

PHASE 4 – Leave no one behind!

Questions and answers regarding the Tender for the Development of a Disability Inclusive Food Security Training Package

Date: 07.10.2025

Please find in this document answers to common questions we have received in response to the Terms of Reference for the development of a Disability Inclusive Food Security training package.

As mentioned in the ToR, the Disability Inclusive Food Security training package will be based upon and adapted from the Disability Reference Group's (DRG) learning package on an [Introduction to Inclusive Humanitarian Action](#). There are 7 modules included in this learning package which will be adapted to the Food Security sector, as well as a facilitation guide and other documents such as group works, guidance notes, etc. which are outlined in the Terms of Reference. Two additional modules will also be created by the consultant on Food Security-specific topics that will be indicated by the Advisory Group of actors.

1. What are the consultant's responsibilities in the Advisory Group?

- a. The proposed role of the consultant would include recruiting additional members if the consultant has organisations in mind who would be valuable to the group, which were not already included. It also includes participation in the meetings and presenting progress to the group, as well as coordinating and following up with group members to review the materials and give feedback.

2. As participation in the pilot training is described as optional depending on budget and availability, should consultants include this in their budget?

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- a. The pilot training will be funded by the LNOB project separately, so the consultant does not need to include this.
- 3. Should the consultant arrange for an independent accessibility review of materials, or will HI provide or support this process?**
 - a. HI will do the final accessibility check before finalisation.
- 4. How much flexibility is there in the timeline if advisory group input or piloting requires additional time?**
 - a. Because the timeline is dependent on coordination of different people's schedules and capacities, we acknowledge that it must be flexible. The ideal range would be from October-February but if additional time is needed to review or if we pilot the package later than expected, this is understandable.
- 5. Will HI consider phased payments linked to key milestones or completion of specific deliverables throughout the process (ex. draft modules, final modules, etc.)?**
 - a. Payment will be scheduled as 30% advance, 40% linked to completion of specific deliverables throughout the process, and 30% upon finalization.
- 6. HI is requesting "confirmation" of various types of experience (inclusive facilitation, disability-inclusive Food Security, use of accessible platforms, etc.). Could you clarify whether this confirmation should be provided as a narrative description in the proposal or through documented examples?**
 - a. Confirmation of experience should be provided as a narrative description in the proposal, but is very much appreciated if you attach documented examples.
- 7. Do I need to provide proof of registration if I am a citizen in my country of work and do not require registration to be a consultant?**
 - a. We require proof of registration that shows that you are legally allowed to work in your country of residence. If you do not have a requirement for registration where you work, please submit proof of identification and a signed statement by yourself that you are legally able to work as a consultant, to issue invoices, that you do not require registration in your country of residence, and that you are

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solely responsible for tax, social, and work insurance and/or any other legal requirements that apply in the your country.