**Shelter and Settlements** **Consultancy ToR**

**TITLE:** Consultant - Shelter and Settlements – Development of best practice case studies

**DUTY STATION:** Home based

**REPORTING TO: Amelia Rule, Global Shelter and Settlements Lead**

**DATES:** October – December 2022

*This ToR can be applied for separately (individually) or jointly as part of a team or shared consultancy.*

**1. BACKGROUND**

In 2022, NRC developed a new global strategy for Shelter and Settlements (S&S), as part of the roll out of the strategy we would like to highlight S&S Programming which promotes best practice linked to the new Strategic Response Areas, Foundations and Modalities featured in the Programme Strategy.

NRC has S&S programming across all 5 operational regions, Central and West Africa, East Africa and Yemen, Middle East, Central and Easter Europe (Ukraine Response), and AELA (Asia, Europe, and Latin America).

The Shelter and Settlements portfolio is broad and includes, Emergency, Temporary and Permanent interventions for Shelter, School construction, Infrastructure (inc. for other CCs), Household NFIs and access to Clean Energy and elements of DRR.

Shelter and Settlements (S&S) and WASH operations exist in NRC as both standalone CCs but are sometimes combined operations (S&S/WASH). This is dependent on a number of factors including the history of programmes in country, staffing, finance, response needs etc.

**2. OBJECTIVES**

The primary objective of this consultancy is to identify good practice within the NRC the Shelter and Settlements portfolio, including different modalities and approaches to our S&S programming including presenting examples of how we integrate with the other CC’s and development areas – WASH, Education, Livelihoods, Protection/Camp Management and ICLA. as well as how we address/utilise the thematic in our work including - Integrated Programming, Durable Solutions (self-reliance), Hard to Reach (humanitarian access) Cash, Market Systems and Climate and the Environments.

These best practices will be presented in a chosen format as a case study/diagram/video/photo stories to share internally and externally with a wide variety of stakeholder.

This will be achieved by:

1. Understanding the new S&S Strategy for 2022-2024 and identify best practice in COs

* Understand NRCs present global ambition/strategy
* Coordinate with the Global S&S Lead on priorities in the new Shelter and Settlements strategy
* Consulting regional offices and regional shelter staff in identifying best practice in their regions.
* If necessary - carry out a survey with COs to identify best practice and themes in their programming.
* Ensuring each region is represented and consulted.

1. Develop a template/format/medium to present best practices in programming/projects.
   * Review other templates/formats used in NRC and externally (Shelter Projects for example) to develop a written structure and design layout for the final product.
   * The format should include space for maps, photos, timelines, and technical drawings.
2. Interview chosen CO’s and capture best practice in the agreed template/format
   * Highlight areas of convergence with other NRC core competency activities, including programme and policy advocacy. Include impacts and wider programmatic benefits.
   * Identifying the added value of S&S to NRC strategic ambitions and other priorities/initiatives, with reference to integrated programming, area or settlement-based approaches, hard to reach, durable solutions, cash and markets and innovation.
   * Collect tools, drawings, and photographs to demonstrate best practice.
3. Develop a dissemination plan
   * How should these examples be shared internally and externally?

Suggested methodology:

* Analysis of NRC S&S key documents
* Interviews with key informants (one to one or groups)
* Online surveys or other data collection modalities to include engagement from all 5 regions.

The consultant will work primarily with the S&S Global Lead (S&S GL). Changes and additions to the ToR may be made after the inception phase period in discussion with the selected consultant.

**3. DELIVERABLES AND PROGRESS PLAN**

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| **Delivery dates** | **Milestone** |
| 1. Induction and Desk review (2 days) | * 1. Briefing with S&S Global Lead (S&S GL)   2. Briefing with Global Programme Policy & Development Director and review of progress plan   3. Desk reviews of relevant documents (to be identified with the support of the S&S Global Specialist/Regional Advisor) |
| 1. Design tools for initial research (3 days) | * 1. Design questions for key informant interviews with the support of the S&S Global Lead/Specialist/Regional Advisor   2. Produce a brief proposed approach to data capture and case study formats, and present to S&S Global Lead. |
| 1. Conducting and analyse key informant interviews (5 days) | * 1. Conduct key informant interviews   2. Input findings into Template |
| 1. Inputs, consolidation, and first draft of case studies (6 days) | * 1. Draft the final case studies   2. Remote feedback session with the S&S Global Lead on Zoom   3. Written feedback given by S&S Global Lead / Specialist / Regional Advisor |
| 1. Finalise the case studies (4 days) | * 1. Integrate feedback inputs into the case studies   2. Present final product via Zoom to S&S Global Lead / Specialist /Regional Advisor |

1. **ADDITIONAL INFORMATION**

* The total number of consultancy days will be 20 days
* Reporting is in English language.
* No subcontracts are expected.

**Duties of NRC**

NRC will

* Provide a suitable understanding of NRC’s work,
* Provide links to country offices to support undertaking of work
* Provide internal documents and resources
* Provide timely feedback to the consultant

**Duties of the consultant**

The consultant will liaise with and report to the Global S&S Lead at regular and agreed times during the development of the report to help ensure timely execution. The consultant is required to retain flexibility and respond to the provided feedback.

**Qualifications of the consultant**

* Relevant experience in the S&S sector
* Demonstrable experience in similar consultancies
* The interpersonal skills and ability to collaborate with key persons
* Language skills in French or Spanish are a plus but not mandatory.

**Submission of interest**

Interested applicants should submit the following:

* A up to date curriculum vitae
* Covering letter including a description of the proposed process and a breakdown of total cost of the deliverable consisting of 2 pages maximum
* Examples of relevant work

**7.** **ENQUIRIES & SUBMISSION**

Please send enquiries and submissions by CoB October 10th, 2022 to the Global Shelter and Settlements Lead: [amelia.rule@nrc.no](mailto:amelia.rule@nrc.no)