

Terms of Reference - Consultancy

Inclusive Humanitarian Action Technical Resource Person

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1. BACKGROUND AND INTRODUCTION

Humanity & Inclusion (HI) is implementing Leave No One Behind (LNOB) Phase IV, a two-year multi-country initiative (January 2025–December 2026) funded to strengthen the inclusion of persons with disabilities in Humanitarian Action through the adoption of the IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action. In Uganda, the project is implemented in Kyaka II, Nakivale, and Kampala, focusing on strengthening disability-inclusive humanitarian coordination, supporting the adoption of inclusive tools and guidelines across key sectors, enhancing the meaningful participation of Organizations of Persons with Disabilities (OPDs), and promoting disability inclusion within humanitarian systems.

As the project enters its final six months, HI seeks to recruit a consultant to provide technical support for the successful completion of LNOB activities (including working on activities ToR, training contents, coordination meeting preparation) while contributing to business development efforts, including donor engagement, proposal development, and strategic positioning to secure follow-on funding and ensure the sustainability of inclusive Humanitarian Action initiatives in Uganda.

2. GENERAL INFORMATION ABOUT THE CONSULTANCY

Line manager, supervisor of the consultant	Victor ALOCHI, Uganda LNOB Project Manager in collaboration with IHA Global Specialist and Uganda Country Director		
Donor	GFFO	No budget management	
		Duration of funding in Uganda (project)	Current phase: 1/01/2025 to 31/12/2026
Consortium Partners	CBM and collaboration partners IDA & ADF. Local Partners: ARD, NUDIPU and WENZETU		
Size of the technical team	1	Number of persons under direct supervision	0

3. OBJECTIVES OF THE ASSIGNMENT

- Under the line management of LNOB Project Manager (PM), the consultant needs to provide guidance to ensure (disability) inclusive Humanitarian Action (IHA) and LNOB experience and to provide technical support to HI LNOB project team; to LNOB partners and in **within LNOB activities**
- To support HI's approaches in inclusive Humanitarian Action through LNOB related communication, advocacy, research and policy influence
- To contribute to the revision of HI LNOB technical documents, presentations and training contents and to contribute to LNOB local training and workshops.
- To provide briefing and if necessary, back up to LNOB colleagues and if necessary to attend PSN Working Group meetings.

4. DESCRIPTION OF TASKS AND DELIVERABLES

4.1. General mission

Under the technical supervision of the LNOB program manager, the consultant will support HI staff to contribute to the definition of the technical design and implementation of LNOB project strategies on (disability) inclusive Humanitarian Action, will ensure knowledge management of previous LNOB experience and will provide technical guidance for HI Ugandan Team.

4.2. Responsibilities during the assignment

- a. **Support the Ugandan HI team and in particular LNOB colleagues in providing timely and qualitative technical guidance to the HI LNOB coordination team and to partners and UNHCR.**
 - a. Ensure technical knowledge management within LNOB and the IHA division.
 - b. Contribute to ensure that technical assistance on disability inclusion is provided to all relevant HI colleagues and partners in a timely, qualitative and responsive manner based on lessons learned from the previous project phases.
- b. If requires participating, facilitate and contribute to selected technical project and consortium meetings
 - c. Support the targeted remote technical assistance to LNOB humanitarian actors and OPDs in providing feedback to the design, coordination and conduction of trainings/workshops/meetings and to technical support provided to the partners
 - d. Provide guidance to support (remote) technical assistance for inclusive Humanitarian Action (revise ToR, presentations, memos and tools, etc.) if needed.
- c. Contribute to monitoring the progress and pace of project implementation, ensuring that the project meets high-quality standards and align with defined milestones
 - e. Contribute to HI's learning approach for the LNOB project if needed.
- d. Support the Business Development efforts to develop proposals in inclusive Humanitarian Action in Uganda.
- e. Keep global specialist on IHA in the loop of key conversation and processes on technical support and advancements
- f. **Networking and Advocacy**
- g. Represent HI in the LNOB PSN Working groups events/meeting/trainings and selected meetings in case specific technical expertise is required.
- h. If required provide support in liaising with partners and key stakeholders to contribute to the HI's visibility and representation.
- i. Provide input to IHA Business Development if required.

4.3. DELIVERABLES / TASKS DURING THE ASSIGNMENT FROM 01/09 – 31/12/2026

Deliverable/ tasks	Recipients/ Cooperation	Deadline deliverable	Deliverables/MoV	Consultation Hours
Result 1:				
<i>A1.1.03 Ongoing engagement with the PSN Sub-Working Group, sectors, and humanitarian actors to mainstream disability inclusion.</i>	<i>PSN WG</i>	<i>Bi-monthly or on demand</i>	<i>PSN WG Meeting minutes</i>	<i>12 hours</i>
<i>Expertise on disability-inclusive humanitarian coordination, disability data, and humanitarian planning processes: Preparing training materials, ToR review, tools review, online facilitation</i>	<i>Humanitarian actors/ OPM/ UNHCR</i>	<i>Two times: Nakivale and Kyaka</i>	<i>Training package, ToRs, Training attendance</i>	<i>24 hours</i>

<i>Continuous coaching, mentoring, and technical support of OPDs: quarterly meeting with OPDs</i>	<i>OPDs</i>	<i>Quarterly</i>	<i>Meeting, powerpoint presentation, training contents</i>	<i>12 hours</i>
Result 2				
<i>Technical review, adaptation, and quality assurance of disability-inclusive humanitarian resources complementing and developing requested existing sector-specific training packages and guidance tools</i>	<i>LNOB team, humanitarian actors</i>	<i>Monthly</i>	<i>Tools reviewed, technical contents developed</i>	<i>12 hours</i>
<i>Facilitate workshops to support adaption of humanitarian tools and programming practices in WASH, Food Security, Health and Protection</i>	<i>LNOB team, humanitarian actors, OPDs</i>	<i>Bi-monthly</i>	<i>Training package, ToRs, Training attendance (possible on-site training)</i>	<i>7 days- 56 hours</i>
Result 3				
<i>Continue and accelerate the capacity strengthening of selected OPD partners through trainings, coaching and facilitated peer-exchange to meaningful participate in the humanitarian coordination system</i>	<i>OPDs</i>	<i>Bi-monthly</i>	<i>Meetings, trainings</i>	<i>12 hours</i>
<i>Small grant technical oversight, mentoring, monitoring quality, and supporting OPDs to implement disability-inclusive activities.</i>	<i>OPDs</i>	<i>Quarterly</i>	<i>Meeting minutes</i>	<i>6 hours</i>
Reporting and Proposal development of new LNOB cost extension				
<i>Provide technical support in designing new Inclusive Humanitarian Action proposals focusing on relevant programmes components</i>	<i>HI HQ, IHA+ LNOB team</i>	<i>On demand</i>	<i>- Meeting Minutes, proposals developed and submitted</i>	<i>50 hours</i>
TOTAL Number of hours				184 hours

5. ELIGIBILITY & SELECTION

5.1 Expertise required

Qualifications and experience required

The composition of the team or individual is expected to be as follows:

- Master's degree in Social Sciences / Political Sciences
- At 2 years of experience in Emergency context
- At least 3 years' experience working with HI or other disability inclusion aspects
- Proficient in disability inclusion and rights approach
- More than 10 years of experience working in international development cooperation including African countries
- Experience in East Africa, in Uganda is an added advantage
- Excellent team worker; ability to create dynamic and very positive working relations, including remotely

5.2. JOB CONDITIONS:

At HI, the conditions offered are up to your commitment and adapted to the context of your mission. <https://hi.org/en/join-the-team>

- This position will be based remotely, as such accommodation, travel expenditures, per diem and healthcare coverage will not be covered by HI except during field mission. There might be one or two field mission/training/workshop organized (under result one and two) in Uganda. In that case, plane tickets and mission cost would be covered/reimbursed by HI.

The position covers

Period	Days / hours per month	Total number of hours/days
From 24 th August 2026 up to 15 th December 2026	5-6 days	184 hours/ 23 days

The consultant must provide a time sheet every month when submitting the invoice. The timesheet needs to be reflected: 1. Duration of work (number of hours) and 2. The content of work 3. If possible, evidence (see deliverable list).

The Consultant(s) of the technical proposal should indicate how she/he/ they intend to carry out the assignment in addition to the propositions from HI.

5.3 Documents to be submitted

Applicants shall provide as minimum requirements:

- Curriculum vitae
- Copy of diploma (Master's degree)
- Copy of identity document(National ID/passport)
- Proper registration of the activity and any documents certifying the regularity of the activity
- A cover letter
- A technical proposal (maximum 10 pages), including the proposed methodologies and proposed schedule/ clear timelines
- A financial proposal (**see section 5.4**)

5.4 Financial Proposal

The Consultant shall submit a detailed financial proposal clearly outlining professional fees of the consultant(s) per deliverable for one of the two options below:

1. Production of the pictorial counselling tool alone (remote work)
2. Production of the pictorial counselling tool (remote work) and field-testing in Uganda

The financial proposal shall be submitted using the attached template in Annexe 7.2.

Prices shall be expressed inclusive of withholding tax and inclusive of VAT.

The consultant/s will cover all assignment-related costs (internet, software, stationary, etc.).

5.5 Ethical measures

HI is committed to upholding certain ethical measures. It is imperative that these measures are considered in the technical offer.

Ethical Risks	Mitigation Measures
Protection of respondents, partners and teams, and other stakeholders.	Confidentiality of all subjects, respondents, persons interviewed for the assignment should be safeguarded.
Ensure the protection of personal and sensitive data at all stages of the activity	All data from respondents is collected in such a way that the respondents will not be harmed.

5.6 Selection

5.6.1 Shortlisting

Applicants who fulfil the mandatory requirements above will be assessed on the following:

Criteria	Score
General Profile	25%
Experience and knowledge in providing technical support in IHA	35%
Relevance of the proposed inception report (consultation and testing)	20%
Means and planning	10%

Applicants with the best scores will be selected to proceed to the interview stage.

The selection committee will include HI technical, operational and logistic department staff.

5.6.2 Interviews

The shortlisted applicants will be interviewed and assessed on the following:

Criteria	Score
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General Profile	25%
Experience and knowledge in providing technical support in IHA	35%
Relevance of the proposed inception report (consultation and testing)	20%
Means and planning	10%
Soft skills (oral and written skills, level of English, communicating/working with partners and in consortia)	10%

Selection committee: HI technical and operational staff at the mission and HQ levels.

6. SUBMISSION OF APPLICATIONS

Persons with disabilities are encouraged to apply.

Application must be submitted in English to supplychain-hq@hi.org by latest 10th of August 2026, 23:59 France Time zone, clearly mentioning in the subject of the email: **“IHA Technical Resource Consultant”**.

In case of any questions or need for clarification regarding technical aspects of the TOR or proceedings of the assignment, please write to supplychain-hq@hi.org with vic.alochi@hi.org in copy (cc.).

Applications must include all documents listed in 5.3 and 5.4, including a technical proposal and financial proposal, samples of previous similar work, etc. Refer to sections 4.2 and 4.3.

Applications may include any additional documents deemed relevant.

Applicants shall commit to comply with all HI policies listed in the appendixes of this TOR, including HI protection policies, Code of Conduct, Good Business Practices, General Purchasing Conditions, etc.

Selection committees will be held between 10th and 15th August 2026 (these dates may be modified by HI).

7. AWARD & PAYMENT

A contract will be signed between Humanity & inclusion and the awarded applicant/consultant/firm and shall start on the **1st September 2026 (this date may be modified by HI)**. The payments will be released based on the submission of deliverables (see 3.3.2), as follows:

- o 20% at the end of month 1 (upon justificative)
- o 30% at the end of month 3
- o 50% after submission and validation of end of consultancy report.

All payments will be submitted for prior validation of the IHA PM and Country Manager regarding the expected quality of deliverables.

During and after the contract period, the Consultant/s undertakes not to publish, distribute or make public, without the prior written permission of HI, the results of their activities under this contract, or the documents or information provided, produced and received. Such results, documents and information shall remain the property of HI.