

## Terms of Reference

### Development of a digital learning tool for disability inclusive cash-based interventions in humanitarian action

#### Background and rationale

Cash transfers are a flexible humanitarian response modality, which can be adapted to assisting groups of people with specific and different sets of needs, empowering people to make choices about assistance or services, promotes dignity and independence, and simultaneously sustains the local economy.

As cash-based interventions (CBI) continue their rapid growth in humanitarian action, there is an increasing demand for humanitarian stakeholders to take greater account of **the inclusion of persons with disabilities**. They are among those most at risk in humanitarian crisis, yet their rights and needs are widely overlooked in humanitarian response.

CBM has been using cash transfers in humanitarian responses since 2014 with a specific focus ensuring the full and equal participation and benefit from cash programs for persons with disabilities. In 2020 CBM conducted an in-depth assessment of its cash programs across different humanitarian crisis and published findings on inclusive practice in CBI in a publication: <https://cbm-global.org/resource/disability-inclusive-cash-assistance-learnings-from-practice-in-humanitarian-response>.

To promote CBM's knowledge and good practice of inclusive CBI in the humanitarian sector, we are planning to develop **two related learning tools** and are looking for an external partner with experience in developing online digital learning tools to support this project.

#### Objective and use of the learning tools

The objective of the tools is to **build the capacity for disability inclusive practice of program- and field staff of humanitarian actors**, and thus contribute to the better inclusion and access of persons with disabilities affected by humanitarian crisis to humanitarian aid.

The first tool shall be a 90min modular, interactive, **self-directed online course**, which can be uploaded to a digital platform (for example [www.kayaconnect.org](http://www.kayaconnect.org)) and made widely available for free.

The second tool shall be a **trainers guide and toolbox** for CBM and allied organizations, to be used in customizable, directed, synchronous, blended-learning courses.

**Targeted learners** of the tools are the field personnel of humanitarian organizations (UN and NGO), who are implementing cash-based interventions (humanitarian assistance through cash transfers) in crisis affected communities worldwide.

**Learning objective** of the tools: *Learners demonstrate in practical exercises that they can ensure disability rights in their own cash-based interventions.*

The tools shall make use of videos and animations to simulate the program work in real humanitarian contexts and to **give a voice to persons with disabilities** from crisis-affected communities and persons with disabilities working for humanitarian organizations. The production of visual and audio materials to develop the tools will take place in two-three selected countries with different humanitarian contexts (possible countries: Bangladesh, Burkina Faso, Madagascar, Kenya, Philippines, or Indonesia). CBM will facilitate and fund the travel to these countries.

The tools shall be **fully accessible** for persons with disabilities, following WCAG 2.0 standard ([www.w3.org/standards](http://www.w3.org/standards)). The production value of the tools shall be comparable to other digital tools/online courses used in the humanitarian sector. The language of the tools shall be English. The tools shall run on different types of devices and with low bandwidth. If user data is collected, it shall be protected, and the rights of users respected, following GDPR standards (<https://gdpr.eu/>).

## Expected deliverables

- A detailed **concept**, including workplan and budget, for the development/production of the tools.
- A prototype version of the self-directed, online, **digital learning tool** ready to be published on an online platform and tested.
- A **trainers guide** for a directed, blended-learning course, plus the accompanying toolbox.

The intellectual property of the online tool and the training toolbox will be with CBM Global.

## Roles and responsibilities

Development of the detailed concept:

- The external partner leads the **development of the detailed concept** for the online tool and training toolbox.
- CBM Global (of which CBM Switzerland is a member) leads a **consultation process** within the CBM Federation and with selected

humanitarian cash actors (like CaLP, IOM, WFP) to assess the needs and requirements of the users of the tools.

Production of the tools:

- The external partner leads the **technical- and creative production** of the tools, in two-three countries with different humanitarian contexts (including travel to these countries).
- CBM Global selects the countries for the production, in consultation with the external partner, and facilitates the **logistics of travel and production in the field**.
- CBM Global will provide **technical expertise** to develop the teaching and learning content of the tool.

The tools will be developed in close collaboration with partner **Organizations of Persons with Disabilities (OPD)**, both at global level and in the field.

### Budget and timeframe

The estimated budget for the development of the tools is **CHF 40'000**. This does not include travel to locations for the production of materials, which is covered separately by CBM.

The contract for this mandate shall begin on 1st January 2023 and end by 31st December 2023. The prototype version of the tools is expected to be available **in the third quarter 2023**. CBM will then begin the roll-out and testing of the tools and decide in 2024 on a potential second phase of the project, for the further development of the tools.

### Submission of offers

Interested parties shall submit an offer (short concept note, CVs of consultants, an initial budget with indication of daily fees) by email to [Manuel.Rothe@cbmswiss.ch](mailto:Manuel.Rothe@cbmswiss.ch) by **13<sup>th</sup> November 2022**.

Further information about CBM Switzerland at: [www.cbmswiss.ch](http://www.cbmswiss.ch). Further information about the project can be requested by email.