Safe and Inclusive Programming

Minimum Standards

**Consultancy**

Position: Consultant

Reports to: Director Programme Policy and Development Unit

Technical report to: Regional Advisers Safe Programming (AELA, EAY, MERO)

Direct supervision of: none

Travel: none

Duration and type of contract: Start date from October onwards (as soon as possible).
See below: in expression of interest, please include a proposed budget, including amount of days of work and daily rate.

# Background

The Norwegian Refugee Council (NRC) is a non-governmental, humanitarian organization with 75 years of experience in helping to create a safer and more dignified life for refugees and internally displaced people. NRC advocates for the rights of displaced populations and provides assistance within shelter, education, livelihood and food security, information counselling and legal assistance, and water, sanitation and hygiene as well as protection. We work in crises across 31 countries, where we help save lives and rebuild futures. In 2020 we assisted more than 11 million people.

NRC is in the process of rolling out a comprehensive approach to mainstreaming protection across its programming interventions through ‘**Safe and Inclusive Programming’ (SIP)**. SIP is another term to describe protection mainstreaming in humanitarian aid. SIP is a foundational element to all our Ways of Working - It is about how we work, and what we do to make sure it is safe for others to participate in our programming. It ensures that our programmes respect certain standards, so they are safe, participatory, accountable and dignified for the communities and people we work with and for.

Through **Minimum Standards for Safe and Inclusive Programming** we work to incorporate protection principles and promote safety, dignity and access in humanitarian aid. We are doing this by taking into account the following elements[[1]](#footnote-2):

* Prioritising safety, dignity and avoiding causing harm (preventing and minimising as much as possible unintended negative effects of our interventions)
* Promoting meaningful access to assistance and services (paying attention to individuals and groups who may be particularly vulnerable and have difficulty accessing, including diverse age, gender, and diversity groups)
* Accountability (ensuring appropriate mechanisms for affected populations to measure the adequacy of interventions, and address concerns and complaints)
* Participation (of communities in our programming and empowerment of individuals to claim their rights)

To support the roll-out of NRC’s new Minimum Standards for Safe and Inclusive Programming, we are looking for a consultant to help us develop training modules.

# Desired deliverables of the work

**Development of training material for the roll-out of the Safe and Inclusive Programming Minimum Standards.** In coordination with the Regional SIP Advisers develop tailored tools and training materials.

**Specifically:**

1. **Development of a general training on Safe and Inclusive Programming (induction)**.

This should aim to provide a general introduction to the four elements of Safe and Inclusive Programming. This training should build on content provided by NRC and make use as much as possible of existing international training and guidance available in the humanitarian sphere. It should include:

* 1. full offline training modules (including facilitator’s guide, PPT slides, examples, case studies) of at least 3 different lengths (e.g. 1-2 hours, full day and 2 days)
	2. script that could be transferred into a short online training (Kaya) (e.g. 1-2 hours).
1. **Development of 2-3 specific training modules for implementation of the Safe and Inclusive Programming Minimum Standards.**

In discussion with the Safe Programming Regional Advisers identify 2-3 Minimum Standards that would warrant a specific further training module (e.g. assessing safe and inclusive programming risks, setting up referral pathways, etc.).

# Duties of the consultant

The consultant will report to the Regional Advisers for Safe and Inclusive Programming at regular and agreed times during the consultancy to help ensure success of the project. The consultant is required to retain flexibility and respond to the provided feedback. NRC will determine the acceptability of final deliverables, and will be responsible for their implementation and dissemination.

# Deliverables

All deliverables should be submitted in UK English. All deliverables (e.g. documents, slides) should be editable (i.e. not pictures).

All references must be cited according to convention, and detailed in a bibliography, using the Harvard system as set out in the [UNESCO Style Manual](http://unesdoc.unesco.org/images/0014/001418/141812e.pdf). All verbatim quotations must appear in quotation marks and must not be of excessive length. All data collected under the consultancy must be submitted with the deliverables, in a widely recognised format such as Microsoft Excel. Publications and PowerPoint should be based on the NRC template.

All materials should be freely available for use by NRC and partners. Any plagiarism in any form, or any other breach of intellectual property rights, will automatically disqualify the consultant from receiving any further payments under the contract by NRC, and NRC will seek to recover any payments already made.

NRC will own the intellectual property rights to all materials submitted by the consultants under the contract. The consultants must therefore ensure that they have possession of any materials provided to NRC as a part of the deliverable. The rights to reproduce the reports/training will fall to NRC and its contracted agents. NRC will be free to reproduce the materials at will and to grant reproduction and onward training rights.

# Duties of NRC

NRC will

* Provide material serving as the basis on which the training should be developed (i.e. package of Minimum Standards, existing relevant NRC training)
* Provide NRC design guide
* Provide a suitable understanding of NRC’s work,
* Provide administrative facilitation and ensure time available from relevant colleagues
* Provide timely feedback to the consultant

# Implementation schedule and estimated inputs

Consultancy is expected to start as soon as possible (October 2021) with a targeted deliverable date for finalising training modules and translations by mid-December.

## **Qualifications of the consultant**

* Knowledge and experience of safe and inclusive programming (protection mainstreaming) policies and standards relevant to humanitarian action
* Demonstrable experience in developing training and capacity-building
* Knowledge of working with NRC’s programmes and systems is an advantage
* Fluency in English, both written and verbal.

## **Submission of interest**

Interested applicants should submit the following:

* An up-to-date curriculum vitae
* Cover letter including a description of the proposed process and a breakdown of total cost of the deliverable consisting of 4 pages maximum. Please include:
	+ a top line work plan (detailing the number of days needed for each task)
	+ overview of relevant existing international training on SIP/Protection Mainstreaming
* Examples of relevant work
* **A proposed budget, including number of days of work and daily rate.**

**Deadline** for submission of interest: **Tuesday 5 October** mid-night (Oslo time). Please send submissions to the Regional Safe Programming Adviser Ellen Gorris ellen.gorris@nrc.no

**Questions**

In case you have any questions regarding this consultancy, please direct them to Regional Safe Programming Adviser Ellen Gorris ellen.gorris@nrc.no.

Please note one can submit questions until 29 September 2021 mid-night (Oslo time). All questions will be collected, and all answers will be sent to all of those who have sent a question, by 1 October September 2021 noon (Oslo time) the latest.

1. NRC follows the approach set by the Global Protection Cluster for protection mainstreaming. [↑](#footnote-ref-2)