should have:

1. Proven experience in developing SIMEX methodologies and supporting documents, preferably within a humanitarian context.

2. Basic understanding of VR technology and its application in training and simulation exercises (game development experiences a plus).
3. Strong project management and coordination skills.
4. Excellent communication and facilitation skills in English. Ability to communicate in French a plus but not required.
5. Ability to work collaboratively with diverse stakeholders.

10) Provided by the consultant

- The consultant will be independent in terms of hardware and will use his own equipment. Nevertheless, ACF will give him access to all the resources he needs for his work.
- The consultant must plan to spend at least 2 nights (12th and 13th of September) in Paris during the consultancy and must include this in his offer. Should it be necessary to make further visits to Paris, these will be paid for directly by ACF.

11) Application Process

Interested candidates should submit:

1. A cover letter outlining relevant experience and approach to the consultancy.
2. A detailed CV.
3. Examples of previous work related to SIMEX or VR training exercises.
4. A proposed work plan and timeline.
5. An offer

Please send your application to **Rowan Cody** at rcody@actioncontrelafaim.org by **26th July 2024**.

For any further questions or clarifications, please contact **Rowan Cody** at rcody@actioncontrelafaim.org