

30.09.2025

Terms of References for Request of Quotations

Subject: Negotiated procurement procedure with open competition for the development of a training package on disability-inclusive Food Security in humanitarian action

Dear Sir or Madam,

Humanity and Inclusion, also known as Handicap International, and its German National Association Handicap International e.V., (hereafter also: HI) are successfully implementing different projects worldwide. Within the Phase 4 - Leave no one behind! project, we aim to develop an accessible training package to be delivered Face to Face (hereafter: F2F) or online, consisting of 7-9 modules on inclusive Food Security in humanitarian action.

Further information on the background and all details of this call can be found below. This call is part of a negotiated procurement procedure with open competition. All bids will be evaluated based on predefined criteria.

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Context / Background

In 2019, the launch of the [IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action](#) marked an important point in efforts to ensure that persons with disabilities are fully included as both beneficiaries and actors in humanitarian response. A [Disability Reference Group](#) (hereafter: DRG) was set-up to sustain gains made and further advance disability inclusive humanitarian action, for a real impact to be seen 'on the ground'.

The DRG is a platform fostering cooperation between UN, International Agencies, NGOs and organizations of persons with disabilities in promoting disability inclusive humanitarian response, including, but not limited to, supporting the development, dissemination and implementation of key guidance materials, including the IASC Guidelines. Within the framework of Phase 2 of the Leave no one behind! (hereafter: LNOB) project, the Working Group 1 of the DRG developed in 2021 and 2022 a Training Package of 7 modules on ["Introduction to Inclusive Humanitarian Action"](#) around the introduction and cross-cutting chapters of the IASC Guidelines. Under Phase 3, two additional training packages complementary to the 7 modules by the DRG were developed on disability-inclusive WASH and Health.

Phase 4 of the LNOB project supports the uptake of the IASC Guidelines on the Inclusion of Persons with Disabilities in Humanitarian Action on local, regional and global levels through side-scaling & localization of piloted programming tools, advancement of humanitarian coordination, monitoring of impact on affected marginalized persons and advocacy to close gaps. Phases 2 and 3 of the Leave No One Behind project demonstrated an ongoing need for expert sector-specific skills and knowledge on inclusive humanitarian action. Phase 4 will develop, pilot, and globally disseminate a training package

on disability-inclusive Food Security through an inter-agency approach, which will be based on and complementary to the aforementioned training package from the Disability Reference Group.

The Online and Face to Face training modules aims to sensitise, increase understanding and support first skills development among Humanitarian Actors on the inclusion of persons with disabilities in Food Security programming, e.g. needs assessments, planning and monitoring, as well as accountability to affected population. The work of this consultancy is financially supported by the ["Phase 4 - Leave no one behind!"](#) project, funded by the German Federal Foreign Office.

Description of the required service

We are looking for a **consultant** or **group of consultants** to compile and develop content to support the design of an accessible training package that can be delivered F2F or online with seven to nine modules depending on needs identified from Food Security actors, 60 to 180 minutes each. The direct target audience of the training package are practitioners and programmers, as well as trainers and facilitators who will deliver the training package themselves with and without disabilities from the humanitarian field working in the Food Security sector. The indirect target audience participating in both courses will include humanitarian actors with and without disabilities.

The training package on inclusive Food Security will be aligned with Chapter 13 of the [IASC Guidelines](#) and integrate standard modules from the [DRG training package on inclusive humanitarian action](#) to ensure coherence and avoid duplication, as well as co-create and/or adapt additional modules based on the needs and priorities of Food Security actors, aligned to the IASC Guidelines and global Food Security standards using existing training modules as much as possible.

The content and produced files should then be adapted based on feedback received from an advisory group of Food Security actors that will be built for the purpose of contributing to this training package, adhere to accessibility standards for persons with different types of impairments and combine presentations of key messages and concepts with scenario-work, exercises and self-reflections. A facilitator guide adapted from the pre-existing DRG modules needs to be developed for the training package, including a section on inclusive facilitation. Pre-existing training materials will be sourced from Food Security actors to contribute to the training package.

The facilitator guide and the content of the training sessions are to follow a modular structure and need to be developed with flexibility in mind. Flexibility in this regard means that any of the modules can be tailored to different humanitarian contexts, actors and/or humanitarian sectors.

The facilitator package should include interest and needs assessments and self-evaluation forms for each, training participants and facilitators.

The consultant will also support in the process of developing the advisory group of other food security actors to participate in an inter-agency collaboration on the package, including contributing to regular meetings and supporting on the coordination of said advisory group for gathering feedback and comments on modules.

Accessibility policy

All documents of the training package should follow international standards of accessibility (WCAG 2.2).

This means that the documents (including pdf, word files, and ppts), texts, images, forms, sounds, etc. should be accessible, meeting the varying requirements of persons with different types of impairments and being understandable by as many people as possible without discrimination based on impairment, gender, age, or other factors.

Deliverables

- Disability Inclusive Food Security Training Package: PowerPoints including suitable illustrations for content; a Facilitator Guide including session plan with details of each module, its contents, and training technique; Interest and Needs Assessments; Evaluation sheets for training sessions participants and facilitator/ trainer; Group and Individual Worksheets, including scenarios, videos, sound bites or case studies; relevant resources including but not limited to handouts.
- Dissemination strategy: Document detailing a plan for comprehensive dissemination to ensure effective reach and uptake of the training package

Bidder's profile

- Proven strong experience in packaging content for interactive face-to-face training and sensitization modules, as well as Training of Trainer packages for humanitarian audiences (samples of work will be requested upon shortlisting)
- Proven strong experience in working on disability-inclusive Food Security in humanitarian action
- Experience working with audiences in an inclusive manner, that is persons with and without disabilities
- Demonstrated experience in working with accessible online collaboration platforms for training such as e.g. Padlet, Mural, Jamboard, Cryptopad or similar
- Experience working on disability, age, gender, protection mainstreaming, and Food Security
- Knowledge and/or experience in producing accessible digital materials
- Excellence in English

As persons with disabilities were involved in most of the training modules developed, we strongly encourage, also for this piece of work, applications of consultants that are persons with lived experience of disability and/or consultants that are working in partnership with Organizations of Persons with disabilities.

Contract and Sub-contracting

We intend to conclude one contract for the service as described in this call. An award in form of separate lots is not envisioned.

Sub-contracting for specific works such as the creation of graphics, accessibility checks, or similar is allowed but needs to be disclosed to and approved in writing by HI and has to be coordinated by the main contractor. Disclosure of intent to sub-contract certain parts should already be stated in the initial bid.

Note that sub-contracting does not release the winning bidder from its responsibility to HI and the winning bidder needs to ensure that any sub-contract adheres to the agreed upon standards, code-of-conduct and other contractual agreements.

Selection Criteria and Process

This call is part of a negotiated procurement procedure with open competition. All interested bidders are welcome to submit the required documents as specified in this call until the deadline for submission. Candidates will be shortlisted and contacted for interviews after the deadline for applications.

a) Required documents:

Bidders shall provide as minimum a minimum the following documents / information:

- Cover letter
- Confirmation that such services can be provided within the timeframe
- Proposal of number of days required to complete the services
- Portfolio of developed comparable training packages for humanitarian audiences including highlighting those packages which were developed according to accessibility standards
- Confirmation of experience working with audiences in an inclusive manner, that is persons with and without disabilities
- Confirmation of experience working on disability-inclusive Food Security in humanitarian action
- Confirmation of experience working with accessible online collaboration platforms and specification which platforms
- Proof of experience and/ or sufficient knowledge in developing digital documents according to requested accessibility standards (this can be for example by including an example of a developed accessible documents, by providing professional training certificates or the written intent to conduct specific professional trainings if selected, etc.)
- Disclosure if sub-contracting is envisioned and possible, including confirmation that bidder is fully responsible for all sub-contractors
- Proof of valid registration of the bidder (according to the country of establishment of the consultant/firm, may be: legal status, registration certificate, tax registration certificate, tax clearance certificate, trading license, compulsory submission up to date...)
- Detailed technical proposal including a clear work schedule
- Detailed financial proposal in EURO with separately stated VAT if applicable

b) Assessment of bids:

- The following exclusion criteria apply:
 - o Incomplete set of information and documents as listed above
 - o No previous experience in developing F2F or online training materials
 - o No previous experience working on disability-inclusive Food Security in humanitarian action
 - o No technical knowledge, experience, or training on digital accessibility
 - o No valid registration of bidder
- All bids are assessed with the following weighing:

Price	Experience on developing training packages for humanitarian audiences	Experience / knowledge on disability-inclusive Food Security in humanitarian action	Experience / knowledge on accessibility of training materials for persons with different types of impairments	Experience working with audience in an inclusive manner	Time frame
20%	20%	20%	20%	10%	10%

c) Selection of winning bidder:

- After the assessment of the bids according to the point system above, HI reserves the right to negotiate with those with the highest points
- HI will assess all bids according to the criteria above. We reserve the right to negotiate, accept or reject any bid or quotation at its sole discretion, and to continue the competitive dialogue for any response it considers advantageous.
- If deemed necessary, online meetings are set up with those bidders with the highest points or additional examples of previous work will be requested
- Handicap International is not obliged to accept the lowest prices or any of the bid.

Timeframe and location

- This consultancy is to be completed remotely.
- There will be two rounds of revisions before the assignment is completed.
- HI aims to start the service contract the week of October 20th. However, if this starting date is not feasible then bidders are welcome to suggest an alternate timeframe.
- HI aims to have the training package ready for piloting no later than end of February, 2026.
- On the basis of the proposed steps laid down in these Terms of Reference, the consultant must set up a work schedule for the performance of the service.
- The work schedule must clearly specify the manner in which the Consultant will approach the activities required to perform the service.
- The schedule must indicate the progress and/or the standard of service performance, including the criteria and/or indicators to check that the service provision is proceeding smoothly.

Proposed process for development of training package

1. Initial onboarding session with HI team
2. Support on developing advisory group of Food Security actors
3. Initial briefing session with advisory group actors
4. Gathering pre-existing materials
5. Review of documentation, including DRG modules and pre-existing materials gathered by the advisory group
6. Development of facilitator guide outlines for the package, including training objectives and methodologies per module
7. Participation in advisory group meetings
8. Presentation of work to group, followed by feedback round
9. Adaptation of DRG modules using pre-existing inclusive Food Security training materials, as well as potential development of two additional modules. Facilitator guides are also produced for each module. All materials are fully accessible and will undergo an accessibility check prior to conclusion
10. Continuous review of modules throughout development
11. Presentation of final package to advisory group, highlighting areas for specific feedback
12. HI and advisory group pilot training package through a training and gather final feedback based on results. The consultant may be asked to attend a pilot training to more effectively

- gather feedback for the final review, dependent on their availability and the budget of the Leave No One Behind Phase 4 project
13. Integrate feedback and produce final product
 14. Development dissemination strategy

Resource person

Within the framework of the service provision, the contracted consultant will be asked to collaborate with Handicap International's teams and in particular with Amanda Panella, who will be the point of contact.

Estimated budget and Terms of Payment

The estimated budget for this service is between 1.000 and <25.000 Euros.

HI strives for payment on account 30 days after proof and validation of delivery. If this is not possible, please indicate the best possible terms of payment including a rough payment schedule.

HI Policies: Code of Conduct, Good Business Practices, etc.

Applicants shall commit to comply with all Protection Policies, Code of Conduct, Good Business Practices, General Purchasing Conditions available for consultation on [HI's website](#). HI's data protection policy can be viewed via [this link](#).

Request for Clarifications

All questions shall be submitted by e-mail to Amanda Panella (am.panella@hi.org) AND Helen Lederer (h.lederer@hi.org). **Deadline for questions 07 October 2025, 12:00 CEST.**

Answers that are deemed necessary for all interested parties will be published publicly on the day of deadline for questions on [HI's tender website](#) to ensure a fair and competitive process.

Deadline for submission of bid

Please submit your complete bid no later than **14 October 2025, 9:00 CEST by email to tender@deutschland.hi.org**

For questions, please see above.

Amendment or withdrawal of bids: Tenderers may amend or withdraw their bids by written notification before the closing date for submission of bids. No amendments may be made to bids after this date. Withdrawals shall be firm and final and will terminate any participation in the tendering process.

Costs of preparing bids: None of the costs incurred by tenderers in preparing and submitting their bids shall be reimbursable. All these costs shall be borne solely by the tenderers.

Cancellation of a negotiated procurement procedure with open competition

In the event of the cancellation of this process, tenderers shall be informed by Handicap International by email or by public notification.

If the call for tenders procedure is cancelled before the submission deadline all received files will be deleted.

A cancellation may occur when:

1. The tendering procedure has been unsuccessful, i.e. HI has received no valid or financially viable bids, or no bids at all;
2. The project's economic or technical parameters have been fundamentally modified;
3. Exceptional circumstances or force majeure makes the normal execution of the project impossible;
4. All technically compliant bids exceed the available budget;
5. Irregularities have occurred in the procedure, especially if these have prevented fair competition.

In no circumstances shall Handicap International be liable for damages of any kind (in particular damages for loss of profits) in the event of the cancellation of a call for tenders, even if Handicap International has been warned of the possibility of damages.