

Terms of Reference Design Lead

AUSTRALIAN HUMANITARIAN PARTNERSHIP DISASTER READY DESIGN UPDATE

Summary

- The AHPSU is seeking a consultant to facilitate the design refresh for DFAT's flagship inclusive disaster preparedness program in the Pacific and Timor Leste - **Disaster READY**.
- Dates: The assignment should commence no later than September 2021 and be completed no later than 30 June 2022.
- Days: Between 65 – 85 days of intermittent work.
- Approach: We are looking for a consultant to work closely with country-based facilitators, a MEL specialist, and the AHP Support Unit to facilitate a partner-led, highly localised and inclusive design process. The design refresh will be a partner-led, highly participatory process that builds upon existing successes and takes into account lessons learnt and key evidence to date.

Background

The Australian Humanitarian Partnership (AHP) is a five-year (2017-2022) partnership between the Australian Government (the Department of Foreign Affairs and Trade, DFAT) and six Australian NGOs. Pending update to the overarching AHP design, DFAT plans to extend the mechanism for another five years to 2027. Disaster READY is a key component of the AHP and is framed and supported by a standalone design.

Through AHP, DFAT and Australian NGOs coordinate and collaborate, and between them, identify who is best placed to respond to a specific natural disaster or humanitarian crises. They may also team up on a joint response or tap into their extensive and established networks to deliver humanitarian assistance.

In addition to humanitarian responses, the AHP implements the Disaster READY initiative across four Pacific Island countries and Timor-Leste. Disaster READY represents Australia's largest investment in disaster preparedness in the region and is an important element of Australia's stepped-up engagement for a more resilient Pacific.

DFAT established a Support Unit to provide coordination, administration, grants management, and support for monitoring, evaluation and learning and communications for the AHP including Disaster READY. The Australian Humanitarian Partnership Support Unit (AHPSU) is managed by Alinea-Whitelum.

Phase I of Disaster READY is due to be completed in June 2022. DFAT has requested an update and refresh of the existing Disaster READY design. The Disaster READY 2.0 refresh will be partner-led and managed by the AHPSU. It will take into account changes in the context and recommendations from a recent [Mid-Term Evaluation](#) (MTE) of the AHP which examined Disaster READY in depth.

The Disaster READY 2.0 design refresh will be undertaken by a design team involving, at a minimum, a design leader and a monitoring, evaluation and learning specialist. The design team will be further supported by in-country facilitators and thematic specialists as required.

The assignment will be implemented from 01 September 2021 – 30 June 2022.

Overview of the AHP

The AHP was designed in 2016 and launched in 2017. It built upon a six-year Australian Government and Australian NGO humanitarian mechanism known as the Humanitarian Partnership Agreement.

The goal of the AHP is to save lives, alleviate suffering and enhance human dignity during and in the aftermath of conflict, disasters and other humanitarian crises, as well as to strengthen capacity to prepare for, and recover from, these events. Contributing to this purpose are three end-of-investment outcomes:

1. Target populations receive timely and high-quality humanitarian assistance appropriate to the context; and are well supported in early recovery.
2. There is stronger local humanitarian capability and preparedness in the Pacific and Timor-Leste so that communities are better able to respond to, and recover from, rapid- and slow-onset disasters.
3. There is an ongoing contribution to sector-wide learning, policy, coordination and practice improvement through sector coordination bodies including the HRG, global, regional and country-based mechanisms.

The AHP NGO partners are:

- CARE Australia: partnering with Live & Learn
- Save the Children
- Caritas Australia / CAN DO (Church Agencies Network - Disaster Operation): brings together Caritas Australia, Act for Peace, Adventist Development and Relief Agency, Anglican Board of Mission, Anglican Overseas Aid, Australian Lutheran World Service, Transform Aid International and Uniting World.
- Plan International Australia: partnering with ActionAid Australia, ChildFund Australia, International Medical Corps UK, CBM Australia and Australian Volunteers International.
- Oxfam Australia: partnering with ABC International Development, CBM Australia and Habitat for Humanity Australia.
- World Vision Australia: partnering with Habitat for Humanity Australia, Australian Bureau of Meteorology, CBM Australia and Field Ready.

Disaster READY

Disaster READY was designed in 2017 to fulfill AHP's End of Investment Outcome 2: *Stronger local humanitarian capability and preparedness in the Pacific and Timor-Leste so that communities are better able to respond to, and recover from, rapid- and slow-onset disasters.*

It represents an AUD \$45 million disaster preparedness and resilience program currently being implemented by AHP partners and their local networks in Fiji, Vanuatu, the Solomon Islands, Papua New Guinea and Timor-Leste. The focus is to strengthen disaster preparedness and management across one of the world's most vulnerable regions to natural disasters, and which is also prone to political instability. The program draws on the networks and partnerships of Australian NGOs in the region to support Pacific communities and governments to better prepare for and respond to disasters. There is a specific focus on ensuring vulnerable groups, including women, people with disabilities and children, are included and accounted for in disaster preparedness, management and risk reduction activities.

The objective of Disaster READY is to:

Strengthen local humanitarian capability and preparedness in the Pacific and Timor-Leste so that communities are better able to respond to and recover from rapid- and slow-onset disasters.

This objective is supported by five interconnected end-of-investment outcomes that were developed through extensive consultation in-country, and based on the strengths and capacities of AHP NGOs and the individual country contexts.

1. Communities are better prepared for rapid- and slow-onset disasters.
2. The rights and needs of women, people with disabilities, youth and children are being met in disaster preparedness and response at all levels.
3. Government, NGOs, the private sector and communities coordinate more effectively for inclusive disaster preparedness and response.
4. National NGOs and faith-based organisations have more influence and capacity in the country humanitarian system.
5. AHP NGOs work effectively together and with other relevant stakeholders.

The Disaster READY design was facilitated by the AHPSU with support from a consultant with extensive involvement by the AHP NGOs, at both the Australian level, and in each of the five countries.

Following approval of the Disaster READY design document by DFAT, the program commenced implementation in February 2018 and is due to end in June 2022.

Mid-Term Evaluation

A recent MTE completed in January 2021 found the AHP has been highly effective to date, with some opportunities for improvement in a future phase. In particular, the MTE found that Disaster READY had made a demonstrable contribution towards increasing the capacity of Pacific communities and governments to prepare for and respond to disasters. The MTE found that in most program locations the preparedness work had provided people with the knowledge, systems and structures to support themselves and others in response to disasters. The program has been successful in promoting inclusion of vulnerable groups, with particularly good progress towards increased gender inclusion,

and has built positive relationships with national and subnational governments, supporting the development of country humanitarian systems.

Specifically for Disaster READY, the MTE identified a number of areas for improvement or consideration. It recommended DFAT consider a broader resilience focus for Disaster READY and expand its geographical footprint within existing countries or to additional countries. Continued focus of inclusion was important with the need for more meaningful participation of people with disabilities in future program activities. The MTE also recommended the M&E requirements to be streamlined and outcome-level reporting improved, and for resourcing of local governance and coordination structures (known as country committees) to be examined.

There are opportunities for further innovation, particularly to adapt ongoing disaster preparedness work based on the COVID-19 response and recovery experience. The Disaster READY partners have been central to the Australian Government's COVID-19 response in Pacific and Timor-Leste communities, and used their collective capacity to develop all-partner, consortium proposals to address COVID-19 response and recovery. There are also opportunities to strengthen localisation outcomes, further integrate climate change under a broader resilience objective, explore the humanitarian-development nexus, and build upon inclusion gains (with specific focus on disability inclusion which has been subject to a comprehensive independent evaluation). The MTE identified opportunities for Disaster READY 2.0 to collaborate with other DFAT investments, including the Partnerships for Social Protection Program and Pacific Prepare.

Objectives of this Design Process

The overarching AHP mechanism, including the AHPSU, will come to a close in January 2022. DFAT is conducting a separate design update of the AHP mechanism due no later than November 2021. Coordination and focussed interaction with the AHP mechanism design update consultant will be required. The Disaster READY 2.0 design refresh will be run in parallel to the overarching design update process and will be implemented over two distinct stages: *1) from September – 30 December 2021 and 2) from 01 January – 30 June 2022*. The design document will be submitted to DFAT in April 2021.

'Design updates' are not meant to re-invent the wheel. They are undertaken by DFAT to inform targeted improvements to ongoing successful programs. In line with the partnership principles of the AHP mechanism and the strong in-country, multi-partner governance arrangements of the existing Disaster READY program, the design refresh will be a partner-led, highly participatory process that builds upon existing successes and takes into account lessons learnt and key evidence to date. Over the two design stages, the design refresh team will support the AHP partners by facilitating discussions and holding targeted consultations in Australia and primarily in each of the Disaster READY countries. In updating the Disaster READY design, the refresh process will take into account changes in the context, including broader DFAT policy, regional disaster preparedness and resilience policy, and specific changes in context at the target country level. It will also be guided by recommendations from the MTE, and the recent disability inclusion evaluation, and findings from the COVID-19 evaluation. The COVID-19 evaluation is focused on the five Disaster READY countries, and while primarily examining the response, will also identify how Disaster READY has or has not helped the local partners prepare for this response.

The key objectives of this assignment are:

- To deliver a collaborative and participatory design process that actively engages partners in the Pacific, Timor Leste and Australia (particularly at the country level), and to run this process in a manner which further strengthens the partnerships within the program, and the inclusive focus of the program.
- To facilitate DFAT and the NGOs to agree on the strategic direction for Disaster READY for the period 2022-2027.
- To complete a quality Disaster READY 2.0 Design Update Document that meets DFAT’s Investment Design Quality Criteria and conforms to DFAT’s documentary standards. And to write a detailed monitoring and evaluation plan for the design which complies with DFAT’s M&E standards (noting these are currently being updated) and recognises current best practices within the sector (e.g. recent ALNAP guidance).

The design refresh will incorporate evaluative approaches, supporting partners in country to collectively identify and explore knowledge gaps and focus on key country-level research or evaluative work. In coordination with the AHPSU, other program-wide thematic research may be commissioned.

While separately managed to the overarching AHP mechanism design update, these two design processes will need to inform each other. Updates to AHP response funding mechanism and the AHPSU design may have implications for Disaster READY 2.0 and vice versa. Key engagement points will be scheduled into the design refresh plan.

Scope

The design team will conduct the Disaster READY 2.0 design refresh over two distinct stages:

1: Scope, planning and foundational activities (high-level)

2: Country consultations and design document finalisation (detailed)

Design refresh steering committee

A design refresh steering committee will be established. It will include representatives from AHP implementing partners, DFAT, the AHPSU and other relevant stakeholders (including potential to include the AHP mechanism design update consultant in order to strengthen linkages between the two processes). The steering committee will be responsible for reviewing and commenting on key deliverables. Briefings and update sessions will be scheduled with the steering committee.

Key stakeholders

Stage 1: The key stakeholders in Stage 1 will be DFAT (Humanitarian Pacific, Partnerships, and Planning section and other relevant sections including the DRR section and thematic desks, and Posts), AHP partner lead agencies, select AHP consortium partners, the AHPSU and Disaster READY Country Committee representatives. High level engagement will begin with AHP partners in-country and relevant country and regional disaster management stakeholders.

Stage 2: The key stakeholders in Stage 2 will be in-country AHP partners, local and regional disaster management stakeholders (including other civil society and relevant government stakeholders, and regional disaster management bodies), and DFAT Posts. Higher level stakeholder engagement will continue to be maintained through the design refresh steering committee.

Stage 1: Scope, planning and foundational activities

September – December 2021

The first stage of the Disaster READY 2.0 design refresh will culminate in a **design concept** that will set the broader parameters and assumptions for Disaster READY 2.0 and outline approaches for in-country participation¹. The design concept will be high-level, enabling determination of the broad rationale and scope for Disaster READY 2.0, funding splits at country/regional level, early discussions on resourcing, and will include mapping of the design refresh processes. During this stage the geographic scope of Disaster READY 2.0 will be determined (i.e. the addition of new Disaster READY target countries).

Between September - October, desk-based reviews and Australian-based consultations (DFAT, AHP lead partners, AHPSU) will be held. Foundational activities will focus on:

- **Finalisation of design questions.** Based on the MTE recommendations, Disaster 2.0 AHP partner position paper, and initial consultations with AHPSU and key DFAT stakeholders. This will be required in a short time period. The questions can be updated throughout the design refresh process to reflect emerging priorities.
- **Design Management.** Mapping the design refresh process; developing guidance for in-country decision making; developing an evaluation plan including design timeline.
- **Desk-based review.** Undertake a desk-based review of relevant documentation and analyse lessons learned based on existing evaluations and research; determine indicative objectives, indicative outcome areas and thematic scope; explore geographic scope; explore key thematic areas (localisation, climate change, inclusion etc)
- **Budgeting and management.** Identify support costs for Disaster READY 2.0; explore management and support models; determine and recommend funding arrangements; consider resource allocations to support localisation.

Between October - December, the design team will leverage existing Disaster READY reporting and planning processes to begin early high-level engagement with country partners, including local networks. Activities will focus on:

- **Early research and evaluation activities.** These activities will be led by the design team and will guide and influence existing research and MEL processes including directing new thematic research and coordinating with existing research activities; providing analysis around existing MEL and communications systems (what has been done well, how and why?); providing early identification of parameters for country-level governance, shared services and program management; exploring thematic areas in Disaster READY context

¹ Coordination with the broader AHP mechanism design update process will be paramount.

(localisation framing, accountability, inclusion, risk) which will be explored at depth at the individual country level in Stage 2.

- **Linkages and learning from external evaluation and research activities.** The design team will link with other relevant research and evaluative activities being conducted at the country or partner level (including any ongoing climate change integration and Pacific localisation studies).
- **Country level planning support (high-level).** Design and implement kick-start workshops in November to identify country-level priorities; enable guided feedback from partners (on the existing program including challenges); introduce the initial Disaster READY 2.0 concept, structure and parameters and identify future country level opportunities etc; present parameters on thematic areas and develop shared understanding; identify gaps in knowledge at the individual country level. *Note that country-level facilitators will need to be recruited and in place in order to join these kick-start workshops.* Planning approaches specific to any new Disaster READY countries will be outlined in the design plan.
- **Submission of a finalised Disaster READY 2.0 concept and parameters.** This concept document will outline the broad high-level design refresh decisions and/or recommendations, reflecting the consultations and discussions in Stage 1. This document will provide the framework and direction for partners for Stage 2 design activities at the country level.

Stage 2: Country consultation & design document finalisation

January – June 2022

From January 2022, the design team will build on the foundational work and assumptions developed under Stage 1 with a focus on more detailed country-led planning². At this stage, the in-country facilitators will be drawn upon to support country-level processes. Partners in each of the identified Disaster READY countries will be required to collectively design their multi-year plans, which will include 5-year visions, cross-cutting strategies etc., in line with the key design refresh structures and parameters mapped out in the Stage 1 Disaster READY 2.0 concept.

The country-level plans will then loop back to inform finalisation of the overarching Disaster READY 2.0 design, ensuring that the Disaster READY 2.0 design reflects the contexts in each of the target countries as well as relevant regional context. Country-level planning will also be important for finalising the Disaster READY 2.0 MELF.

During Stage 2 (and based on the outcomes of Stage 1), the design team will be required to undertake the following activities:

- **Country-level planning support (detailed).** In country planning will test alignment with the broader design refresh framework, while ensuring that country level outcomes and activities are relevant to the country context. The design team will facilitate development of country plans which include priorities and specific strategies for localisation, accountability to

² Refer MTE Disaster READY specific recommendation regarding the shift to a country focus while maintaining regional exchange, learning and cooperation opportunities.

affected populations, climate change and risk management etc. The design refresh team will be expected to quality assure and provide detailed review of the country plans.

- **Thematic reviews.** Review and quality assurance of country plans to ensure that inclusion, climate-change, localisation and any other key cross-cutting issues are well integrated into country outcomes and activities. Where relevant and practical, the design team should work in partnership with local inclusion partners.
- **NGO-level planning.** Support and review project level designs to ensure they are coherent with agreed country plans.
- **Finalise design document.** Country level and NGO design work will inform the final design.
- **Finalise an updated MEL framework.** This will be informed by a review of the current MEL framework and a synthesis of the MEL priorities identified at the country level. The design team will be expected to quality assure and provide detailed review of country-level MEL frameworks to ensure that minimum standards are met and there is alignment with the overarching design and MEL system.

Deliverables

The assignment should commence no later than 01 September 2021 and be completed no later than 30 June 2022.

The key documents to be produced are:

1. **Design refresh questions.** Based on the MTE recommendations, partner documentation and consultations with AHPSU and DFAT, the design refresh questions will outline the key areas of inquiry to be explored over Stage 1 and Stage 2 of the design refresh process.
2. **A Disaster READY 2.0 Design Refresh Plan.** This plan will outline the design refresh approach and methodology, clearly define activities over the two stages including consultation processes and provide a design timeline. The plan will also describe in detail how information will be gathered to inform the design at both the NGO/country and programmatic level. This includes mapping how the NGO M&E will be supported and strengthened (including by ongoing support from the AHPSU), and complimented with additional research etc to inform the design.
3. **A Disaster READY 2.0 concept** of no more than 10 pages that outlines the key design refresh assumptions, program priorities and focus areas, including cross-cutting themes, and outlines resourcing and management options. This concept paper will also include a section that outlines issues and proposes options for the management of response efforts by Disaster READY partners.³ This is the key Stage 1 milestone.
4. **A Disaster READY 2.0 Investment Design Update** document of no more than 25 pages (plus associated annexes) that captures key changes to the Disaster READY design for the coming five years. This is the key Stage 2 milestone and will include:
 - An executive summary of no more than 4 pages;
 - A refresh document which clearly outlines:

³ Over the past 4 years, Disaster READY partners in -country have been leading on collaborative consortium approaches to disaster response. This has included cyclone response in Fiji and Vanuatu, flood responses in Timor-Leste and COVID-19 responses in all Disaster READY countries. The AHPSU commissioned a process review of the COVID-19 responses which highlighted the strengths of the partnership approach to response and identified ways in which this could be strengthened at the individual country level.

- An updated investment description including objectives and outcomes, thematic focus areas and approaches
- An updated theory of change of theory of action/s
- An updated governance and management arrangements
- Clear and agreed governance arrangements
- Resourcing and program restructuring
- A separate updated and detailed MEL Framework which meets DFAT’s M&E Standards and recent ALNAP guidance
- A separate communications strategy that draws on the lessons of Phase 1 and seeks to generate high quality and interactive engagement material
- An updated Disaster READY risk assessment that includes programmatic and due diligence risks.
- Other agreed research, evaluative and consultative outputs as outlined in Table 2 below.

All documents should be concise and written in plain language that is clear and easy to read, and where required documents must follow accessibility guidelines. The documents will need to meet DFAT’s Investment Design Quality Criteria and conform to DFAT’s documentary standards.

Indicative deliverables and timing are outlined below:

Table 2: Key Deliverables, Responsibilities and Timing

Activities:	Timing	Description	Deliverable
Stage 1			
Design team briefing and planning	Early Sept 2021	The design team will be briefed by DFAT and the AHPSU other key stakeholders before developing a design plan that confirms the approach, resourcing, methodology, deliverables, etc.	
Literature and secondary source review	Early Sept 2021	The design team will be provided with all key documents, undertake a desk review of documents, and review of secondary source data and assessment of how it can be used in the design.	Document Review
Design questions	End Sept 2021	The design questions will be reviewed and approved by the steering committee	Design questions
Draft design refresh plan	End Sept 2021	Submit a design refresh plan for review and approval by DFAT, AHPSU and the AHP design steering committee	Design refresh plan

Stage 1 stakeholder consultation	September – Oct 2021	<ul style="list-style-type: none"> - The design team will undertake remote and/or in person data collection with key identified stakeholders from DFAT and the AHP, including: <ul style="list-style-type: none"> - Relevant DFAT sections - AHPSU staff - The AHP mechanism design update consultant - ANGO AHP leads - Select ANGO consortium partners - AHP Country Committee coordinators. - Key country and regional disaster management stakeholders <p><i>Note that for efficiency joint consultations with the Phase 1 design team may be required</i></p>	Design refresh concept
DFAT-AHPSU Progress Briefing	Mid Oct 2021	Provide two-hour briefing indicating interim findings/recommendations to assist in high level decision making around objectives, thematic scope, funding, geographic scope etc.	Briefing Presentation
Design refresh budgeting and management analysis	End October 2021	Work with DFAT and AHPSU to identify support costs for Disaster READY 2.0 and map country-level management support options. Identify resource options for shared services / thematic priorities (coordination, inclusion, localisation, climate change). Engagement with the AHP mechanism design update consultant may also be required at this stage.	Design refresh concept
Stage 1 in-country workshops	November 2021	Facilitate a series of kick-off design refresh workshops that identify: <ul style="list-style-type: none"> - Country level priorities/needs - Guided feedback on Disaster READY 1.0 and country-level opportunities - Shared understanding of key thematic areas - Gaps in knowledge for follow-up in Stage 2. 	Design refresh concept

Data Analysis	Sept – December 2021	This is an ongoing process to inform the Disaster READY 2.0 concept deliverable and feed into the final design refresh document. This process includes overseeing and synthesising learning from independent thematic research (as relevant)	Design refresh concept
Design refresh steering committee briefing	December 2021	Following, in-country workshops the design refresh team will brief the AHP Disaster READY design refresh steering committee and introduce the design refresh concept	Design refresh concept
Draft design refresh concept	December 2021	Submit concept for approval.	Design refresh concept

Activities: Stage 2	Timing	Description	Deliverable
In-country consultations	January – March 2022	Consultations led by in-country facilitators	DR 2.0 country plans
Development of country plan concepts	February – March 2022	Facilitate and provide technical support as required.	DR 2.0 country plans
Inclusion review	March 2022	Conduct the inclusion review with local inclusion partners (where practical and relevant)	DR 2.0 country plans
NGO planning	March – April 2022	Facilitate, support and review NGO project level designs.	NGO country level designs
DFAT-AHPSU Progress Briefing	March 2022	Provide briefing to DFAT and AHPSU on country plans – including country level objectives, outcomes, thematic strategies etc.	Briefing Presentation
Design refresh steering committee briefing	March 2022	Provide briefing steering committee on country plans – including country level objectives, outcomes, thematic strategies etc.	Briefing Presentation
Finalise country plans	March - April 2022	Facilitate and support finalisation of country plans (of no more than 10 pages each) informed by NGO project level designs.	Country Plans

Draft Disaster READY 2.0 Design Refresh Document	End April 2022	Submit draft of the overarching design refresh document for review and approval.	Draft Disaster READY 2.0 design refresh document
Draft MEL framework	May 2022	Submit draft of the MEL framework	Draft MEL Framework
Draft Communications Strategy	May 2022	Submit draft of the new Communications strategy	Draft Communications Strategy
Design refresh document finalised and approved by DFAT	May – June 2022	Following review and quality assurance, finalise the Disaster READY 2.0 design refresh document and MEL framework	Final Disaster READY 2.0 design refresh document

The exact dates for submission of the required deliverables will be agreed with the design lead in writing and included in the design refresh plan.

Team specifications

The design team will be comprised of at least **two specialists**. The team may be supported by other thematic specialists (such as localisation, inclusion or resilience/climate change which will be contracted by the AHPSU).

Design Lead

The Design Lead will require the following skills:

- A minimum 15 years' experience in international development with a proven background in program design and facilitation;
- Extensive experience working in the Pacific and ideally in Timor Leste
- Experience facilitating and/or working with Australian NGOs and civil society actors and Pacific NGOs and civil society partners;
- Post-graduate tertiary qualifications in international development or equivalent.
- Experience working with and supporting (in person or remotely) locally based researchers, facilitators or staff
- Demonstrated understanding of localisation and working through partnership approaches
- Strong communication and writing skills and a proven ability to deliver high quality products
- Success in leading a team

Desirable skills include:

- Strong understanding of disaster risk management, disaster risk reduction and humanitarian issues, with specific understanding of key cross-cutting areas and of the Pacific humanitarian context;
- Strong understanding of DFAT’s Pacific investments in climate change and other resilience and/or development approaches in the Pacific;

Inputs

The input days estimated for the Design team leader will be agreed with the consultant, but is expected to be in the range of 60 – 85 days.

The MEL specialist will be engaged for up to 65 days.

As this will be a highly-localised, partner-driven design refresh process, the team will be expected to manage, and work closely with, in-country facilitators (see below) utilising remote methodologies and tools.

A reimbursable budget line will also be included to cover workshops costs, domestic travel and other incidentals.

Additional Resourcing

Resourcing is also available for the following positions to support the design refresh process and ensure that thematic specialisation is included. AHPSU would support the engagement of these specialists in consultation with the team leader.

Position	Maximum Days/ Budget	Notes
Administrative support officer	Up to AUD 10,000	<i>To support administrative tasks; setting up consultations, meetings, workshops, taking minutes etc.</i>
Disability Inclusion Specialist	Up to 10	<i>ToR provided on request</i>
Gender Equality Specialist	Up to 10	<i>ToR provided on request</i>
Resilience and/or Localisation Specialist	Up to 10	<i>ToR provided on request</i>
Local facilitators	Up to 150 days	<i>Up to 30 days per country (TBD based on planning and budget)</i>

Ethical Considerations

The design refresh team is required to adhere to appropriate Child Safeguarding, Data protection and Privacy policies throughout all project activities.

It is expected that this review will be:

- **Inclusive:** Ensure that adults from different ethnic, social and religious backgrounds have the chance to participate, as well as adults with disabilities or those who may be excluded or discriminated against in their community, as possible.
- **Ethical:** The design must be guided by the following ethical considerations:
 - Child safeguarding – demonstrating the highest standards of behaviour towards children
 - Sensitive – to child rights, gender, inclusion and cultural contexts
 - Openness - of information given, to the highest possible degree to all involved parties
 - Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.
 - Public access - to the results when there are not special considerations against this
 - Broad participation - the relevant parties should be involved where possible
 - Reliability and independence - the review should be conducted so that findings and conclusions are correct and trustworthy
- **Voluntary:** participants in the design have the right to refuse to participate, with no disadvantage to themselves. The study must make clear to all participating stakeholders that they are under no obligation to participate in the design activities. All participants will be assured that there will be no negative consequences if they choose not to participate. The design team will have informed consent for participation as required.

Applications

Please submit applications by COB 11 August 2021 via email to recruitment@alineawhitelum.com

To apply for this position please submit:

- A one-page cover letter outlining:
 1. why you are suitable for, and interested in the role
 2. how you would ensure the design process is localised, inclusive and further builds partnerships between the stakeholders at the country level
 3. your experience in working with local facilitators, researchers or consultants (particularly remotely).
- A resume, of up to five pages. Please address the required skills noted above where possible.
- An example of your written work.