

## **Terms of Reference: Consultancy for Core Humanitarian Standard Self-Assessment**

<b>The consultant reports to: (“Manager”)</b>	CBM Global Humanitarian Director
<b>Description of consultancy</b>	CBM Global is seeking a consultant/team of consultants to plan and facilitate a validated Core Humanitarian Standard (CHS) self-assessment to help the organisation understand its capacity and performance against the CHS, and to develop an improvement plan to make the services they deliver work better for the people affected by crisis.

### **1. Background and Rationale**

CBM Global Disability Inclusion Vereniging was formed in 2020 as the organisational entity acting as the Secretariat and coordinating body for the new CBM Global Federation made up of CBM UK, CBM Ireland, CBM New Zealand, CBM Australia and CBM Switzerland, CBM Global’s Thematic Teams (Advocacy, Community Mental Health, Inclusive Eye Health, Inclusion Advisory Group, Humanitarian Action, Community Based Inclusive Development, and Country offices around the world (Bolivia, Burkina Faso, Nigeria, Kenya, Zimbabwe, Madagascar, Nepal, Indonesia, Laos, Bangladesh, Philippines).

The CBM Global Federation’s main humanitarian goal is to support and facilitate locally driven people-centred, timely, appropriate and effective humanitarian assistance to some of the poorest and most at-risk men, women and children affected by natural and human-caused disasters. This support is delivered in partnership with Organisations of Persons with Disabilities (OPDs) and in close coordination with the humanitarian sector at global, regional, national and local levels.

CBM Global has developed and approved its ‘Federation Strategy 2023’ which informs its work. The strategy aims to ‘*Ensure that populations affected by natural and manmade disasters have access to inclusive humanitarian assistance and protection*’ by 2023. CBM Global’s Humanitarian Unit is charged with leading the implementation the organisation’s strategic humanitarian goals in close collaboration with the Federation members and country offices

CBM Global is fully committed to ensure its programmes are more inclusive and compliant with the CRPD, the Humanitarian Disability Charter, Core Humanitarian Standards and the Sendai Framework for Disaster Risk Reduction 2015–2030. CBM

Global adopts a three-tier approach: prioritising investments in humanitarian preparedness and operational delivery; policy development through advocacy; and technical advice and support in close collaboration with local, national, and international partners and the disability movement.

In order to enhance accountability, transparency and illustrate compliance with humanitarian principles and standards and various institutional donors' emergency aid codes for funding, CBM Global is looking for support to carry out CHS self-assessment to measure the application of the [Core Humanitarian Standard on Quality & Accountability \(CHS\)](#) to the organisation's work as part of the [CHS Verification Scheme](#).

## 2. Objective and Scope

### Objective:

To support CBM Global to complete a comprehensive CHS validated self-assessment providing an overview of the areas of compliance and non compliance with CHS and and provide recommendations to to support the development of an organisational improvement plan.

The deliverables of the consultancy are:

1. Carry out CHS self-assessment using as a reference the validated [CHS Self-Assessment manual](#), and CHS Alliance Self-assessment online questionnaires and Verification dashboards illustrating results of the self-assessment.
2. Develop a summary report and improvement plan with a set of key recommendations including timeline, to allow compliance with CHS, with the goal of achieving CHS verification and preparation for the next review process in 2024.

### Scope:

The consultant will define the final methodology that shall include, at the minimum:

1. A detailed self-assessment process implementation plan under the guidance of the Humanitarian Action Unit.
2. Use of CHS Alliance self-assessment online survey tools to collect information, document evidence and present results in line with the CHS Quality Verification Scheme, specifically the validated CHS self-assessment manual.
3. Desk review of all relevant organisation policies, procedures, guidance and technical tools and assessment of their application
4. Interviews with key stakeholders under the guidance of the Humanitarian Action Unit. Stakeholders may include members of the Global Management Team, , Federation Member teams, Technical teams, country offices, and local and international partners Develop a summary report and improvement plan aimed

at better compliance with the Core Humanitarian Standards and achievement of CHS Certification.

### **3. Deliverables**

A detailed report including the results of the self-assessment must be submitted at the end of the assignment. The report should be written according to CBM Global accessibility standards with not more than 25 pages, including a two-page executive summary. CBM accessibility standards will be shared upon contract signature.

The consultants shall present the main self assessment findings during an internal validation webinar involving all Federation main key stakeholders.

#### **Accessibility:**

All consultancy products must be in accessible formats (Word, PPTs, Excel, videos). The consultant needs to ensure that all services and deliverables are fully accessible and compliant with the CBM Digital Accessibility Toolkit, which will be provided upon signing of the consultancy agreement.

### **4. Timeframe and Duration**

In line with the CHS Alliance's 12 week suggested turnaround time, the assignment is expected to start from 1<sup>st</sup> March 2022 and should be completed by 31<sup>st</sup> May 2022, with not more than 40 working days in total. The consultant should develop a clear timetable in the proposal design to illustrate total time required (in days) to complete the whole assignment. Please note that the timetable will have to be adapted to reflect time availability of CBM Global colleagues over the coming months.

### **5. Place/ Location of Service Delivered**

Desk based assignment with potential meetings in Oxford and/or Cambridge, UK.

The consultant will work under the supervision of the Humanitarian Action Director, in close cooperation with other Humanitarian Action Unit staff who are mainly based in the UK.

### **6. Required Expert Profile(s)**

The requirements for selecting an external consultant will be:

1. A university degree in economics, international development, disaster management or humanitarian aid or equivalent qualification in a relevant field;
2. At least 10 years' experience with humanitarian work, including experience with project implementation and management, as well as knowledge of current humanitarian issues, trends, standards, especially the Core Humanitarian Standards;

3. Previous significant experience of organisational development, preferably within humanitarian sector organisations;
4. Previous experience with humanitarian standards initiatives;
5. Good written, interpersonal and communication skills;
6. Capacity to work independently;
7. Fluent in written and spoken English;
8. Experience of working in complex organisational structure.

## **7. Payment Schedule**

Payment schedule will be agreed at the time of signing of contract between CBM Global and the consultant. Please include your preferred payment terms in the proposal.

## **8. Contact**

Interested consultants are asked to **submit a CV and a max 5 pages proposal**, including detailed methodology, timeline, professional fee including any proposed travel cost in EUR, to Humanitarian Unit Coordinator, Ben Britton. [Ben.britton@cbm-global.org](mailto:Ben.britton@cbm-global.org)

The deadline for submitting the offer is the **15<sup>th</sup> of February 2022**.

## **CBM Global Disability Inclusion**

Van Heuven Goedhartlaan 13D, 1181 LE  
Amstelveen, Netherlands