

TERMS OF REFERENCE

Framework contract for skills development and capacity-strengthening services

1. CONTEXT

Commissioning department: HR

Background: HI is an international NGO working in the humanitarian and development sectors on issues relating to disability and inclusion. The organisation has a range of requirements for external services to support its staff skills development activities and the capacity-strengthening of its partners

2. DESCRIPTION OF THE REQUIRED SERVICES

Beneficiaries:

- HI staff worldwide
- HI partners in countries of operation

Services required:

- Short training courses:
 - In particular on the following topics as applied to the humanitarian and development sector:
 - Human resources
 - Project management
 - Logistics
 - Finance
 - Security
- Face-to-face, distance learning and blended formats – for staff in different regions of the world
- In ‘open’ and ‘bespoke’ formats
- In English and French – Spanish and Arabic would be an advantage
- Organisational capacity-strengthening services
 - Tools, methods and support to carry out organisational capacity-strengthening needs assessments and develop a capacity-strengthening action plan
 - Based on a participatory approach enabling ownership and implementation by the beneficiary organisation
 - Service based on a model allowing for the gradual integration of the approach (and associated tools) into HI projects

Quantity of services: services will be requested according to the needs expressed by the various HI entities/projects and cannot be quantified in advance

3. CONTRACTOR PROFILE

- A vocational training organisation active in the humanitarian and development sector
- A catalogue of 'in-house' training courses
- Possession of a dedicated tool and experience in capacity strengthening for local organisations working in the humanitarian and development sectors
- At least 10 years' experience and track record in the field
- Operational capacity to operate in different regions of the world
- Working languages: English, French. Spanish and Arabic would be an advantage

4. DURATION

- Start date: July 2026
- 3-year renewable contract

Information to be provided by candidates :

- I. Services proposed in response to the requirements set out above
- II Price list by type and location of intervention
- III Organisation's track record