

Terms of Reference

Capacity Building Programme on Inclusive Programming (Disability) for Save the Children International Türkiye Country Office

I. Background

Save the Children's programming in Türkiye is framed around integrated child-focused programming to promote access to education and Early Childhood Care and Development (ECCD), access to livelihood, predominantly among youth, and protection and child protection, with particular focus on prevention and response to child labour, child marriage and violence against children and Mental Health and Psychosocial Support (MHPSS).

SCI Türkiye currently carries out "No Lost Generation: Increased equitable and sustained access to education and protection for refugee and host community girls and boys who are out of school or at risk of school dropout in Hatay Province, Turkey" project funded by Bureau of Population, Refugees, and Migration (BPRM). The project has been initiated in September, 2022 and it will be finalized towards the end of August, 2025. The project, implemented with Antakya Municipality, aims to increase equitable and sustained access to education and protection for refugee and host community girls and boys who are OOS or at risk of school dropout in Hatay Province, Turkey. The project has three main objectives:

Objective 1. Refugee and host community girls and boys at risk of school dropout or OOS have increased access to inclusive educational assistance to support their school retention and sustained learning.

Objective 2. Vulnerable refugee and host community girls and boys and their families have improved access to child protection mechanisms, including quality case management and MHPSS services and meaningful engagement for children's rights.

Objective 3. Antakya Municipality has increased capacity to deliver services to vulnerable refugee and host community girls and boys, including those with disabilities.

In line with the project objectives, SCI Türkiye is seeking consultant(s) to carry out capacity building programmes for *Inclusive Programming (Disability)*. Each assignment will mainly include a review of current processes based on the particular thematic areas, assessment of needs in collaboration with project members, carrying out an adapted training programme, and the provision of action plan including solid recommendations and suggestions for the project team.

II. Capacity Building Programme on Inclusive Programming (Disability)

a. Definition and Purpose of the Assignment

SCI Türkiye is seeking qualified and skilled consultant(s) to carry out an in-person/face-to-face capacity building programme on “*Inclusive Programming (Disability)*” for SCI TCO and implementing partner (Antakya Municipality) staff. The consultant(s) needs to consider that the staff has been already trained on basic disability inclusion. Hence, the proposals need to address a more advanced inclusive programming approach in disability component through an intersectional perspective.

Audience of the Programme: The audience will be approximately 22-25 people from TCO and partner including members of education, child protection, livelihoods, and mobile team members. The audience will include English-Turkish speakers and Turkish speakers only. SCI TCO require consultant(s) to carry out the programme in Turkish.

Programme Modality: The programme will include a review of current processes considering inclusive programming principles, assessment of needs in collaboration with project members through consultation meetings, development and provision of a training programme based on the previous review and needs assessment results, and the provision of action plan including solid recommendations and suggestions for the project team to ensure inclusive programming. SCI TCO expects the training programme carried out with an in-person/face-to-face modality; however, consultation meetings and suggestions/recommendations can be provided via online modalities.

Duration of the Programme: The consultant(s) is expected to provide a 3 days training programme and each day should be no longer than 5 hours. For the rest of the deliverables, the consultant(s) is expected to complete the tasks through 8 days of effort. The overall consultancy, therefore, will be an 15-days effort for this training period.

Task	Days	Output
Review of current programming with a lens of disability	2	Consultant(s) is expected to review the current programming in close coordination with SCI TCO project manager by focusing on internal processes and relevant policy documents/SoPs.
Needs assessment preferably in face to face modality	2	Consultant should conduct series of meetings with a number of staff (SC TCO & Antakya Municipality) to understand needs and capacities of the designated department to adapt the training content.
Development and contextualization of training content	1	Development of training agenda and the content through contextualization based on the needs and capacity emerged during assessment and review phases.

Delivery of training preferably in the face-to-face modality	3	In-person training: participatory approach, interactive tools and evaluation of participants changing knowledge
Development of a solid action plan	1	Consultant(s) is expected to develop and deliver an inclusion checklist for field staff, and a solid action plan including the overall recommendations and suggestions for further actions to be taken based on the review, assessment, and training results.
Action plan feedback and revision	1	Necessary revisions done by consultancy upon SCI feedback
Delivery of supervision & activity-based coaching	3	The consultant is expected to collect data/information on implemented activities with an inclusion lens either through observations or interviews/supervision sessions with staff or both. (The consultant(s), is expected to shape and share a methodology for this and insert it into the technical proposal.) Based on the observations/interviews with staff, the consultant will supervise field staff for project activities. This particular task needs to be organized after two months following the completion of initial trainings to allow staff utilize the principles of inclusion and follow the action plan prepared in advance.
Final report	1	Final report of the overall consultancy. (Final report should be also include a development of guidance note specialized for project activities.)
Final report feedback and revision	1	Necessary revisions done by consultancy upon SCI feedback

Training Content: The content should be contextualized based on the program inclusion review and needs assessment; however, the consultant is expected to cover and consider below topics at minimum during the consultancy on disability.

- Access to people with disabilities and outreach strategies
- Participation of people with disabilities: Definition, relevance, types of participation, outreach strategies
- How to ensure inclusion: Sample tools, reasonable accommodation types & processes for different groups with disabilities, and disability mainstreaming within programmatic approach.
- Best practices and case studies on Disability Inclusion: DPO-SCI collaboration, disability inclusive programming, twin track approach etc.
- Intersectionality: Gender and disability in project cycles.

b. Outputs/Deliverables

In accordance with the definition and the purpose of the assignment, the key deliverables are:

- A review report on our internal processes and SoPs based on disability inclusion
- Needs assessment results/report
- Training agenda (to be drafted in collaboration with SCI Technical Specialists and PM)
- All materials that are used in the training (power point presentations, handouts, articles, resources etc.) shall be shared with the PM and relevant specialist before the training.
- A training report
- Pre and post test for the training
- For each training day, a participation list indicating the date and participants shall be shared with SCI as a means of verification.
- Action plan (to be developed based on the review and training processes and to address further actions to be taken with solid recommendations)
- Final report including review report, needs assessment results, training processes and report, and solid suggestions and recommendations of further actions to be taken

Milestone		
Programme Review and Needs Assessment	Week 1	10 %
Needs Assessment Reporting		
Training Content Contextualization	Week 3	40 %
Delivery of training		
Action Plan Preparation and Reporting	Week 4	30 %
Action Plan Revision		
Supervision and Coaching	Week 5-11	
Final Report	Week 11	20 %
Final Report Revision	Week 12	

c. Qualifications and Requirements

The Applicant should have the necessary expertise to carry out the requirements as per this ToR of highest possible quality. The technical expertise and practical experience should consist of one that can deliver the scope of work and deliverables, in particular, with regards to:

Technical skills: The Applicant must have the necessary training and experience in provision of inclusive programming trainings and consultancy processes based on disability inclusion principles.

Language Skills: The Applicant must possess advanced English writing and speaking skills.

Guiding Principles and Values: The Applicant must commit to adherence to Save the Children's Code of conduct, Child Safeguarding practices, confidentiality and Best Interests of the Child at all times.

Skills and personal traits: The Applicant must demonstrate respect for diversity and the principle of non-discrimination.

d. Application Requirements

The application must include the following:

- Relevant educational background, submitting Cover letter and CV (15 %)
- Presentation of the Applicant articulating previous experience and familiarity with the context (max 2 pages) (15 %).
- Programme Proposal including detailed plan, and timeline in line with milestone indicated above (%30)
- Financial proposal including a detailed budget breakdown. The budget must differentiate between fees and reimbursable costs (currency unit: USD), and include VAT, stamp duty, withholding tax and all other taxes and lieu administrative fees. The applicant needs to provide financial invoice for the service (40 %)
- This opening is for national applicants only. If you are based outside Hatay, travel and accommodation expenses should be included in the quotation provided as part of the application process.

e. Inquires

Those interested should send their 'proposal including, as appendices a CV, skills and education in relation to this assignment along with financial proposal to eren.cam@savethechildren.org until **17 February 2023, 17:00 TK Time**.

Any inquiries about the ToR or the application, should be directed to eren.cam@savethechildren.org no later than **15 February 2023, 17:00 TK Time**.