



Humanitarian
Leadership
Academy



We're stronger together

Request for Proposal: Education in Emergencies Professional
Development technical expert

Introduction

We are the Humanitarian Leadership Academy (HLA). We strengthen people's skills and capabilities through learning, helping people in the humanitarian sector and beyond to prepare for and respond to crises.

We provide everything from recognised capacity strengthening support to self-guided e-learning, in-person support in response to emergency situations, virtual reality and simulations (face to face and online). The evidence we gather through research and data and our contextual expertise informs the work we do. And we have a full suite of skills in-house to continually improve our offer and provide holistic expertise to our partners.

But it's not really about us. We help organisations in the humanitarian sector and beyond to amplify their reach, share their knowledge and build their networks. Our combined impact - collectively developing people's skills to respond to crises - is infinitely stronger through working together.

Background

Humanitarian response in education in Ukraine escalated rapidly since 24 February 2022 following Russia's full-scale invasion. Access to education (both online and offline) has been significantly hampered across the country due to combat actions, missile attacks on civilian infrastructure, damages to education facilities as well as teachers and learners' displacement. These interruptions to learning combined with 2 years of COVID pandemic left around 2,5 mln children in need educational support.

Both international and local actors adjusted rapidly their program response to meet the rapidly growing needs and have gained experience of operating in a new and rapidly changing emergency context. To capitalize on this experience and further develop the capacity of partners on the ground a series of reflective sessions, workshops and trainings is planned by Ukraine Education Cluster in partnership with Humanitarian Leadership Academy and Save the Children for partners in Ukraine to strengthen their understanding of EIE fundamentals and be able to more link their experience to effective humanitarian interventions.

Purpose

The purpose of this consultancy is to support the Ukraine Education Cluster partners to reflect on their experiences to date, of responding to the humanitarian crisis in Ukraine caused by the war, and identify and develop a future learning package which is contextualized and meets the professional development needs of EiE responders (recognizing that many more specific and in-depth professional development support may also be needed).

Scope

The consultant will design and facilitate a 2-day reflection and learning workshop - “Education in Emergencies in Ukraine” where Cluster partners can reflect on their experiences, share these with each other, celebrate successes and identify areas of learning, both mutual and individual, and identify future learning needs of organizations and staff responding across the country.

Following on from the workshop, the consultant will have a 2-month period to establish and nurture a community of practice with the same participants as they complete the 20-hour online EiE course ‘Module 1 Foundation Frameworks and Concepts’. This will involve leading a WhatsApp/Skype/teams group, holding reflective sessions online for participants to reflect and discuss the online course content and generally guiding participants through the self-directed course.

The consultant will build on the findings from the workshop, their interactions with the community of practice and work closely with Cluster partners (or a small task team from the cluster) to develop and facilitate a tailored Ukrainian EiE Fundamentals training package and training of trainers (ToT). This is with the aim of equipping the cluster participants with training in areas they identified as a need as well as training them on how to conduct their own learning reflection sessions and learning needs identification for them to replicate within their own organizations.

Deliverables

Deliverables	Time
Plan and facilitate an inclusive and participatory 2 day “EiE Ukraine: Reflection and Learning Workshop”.	6 days (June 2023)
Produce a ‘EiE in Ukraine’ brief capturing the key reflections of the workshop.	1 day
Facilitate community of practice as participants move through online Module 1. Conducting 1 online session and regularly engaging in communication channels (whatsapp/skype/teams etc.)	Intermittently across a 2-month period
Develop a 2-day tailored fundamentals training based on needs identified at the reflection session working closely with a Reference Group established during the reflection workshop. Review the Humanitarian Leadership EiE Fundamentals Training Package and the INEE Harmonized Training Package (in English) in order to identify the content most appropriate and useful to be contextualized for the Ukraine context (recognizing that as a high resource war context it may need significant contextualization to be useful).	5 days
Develop a 2-day ToT on how to conduct a ‘Reflect and Learn’ session, like the one they received at the beginning of the process	3 days
Deliver in-person two-day tailored EiE Fundamentals Training Package followed by 2-day ToT	6 days (including travel)
Produce a report on the training package delivered.	2 days
Total number of days inclusive of travel:	27 days

Travel

If not based in Ukraine, travel to Kyiv would be required twice, in order to facilitate:

- Reflection and Learning workshop (3days)
- 2-day contextualised EiE Fundamentals Training package plus 2-day ToT.

Contract

The HLA is committed to ensuring our resources are used as efficiently as possible, so that we can focus them on achieving maximum impact for children and that our arrangements with third party suppliers represent value for money. We expect this approach to be demonstrated from any contractor it does business with.

Service Delivery

Please detail your proposed approach to achieving the deliverables (2 pages maximum). In your response, please ensure that you include the following information:

- Relevant experience and examples of similar work completed
- Planning approach
- Proposed methodology for the in-person training sessions
- Project management technique

Commercials

Please provide your proposed cost in the table below.

Work stage	Hourly and/or daily* rate	Proposed number of hours/days	Total cost

* minimum of 7 hours per day

Other Costs

If there are any further costs or expenses that you propose charging, please detail these below together with an explanation.

Cost Description	Value	Reason

General Due Diligence

Please provide the following information

Basic Details of Your Organisation (for individual consultants, please complete items relevant to your individual consultancy)		
1.1	Name of the organisation submitting the tender:	
1.2	Address: Post Code:	
1.3	Telephone number:	
1.4	E-mail address:	
1.5	Website:	
1.6	Company Registration number: Company DnB number:	
1.7	VAT Registration number:	
1.8	Is your organisation: (Please tick one)	<input type="checkbox"/> i) a public limited company? <input type="checkbox"/> ii) a limited company? <input type="checkbox"/> iii) a partnership <input type="checkbox"/> iv) a sole trader <input type="checkbox"/> v) other (please specify)

1.9	Name of (ultimate) parent company (if this applies):		
1.10	Companies House Registration number of parent company (if this applies):		
1.11	Insurance type:	Do you have this cover? (Y/N)	Value insured up to:
	Public liability		
	Employer's liability		
	Professional indemnity		
1.12	Please declare any personal connections between you/your staff and staff or trustees of the Save the Children Fund or the Humanitarian Leadership Academy that may pose a conflict of interest.		
1.13	Please declare any contracts or connections with organisations at potential conflict of interest with the Save the Children Fund or the Humanitarian Leadership Academy.		
1.14	Please declare any legal actions against you which are pending or underway.		
1.15	Please advise whether you have any links with the tobacco, pornography, arms or carbon intensive fossil fuels (thermal coal, oil shale and tar sands) industries.		
1.16	Please provide details of three reference clients for which you have provided services similar to our requirements. References will only be taken up for the successful bidder.		

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General Bidding Information

This Request for Proposal does not constitute an offer and the HLA does not bind itself to accept any proposal. The HLA reserves the right to accept a proposal in part, rather than in full.

Bidders are requested to submit their responses to the HLA's key contact in this process: **Casey Pearson, Learning Specialist, email:**

c.pearson@savethechildren.org.uk

REQUEST FOR PROPOSAL: Please submit your proposal along with your CV by 5th of June, 11:59 pm GMT.

The HLA will be reviewing applications in real time as they are submitted, and we strongly recommend that prospective suppliers share their responses as soon as possible.

Confidentiality

Documentation in relation to this Request for Proposal and any proposals received by the HLA in response to it shall be treated as private and confidential save where the disclosure is required by law.

Suppliers shall not: Release any information relating to the Request for Proposal and the proposal that they intend to make; other than with professional advisers who need to be consulted with regards to the preparation of the proposal.

If a supplier does not observe the paragraphs above, SCUK will reject their proposal and may decide not to invite the agency to bid for future work.

At the conclusion of the evaluation process and subject to the provisos contained in these instructions, the HLA will decide to which supplier the contract will be awarded and the successful supplier will be expected to enter into a formal agreement. The formal contract agreement will be in a form prepared by the HLA.