Terms of Reference

Consultancy title: Development of Core Humanitarian Standard (CHS) training offer

Reports to: CHS Alliance Training Manager

Consultancy Purpose/objectives: To develop new CHS training modules able to meet current CHS related learning needs.

1. Background:

The Core Humanitarian Standard was published in December 2014 following an extensive consultation and drafting process. In 2015, a CHS learning handbook was developed and provided the methodology for two workshops: a 2-Day «Introduction to the Core Humanitarian Standard» and a 4-Day «Training of trainers on the Core Humanitarian Standard.»

In five years, the CHS Alliance has provided a total of 45 CHS related workshops (intro and ToT) in 27 different countries across Europe, Africa, Latin-America, and Australia, representing more than 600 participants which have in turn been able to train others on the CHS.

Meanwhile, the CHS has gained important momentum in the sector: more than 60 CHS Alliance member organisations have undergone a self-assessment against the CHS or another CHS-based verification option. The CHS is supported by donors as a benchmark for quality and accountability measurement, is increasingly becoming part of UN agencies accountability frameworks and is part of the recommendations of the Grand Bargain workstream four: a Participation Revolution. The CHS has also become one of the foundational chapters of the 2018 edition of the Sphere handbook and is referenced by other standards such as those of the Humanitarian Standards Partnership.

This recognition of the Core Humanitarian Standard as a benchmark for Quality and Accountability has generated an increased needs for humanitarian agencies managers and staff at headquarters and field levels to know how to use and apply the CHS at their level. Along with this there is a need for CHS trainings to better assist humanitarian staff to overcome challenges associated with the application of the CHS nine commitments in today’s humanitarian emergencies.

The CHS Alliance is therefore looking for a consultant to support the development of a CHS training offer that is relevant to today’s and future needs, and in particular, that is:

- able to meet today’s challenges met in humanitarian programmes
- help with weaknesses identified through verification against the CHS
- matches the needs of the field as that of headquarters


- able to blend remote and face-to-face learning solutions with a view to increase access to training

**Approach / Methodology**

**Stage 1**

Support the CHS Alliance secretariat in assessing CHS training needs in more details and come to conclusions and recommendations for stage 2 – the development of the training offer:

- Review existing information from: summary report of previous workshop participants’ evaluations; post CHS ToTs impact surveys; global statistics outlining the performance of organisations against the nine CHS commitments
- Together with the training manager, identify missing information and suggestions for training approaches to draft a set of questions for interview with selected stakeholders (CHS Alliance secretariat staff, former CHS trainings participants, CHS approved trainers, CHS Alliance member focal points, other CHS co-owners)
- Carry interviews of selected stakeholders
- Synthesise CHS training needs and highlight options for further development of CHS training material, in order to meet the needs of various publics, using different modalities (face-to-face/remote/regular/ToTs)

**Stage 2**

In discussion with the CHS Alliance Training Manager and on the basis of the results of the previous study, develop a selection of training modules on the CHS

**Deliverable and time frame**

Stage 1 of the consultancy will be spread over a period of 8 days as such:
- Review available information and existing training material – 2 day
- In discussion with Training Manager, drafting of questionnaire for interview and potential training approaches – 1 day
- Carry out interviews – 3 days
- Drafting of report – 2 days

Stage 2 of the consultancy will be spread over 18 days as such:
- Outline of learning modules (learning objectives, take aways, suggested methodology) – 4 days
- Further development of training modules – 10 days
- Finalisation of training modules – 4 days

Days within each of the stages can be reorganised in discussion with the Training Manager and agreed upon process.
Deadline for application: 28 April 2020

The consultancy time period is set to cover 26 days expected to spread between 4 May and 26 June 2020.

Person specifications

- Solid knowledge of humanitarian Quality and Accountability and the Core Humanitarian Standard required
- Solid experience in developing training material and delivering training workshops for the humanitarian sector required, with particular focus on quality and accountability strongly desired
- Experienced in facilitating CHS training workshops and possibly CHS training of trainers would be an advantage
- Fluent in English, both orally and in-written

Offer including motivation letter, CV, brief workplan proposal and fees should be sent to Geneviève Cyvoct, CHS Alliance Training Manager, at gcyvoct@chsalliance.org

ToR date: 20 April 2020