



TERMS OF REFERENCE

Consultancy for the production of an advocacy report and contribution to a workshop

1. Presentation of the service

Title of the Report and Workshop:	Tentative: Explosive Ordnance Risk Education, conflict preparedness and protection for populations affected by explosive weapons : challenges, gaps and good practices
HI Entity:	Advocacy and Institutional Relations
Objective of the service:	Production of an advocacy report (25 to 40 pages long) and contribution to an online workshop on the same topic.
Duration of the service:	Approximately 30 working days, from 01 January to 15 May 2025.
Language for the service:	English
Location of the service:	Consultant's usual workplace location. A working face-to-face session between HI and the Consultant could be considered in Brussels or another location. A field visit in a EWIPA affected country (Ukraine) for data collection could be considered.
ToR last updated:	23/10/2024
Authors of ToR:	Disarmament and Protection of Civilians Advocacy Officer

2. Presentation

2-1- Why this report?

The use of explosive weapons in populated areas in contemporary armed conflicts results in devastating and widespread civilian harm and humanitarian consequences. Since 2016, HI has documented the harm caused by the use of explosive weapons in populated areas (EWIPA), focusing on the immediate and reverberating effects, namely casualties, displacement, psychological harm, destruction of civilian infrastructure (health centers, water and sanitation systems, transport systems etc).

In November 2022, 83 States endorsed the Political Declaration on Strengthening the Protection of Civilians from the Humanitarian Consequences Arising from the Use of Explosive Weapons in Populated Areas (EWIPA). In 2023, along with two partners, HI has been granted by ECHO a two-year [project](#) aiming at promoting actions to strengthen the protection of civilians and prevent humanitarian consequences from the use of explosive weapons in populated areas. In the frame of this project, HI is specifically facilitating a multi-stakeholder process for producing guidance and recommendations for the implementation of the

commitments related to humanitarian access and victim assistance set out in the Political Declaration. The process will address 4 priority areas: 1/ humanitarian access and safety, 2/ access to healthcare, 3/ EORE, conflict preparedness and protection, 4/ vulnerable groups and specific needs. It will include the organisation of a set of workshops to engage practitioners on the implementation of the humanitarian commitments of the Political Declaration and post-workshop advocacy work.

In order to support the discussions during the workshops, HI will produce advocacy reports on the humanitarian impacts of explosive weapons to better understand the humanitarian consequences of explosive weapons in populated areas but also the gaps, challenges and good practices in delivering assistance to populations affected by conflict. These advocacy reports will be illustrated by cases studies from countries of current or former conflicts where explosive weapons have been widely used, with a main focus on the Ukrainian context. Relevant elements from other EWIPA contexts, such as Gaza, Lebanon or NW Syria, could also be considered and included in the report to complete the analysis.

In this specific report, aiming at informing a multi-stakeholder online workshop in April 2025, we want to draw attention to the specific challenges, gaps and best practices on Explosive Ordnance Risk Education (EORE), conflict preparedness and protection responses for populations affected by explosive weapons.

Explosive ordnance, including antipersonal mines, ERW or IED contamination, poses a threat to life and limb for existing and returning populations. Accidents caused by explosive ordnance add pressure to healthcare systems already devastated by conflict, prevent economic recovery, and curtail freedom of movement. They also impair rebuilding and reconstruction efforts, and severely amplify the long-term socio-economic consequences of the use of EWIPA, in turn impacting the development agenda. The empowerment of civilians, humanitarian workers and communities to protect themselves from the harm caused by the use of explosive weapons is key to reducing civilian harm both during and after conflict has ended.

Yet, EORE remains largely invisible to actors outside the mine action and disarmament sectors, undermining the unique opportunities to prevent harm and amplify protection efforts during and after conflict. Paragraph 3.5 of the Political Declaration provides the following: “*Ensure the marking, clearance, and removal or destruction of explosive remnants of war as soon as feasible after the end of active hostilities in accordance with our obligations under applicable international law, and support the provision of risk education*”: adding on the Mine Ban Treaty and the Convention on Cluster Munitions, it provides a unique opportunity to leverage/reinforce EORE commitments in the disarmament and humanitarian agendas.

2-1- Report’s objectives and first elements of methodology

The report aims at describing and understanding the specific challenges and gaps in EORE and conflict preparedness and protection responses for EWIPA-affected populations in former or current armed conflicts, and in identifying good practices and actionable recommendations to multi-level stakeholders, including States. It should tentatively address the following issues related to the topic:

- What are the underlying factors/challenges that impact the planning and successful delivery of risk education in EWIPA settings or at risk of EWIPA?
- Who is the most at risk in EWIPA settings and why? How can we identify main risks posed to different population groups during and after conflict, and ensure programming is responsive to the different risks posed to each group?

- How can we build and strengthen synergies between actors across mine action, humanitarian and development sectors, including health and protection sectors, to increase reach and impact of EORE in EWIPA settings or at risk of EWIPA?
- How can national and local authorities and communities' capacities to respond to such threats be better strengthened ?
- To what extent is the scale and nature of explosive ordnance contamination understood – and included - by various humanitarian and other actors in the planning and delivery of humanitarian assistance in EWIPA settings?
- How can we strengthen and increase the participation and leadership of civil society organisations, especially representing DGA and other diversity groups - which are best placed to deliver EORE efforts in EWIPA settings or at risk of EWIPA? How do we make EORE sustainable?
- What are the good practices and challenges on integrating CPP messages to the traditional EORE activities conducted by the mine action sector?

Elements of a methodological approach:

1. Draw on existing evidence, literature and qualitative and quantitative data, including data collected by HI programs in Ukraine, or other relevant contexts), on the issue of EORE and conflict preparedness and protection in EWIPA settings. The desk review should also identify existing policies, good practices and recommendations with regard to the topic.
2. Collect qualitative data and new evidence on the topic (remote or field data collection in Ukraine could be considered), building on the study of several concrete field EWIPA-related events, examples or case studies. Interviews of relevant stakeholders and humanitarian and mine action practitioners, including from local authorities and partners, will illustrate and contribute to the main analysis **on the gaps and challenges of the EORE and conflict preparedness and protection responses, and on the good practices deployed, or that could have been deployed.** The lived experience of EWIPA affected persons and populations, taking into account age, gender, disability and other diversity factors, should also be emphasized and reflected in the report through the collected case studies.
3. **Identify and formulate concrete, relevant and actionable recommendations** addressed to policy-makers, including States, and practitioners to foster more efficient EORE and conflict preparedness and preparation responses for **EWIPA**-affected populations, taking into account disability, age, gender and other diversity factors, and within the frame of the implementation of a political declaration to prevent the harm caused by the use of explosive weapons in populated areas. Preliminary findings of the report will inform the participants of an online workshop to be held in April 2025, aiming at formulating a set of recommendations on the topic. Discussions and outcomes of this workshop will also inform the final report.

2-3- Advocacy targets and foreseen use of the document

HI, member of the International Network on Explosive Weapons (INEW), is currently facilitating a multi-stakeholder process for producing guidance and recommendations for the implementation of the commitments related to humanitarian access and victim assistance set out in the Political Declaration. A series of 4 workshops, online and in person, will be organized along this two-year project. We will use this report within the frame of this multistakeholder process on EWIPA, 1) to inform the participants to the online workshop in April 2025 and 2) to keep on raising awareness on the needs and opportunities for the implementation of the

commitments related to humanitarian access and assistance, and risk education contained in the political declaration on EWIPA. The intended audience of the research and its report are:

- The main targets of this publication will be the participants of the above-mentioned online workshop, as well as the EWIPA disarmament and humanitarian communities.
- States that endorsed the Political Declaration, including States involved on the regional scene.
- States that haven't adopted the declaration yet but have an interest in so.
- Key donors on humanitarian action in EWIPA settings.
- International organisations: ICRC, UNHCR, UNOCHA, UNMAS, WHO, UNIDIR, UNODA, etc.
- Civil society networks (EORE advisory group) and other NGOs.
- Academia and expert community on EWIPA.
- General public targeted through media.

2-4- Ethics

The service provisions' contract sets that consultants' and freelance workers' copyright is transferred to HI.

Consultant and facilitators must ensure informed verbal/ written consent from the caregivers and the adolescents. They should comply at all times with HI protection policies:

- [HI Code of Conduct](#)
- [Protection of beneficiaries from sexual exploitation, abuse and harassment](#)
- [Child Protection Policy](#)

We will ensure that high ethical and rigorous research standards are maintained, by following HI's principles for ethical management of data:

- Ensure a person or community-centered approach;
- Ensure that the person's consent is properly collected for every picture and written testimony;
- Ensure referral mechanisms are in place;
- Ensure the security of personal and/or sensitive data at all stages of the activity;
- Respect copyright for pictures, obtain permissions to use pictures, and include information related to the photographers;
- Ensure that the final outputs are never used for commercial purposes;
- Ensure the respect of the dignity of beneficiaries portrayed in pictures, testimonies, and case-studies;
- Plan and guarantee the use and sharing of information;
- Carefully provide complete references to external sources used in the text of the publication.

Intersectional approach

The ethical principle of non-discrimination is at the very heart of HI's engagement alongside persons with disabilities and in support of equal opportunities and equal access to services for all. In line with HI's Disability, Gender and Age internal policy, we fully recognize the importance of applying a systematic attention to disability, gender and age in particular.

We also aspire to convey the complexity of discrimination faced by people affected by the issues we advocate on. We do so by looking into how disability intersects with other factors of discrimination and exclusion, highlighting the intersecting forms of discriminations, and barriers in the access to services by persons with disabilities.

Applicants are therefore required to mention how they will ensure that the findings and analysis will address the intersecting factors of discrimination and exclusion related to disability, age, gender, etc.

3. Presentation of the service

3-1- Overall objective of the consultancy service

The Consultant will deliver research results and recommendations on the topic through a **report (in English)**, based on the testimonies, case studies, desk reviews and interviews, and actively contribute and participate to a **workshop** on the same topic.

3-2- Expected results of the service

The Consultant is expected to deliver the following:

(1) *A finalized written methodological proposal, based on the terms of reference provided by HI and the technical proposal of the consultant. This document provides the key elements of the study's implementation and contains, a minima: an introduction specifying the study/research context; presentation of the objectives as agreed between the consultant and HI; presentation of the detailed methodological framework: study design for the desk review, selection of participants for interviews based on an initial list provided by HI, evidence collection, processing and analysis; responsibilities of the consultant and of HI; timeline; budget; ethical considerations. The document should explicitly mention how intersecting factors of discrimination and exclusion (disability, age, gender) will be mainstreamed at each stage of the proposed methodology.*

(2) *Implement/coordinate evidence collection in accordance with the protocol, including through a field visit in selected EWIPA affected country.*

(3) *A draft written intermediate report. Following the desk review and data collection, the document should highlight a detailed structure of the report as well as highlighting the main preliminary findings on the evidence collected.*

(4) *A concept note of the online workshop (April 2025), along with a (5) proposal of a detailed agenda of the workshop.*

(6) *A briefing paper on the topic for the participants to the workshop.*

(7) *A Power-point presentation of main findings to be presented during the online workshop in April 2025 and a facilitation of the discussions on key recommendations.*

(8) *A final comprehensive written report, including comments from HI internal reviews and discussions from the workshop.*

(9) *Dissemination strategy*

(10) *Summary presentation of the final findings (PowerPoint or other format).*

The deliverables are submitted to HI internal review, which should be then taken into account in the final versions.

3-4- Key Performance Indicators

- Deliverables are produced in a qualitative and timely manner, with a relevant inclusion of internal reviews and feedback, as well as of the outcomes of the discussions during the workshop.
- Active and meaningful involvement in the preparation and content of the workshop.
- The overall production and contribution of the Consultant are oriented towards the findings of concrete, relevant, and actionable recommendations to multi-stakeholders, aiming at shaping humanitarian policies and practices to foster risk education and conflict preparedness/protection in EWIPA settings.
- Availability, reliability, disposal for feedback and smooth communication.

3-3- Timeline of the consultancy service

Between 01 January and 15 May 2025, the Consultant is expected to work an estimation of 30 working days. Foreseen date for finalization of the document: 15/05/2025.

	Deliverables	Recipient	Dissemination	Delivery Deadlines
Technical documents relative to study/research implementation				
1-	Final Methodological Proposal	HI	Internal	10 January 2025
2-	Data and evidence collection	HI	Internal	January – March 2025
Workshops				
4-	Concept Note	HI	External	10 March 2025
5-	Agenda and outline	HI	External	14 March 2025
6-	Briefing Paper	HI	External	3 April 2025
7-	Power-point presentation of the preliminary findings	HI	External	7 April 2024
Report				
3-	Intermediate draft report	HI	Internal	3 April 2025
8-	Final draft report	HI	Internal	30 April 2025
8-	Final report, including HI internal review	HI	External	15 May 2025
9-	Dissemination strategy	HI	Internal	15 May 2025
10-	A presentation of the final findings	HI	External	15 May 2025

The consultant accepts that Humanity & Inclusion may reproduce the methodological proposal and use the tools developed in other contexts or projects.

3-5- Budget

The consultant shall present a financial offer, all taxes and all costs included, in line with the expected workload indicated in these Terms of Reference.

HI does not extend the benefits enjoyed by its employees (transport, meals allowance, IT access, entry pass or key, equipment etc.) to consultants and freelance workers.

3-45- Mechanisms for communication and monitoring between the Consultant and Humanity & Inclusion

The recruitment and service of the Consultant will be under the responsibility of the HI Advocacy Manager, which will act as contact person for the consultant for inquiries, clarifications and exchanges.

A kick-off briefing will be done in the beginning, in order to provide the Consultant with key information and guidance about the logic, the approach, and the elements to take into consideration.

A final evaluation will be conducted together with the Consultant (via a call) focusing on overall achievements of objectives and lessons learned.

Contractualization and payment of the service are under the authority of the Director of Handicap International Belgium.

4. Requested profile

4-1- Requested profile

A Consultant with expertise in the fields of demining, risk education or conflict preparedness and protection, in humanitarian and armed conflict settings, as well as in qualitative research methods.

Freelance workers and consultants comply with the legislation that applies to them, with particular regard to social security payments, insurance policies and registration.

4-2- Expertise

Mandatory:

- Minimum Diploma Master's degree in a relevant field: Social Sciences; International Relations; International Law; Disarmament, Humanitarian or Development Studies.
- At least 3 years of experience in qualitative research publications (provide a list of publications).
- Experience working and/or researching in armed conflict contexts, including in EWIPA settings.
- Good knowledge of the EWIPA topic.
- Excellent knowledge of the topic of the report in humanitarian settings.
- Excellent analytical skills and understanding of evidence-based advocacy.
- IT skills - MS Office applications.
- Professional proficiency in English mandatory, written and oral.
- Understanding and adherence to HI's values and ethics.

Desired:

- Experience working with an international non-governmental organization.

HI values diversity, we welcome and encourage applications of candidates from all gender, origins, nationality or disability.

5. Application process

The application should be sent by email to procurement@hi.org, with the reference "CT_2024_EWIPA_2" of the tender in the title of the email, before 15 November 2024, 17:00 CET.

The application email shall include:

a) Tender documentation:

- Terms of Reference, initialled and signed
- Participation file, initialled and signed

- Application form, signed
- Annex 1: Acceptance and contracting rules, signed
- Annex 2: Declaration of non-conflict of interests, signed

b) **Administrative documentation** of the tenderer:

For individuals:

- Curriculum Vitae (training, experience in the areas mentioned above, lists of key publications)
- ID card or passport of the legal representative of the consultant company and/or of the principal consultant if different from the legal representative
- 3 references
- A letter of motivation

For companies:

- Registration of company as consultant
- Declaration of integrity filled out and signed
- Up-to-date tax certificate according to nationality

if FR :

- Proof of legal registration (KBIS < 6 months)
- URSSAF certificate of vigilance

Otherwise:

- consultant registration certificate (KBIS equivalent).
- proof that the service provider/consultant is up to date with its tax obligations

c) A **technical proposal** including, a minima: a concept note including a proposed methodology and a detailed calendar.

d) A **financial proposal** including, a minima: detailed consultancy fees including all taxes as well as the communication and reproduction costs, any interpreting needs and other actual expenses. Transportation and accommodation costs during the travel to the workshop (or potential other meeting) will be organized or reimbursed by HI.

Terms of payment

Payment for the service will be made in several instalments as follows:

- 30% upon signature of the contract;
- 70% after validation of the final report.