



## TERMS OF REFERENCE

**Subject: Consultancy for the provision of inclusive education techniques and training to teachers and facilitators**

### 1. Background

**Handicap International (HI)** is an independent and impartial aid and development organization with no religious or political affiliations operating in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

HI has offices in 63 countries; for further information about the association: [www.hi.org](http://www.hi.org).

HI is officially registered in Egypt since 2013. Since then, HI has been a key player in the sector of vulnerability and disability, and has been implementing various programs to promote access to inclusive and adapted services for persons with disabilities and vulnerable groups.

#### **About the project**

In collaboration with two implementing partners, the project aims to provide services that respond to the needs of the most vulnerable children and youth, particularly unaccompanied and separated children as well as children and youth with disabilities in Greater Cairo. The services include social assistance, social protection and learning support through out-of-school and after-school programs. The project is implemented through a center run by an implementing partner as well as mobile teams in order to reach children and youth with and without disabilities living in remote areas and unable to come to the Center.

The project has three expected results:

1. The first result focuses on providing individual case management, assessing the needs of children and defining an individualized action plan. Children can have access to specialized child protection services, including counselling and assistance to access to specialized care and support, and improve health and living conditions;
2. The second result builds the capacities of the children and youth with and without disabilities, through access to community-based child protection, mental health psychosocial interventions and life skills (non-specialized services)

through child friendly methodologies as well as peer to peer and community activities;

3. The third result provides learning support to children and youth who are out-of-school or at risk of education disruption. The global objective is to encourage, to prepare and to facilitate the (re)integration of children and youth into national educational system or alternatives such as community-based schools. This includes the provision of remedial and after-school classes, based on an assessment of the content and the pedagogies of the proposed program. Additional learning could include subjects linked to language needs, science, and math as well as computer skills. The activities under this result are implemented in the center by teachers and through outreach activities by facilitators.

## 2. Objective and expected outputs

This consultancy will focus on the third result of the project. It will have as objective to support the partner in enhancing access of children with disabilities to learning opportunities by making the learning activities inclusive of children with disabilities. The consultant will:

- Assess the content and pedagogies of the existing learning program, review and identify necessary adaptations for the needs of children with disabilities
- Assess the capacity of teachers and facilitators and design a capacity building plan to train them on inclusive education techniques and approaches
- Conduct trainings for 15 staff including project officer, teachers and facilitators on inclusive education and techniques
- Coach the teachers and facilitators on the use of inclusive techniques and approaches to allow mainstreaming of children with disabilities into classes and after-school learning activities.

### **Deliverables:**

1. Assessment proposal (scope, tools, methodology)
2. Preliminary assessment report indicating the methodology of the assessment, an executive summary, an in-depth analysis of the situation and needs, the findings and the proposed review.
3. An action plan to address the needs and the findings of the preliminary assessment.
4. An adapted learning program in terms of content and pedagogies, to be inclusive
5. A capacity-building package for the teachers and facilitators, on inclusive education techniques
6. Well-structured and written final report including 1) final assessment report, 2) training report that records the process, the trainees' evaluation, and

recommendations for post-training coaching

## **Methodology**

The consultant will:

- Design the methodology and the assessment tools to conduct a preliminary assessment of the learning program for HI's approval
- Apply participatory approaches to identify the needs and the gaps
- Organize and facilitate a one-day workshop to present to HI, and its partners the key findings of the preliminary assessment and action plan. Following the workshop, the consultant will adapt the action plan
- Organize a one-day consultation meeting with HI and its partners about the adapted learning program and the capacity-building package, before their implementation.
- After the implementation of the capacity-building plan, organize and facilitate a one-day working session with HI and its partner on the running of the capacity-building plan and any share related recommendations.

## **3. Time frame**

This assignment is expected to take place between Mid-October and December 2019, for up to maximum of 45 days of work including days for reporting.

## **4. Qualifications:**

- Advanced University degree (Master Level minimum) in on education, social sciences or other relevant fields.
- Minimum of 5 years of relevant professional experience, with at least 3 years demonstrated experience in consulting on inclusive education.
- Minimum of 5 years of relevant practical experience in assessment, designing educational materials and conducting training.
- Strong analytical and logical thinking skills;
- Ability to communicate with various stakeholders and synthesize different opinions.
- Strong presentation skills.
- Demonstrated excellent analytical and reporting skills.
- Excellent level of spoken and written English

## **5. REPORTING:**

In addition to the following two written report, the consultant will hold regular meetings with HI's management to report on the progress of the consultancy work:

1. Preliminary assessment report indicating the methodology of the assessment, an executive summary, an in-depth analysis of the situation and needs, the findings and the proposed review.

2. Well-structured and written final report including 1) final assessment report, 2) training report that records the process, the trainees' evaluation, and recommendations for post-training coaching

The evaluation report may be published and publicly disseminated. The collected data and the deliverables will be property of HI.

## **6. TERMS OF PAYMENTS:**

1. 30% upon signature of the contract.
2. 50 % upon delivery of the trainings.
3. 20% up on completion of the final report and after validation of the report by HI.

Consultant's fees must cover all the costs related to the conduction of the consultancy work, including accommodation and international transportation. Work-related local transportation will be provided by HI as well as a local mobile sim card.

All training logistics will be covered by HI: material, breaks and snacks.

## **7. How to apply?**

Candidates should submit the following information with their application:

1. Brief cover letter with capability statement and background information on similar tasks performed.
2. Curriculum vitae and list of previous assignments, highlighting those relevant to the present ToR.
3. Two references
4. One example of similar work
5. A technical offer composed of all the following elements:
  - ✓ Confirmation of the applicant's understanding of the ToR
  - ✓ The proposed methodology to address the consultancy tasks
  - ✓ A tentative work plan and time schedule
  - ✓ A financial offer with the consultancy fees including travel and accommodation

Complete applications should be sent by email to: [recruitment@egypt.hi.org](mailto:recruitment@egypt.hi.org)  
Emails should indicate as subject: Inclusive education consultancy - Egypt.

Deadline for submission of applications: Oct 6<sup>th</sup>, 2019.  
Applications submitted after the deadline (day or hour) will not be considered.  
Selected applicants may be invited for a (phone/skype) interview.  
"Qualified applicants with disabilities are encouraged to apply"



“HI workers must adhere to the values and principles outlined in HI Code of conduct. In accordance with these values, HI operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti-fraud, bribery, and corruption”.