

Virtual training and workshop designer: Showcasing the Settlements Approach

Summary:

The USWG is looking for a virtual training and workshop designer to develop an online workshop to showcase the Settlements Approach .

Overall, under the guidance of the USWG's co-chairs, the consultant is expected to develop a 1-hour introductory session in full, and to lead on defining the detailed format skeleton for two additional technical sessions of between 1.5 and 2 hours each. The structure of each session will align with this of the Settlements Approach Guidance note, while the content will draw from its key messages and most illustrative case studies. In terms of format, the consultant is expected to define which interactive tools are best suited for the priority messages to convey in presentations, videos, or to approach through group exercises, as well as to provide technical backstopping support to the USWG's co-chairs as they prepare for and facilitate the sessions.

Background:

The Urban Settlements Working Group (USWG) is an active working group of the Global Shelter Cluster with the objective of promoting the application of the Settlements Approach in urban crises. The USWG, created in 2017 and co-chaired by IMPACT Initiatives, Catholic Relief Services and InterAction, promotes the approach through: Convening a community of practice of over 150 humanitarian and development professionals; identifying best practices and lessons learnt on the Settlements Approach and urban response; linking with partners and other clusters to promote an inter-cluster approach to the settlement responses; and through development publications, tools and guidance.

Scope:

The USWG, with the support of OFDA / USAID, is currently developing a Settlements Approach guidance note, with the objective to support humanitarian and development agencies understand and apply the Settlements Approach in contexts of humanitarian response & recovery. The guide intends to create a shared understanding of the Settlements Approach , including definitions; core components; why is it deemed a useful approach; in which contexts this approach is most relevant; and how can this approach be applied within parameters of the humanitarian program cycle.

The guidance note was informed through a series of national, regional and global consultations and has been drafted by a group of subject matter experts, supported through a comprehensive peer-review process. The last round of in-person consultations was meant to take place in May 2020 in Kenya and Mozambique. However, the restrictions on international travel during the COVID-19 pandemic necessitated to reshape these project activities in the form of an virtual introductory training module.

This presents an opportunity to unpack the guidance note and translate its core messages into a user friendly online learning format, allowing to target a wider range of participants with virtually available content. The virtual introductory training workshop shall be held between September and October 2020 (TBD), using an online platform.

The USWG is looking for an individual consultant or a consulting firm to support the technical development of this virtual module. Overall, the consultant is expected to translate the key concepts

of the Settlements Approach guidance note into a series of three engaging user-friendly online sessions, in close collaboration with the USWG's co-chairs.

Objectives of the virtual introductory training:

The module will comprise three sessions, based on the content of the guidance note, and strive to unpack and promote its key concepts. The overall tone of this online introductory training module should strike the right balance between a course and a workshop type of messaging.

The objectives of this virtual workshop will be:

- Present the concept and benefits of the Settlements Approach in humanitarian settings to the audience;
- Showcase relevant case studies and lessons learnt from the Settlements Approach application in various crisis contexts;
- Strengthen the interest and uptake of the approach within established humanitarian community;
- Identify priorities for agencies and clusters to further engage in the Settlements Approach model;

The specific objectives for each of the three sessions are outlined below:

Session 1: Overall introduction to the Settlements Approach

- Objectives:
 - Showcase the overarching benefits and core principles of the Settlements Approach ,
 - Demonstrate how the approach can find applications across multiple crisis context and coordination settings,
 - Enhance participants' interest in learning more about the approach and engaging in further discussions
 - Encourage participants to sign up for the next technical sessions, that will be more content-rich and interactive
- Duration: 1 hour
- Expected audience: 100+ humanitarian practitioners from various sector background and seniority levels, not necessarily familiar with the Settlements Approach concepts and its application

This session is expected to be very engaging, promotional, and fitted for external communication. It is expected to contain a combination of slides, engaging polls / quizzes, pictures, video extracts and sounds where relevant, as well as exhaustive speakers' notes for facilitators.

Session 2: Settlement Targeting & multi-sector engagement and

Session 3: Needs assessment, planning & implementation and monitoring

- Objectives:
 - Present and unpack the main recommendations from Chapter 1 (Settlement Targeting) and 2 (Working multi-sectorally and with multiple stakeholders) for session 2 and of Chapters 3 (Needs Assessment, Analysis and Planning) and 4 (Implementation, Monitoring and Coordination) for session 3 of the guidance note;
 - Showcase 1 best practice and case study for each chapter;

- Have participants actively participate in group exercises on applicability scenarios;
- Reflect on further research and agenda setting priorities to scale up the Settlements Approach ;
- Encourage participants to look for ways in which they could foster the application of the approach in their respective organizations and fields
- Duration: 1,5 to 2 hours each
- Expected audience: 20 to 40 humanitarian practitioners from various sector background and seniority levels, most likely already familiar with the Settlements Approach concepts and its application

These two sessions are expected to be very interactive (between the facilitators and participants and amongst participants), similar to an online course. It is expected to contain a combination of slides, engaging polls / quizzes and breakout room sessions for group work, as well as exhaustive speakers' notes.

Activities and deliverables:

With the support of USWG co-chairs, the consultant will lead on the design of the first session and actively support the co-chairs in the design of sessions 2 and 3:

- Preliminary phase: Get familiar with the Settlements Approach Guidance note, its terminology and sequencing, as well as additional references provided by the USWG's co-chairs. During this phase, the consultant is expected to become sufficiently familiar with the concept to identify appropriate module sequencing, messaging and visualization options for each chapter's key messages and case studies.
- Content prioritization phase: In agreement with the USWG's co-chairs, select key messages and case studies to focus on, develop a detailed agenda for each session and propose relevant visual / graphic / sound and interactive tools to support the key messages for each of the key concepts (this may include but not limited to slides, speakers notes, polls and quizzes, videos, photos, sound extracts)
- Design of the Introductory session:
 - Develop content and materials for the full session, drawing from the Guidance note, and factoring in additional visual material as required. This may require to identify and incorporate content from sources other than the guidance note, or to develop it (such as videos and photos, quotes, etc...)
 - Prepare dissemination messages (e.g. text for invitation emails, visuals)
 - Polish and finalize the content of the session based on the USWG's co-chairs feedback
 - Upload and test the session on the LMS hosting platform
 - Train the USWG co-chairs on how to use the LMS platform
 - Backstop the facilitation of the session on D-Day (session of approx. 1 hour)
- Design of sessions 2 and 3:
 - Develop a detailed format **skeleton** for co-chairs to fill in with technical content based on their expertise in the domain (agenda, slide templates, visuals, choice of polls, speakers notes, quizzes and breakout rooms exercises)

- When required, identify and incorporate content from sources other than the guidance note (such as videos and photos, quotes, etc...)
- Provide technical support to co-chairs as they develop the technical content based on the session skeleton
- Polish and finalize the content of the session after co-chairs' inputs
- Upload and test the session on the LMS hosting platform
- Backstop the facilitation of the sessions on D-Day (session of approx. 1-2 hours)

Application process:

The consultation is expected to be completed by end of September 2020.

Interest applications are to share:

- a short expression of interest (maximum 1 page) outlining their proposed methodology to undertake this consultancy;
- their CV
- minimum three examples of a similar work (online training or workshop)
- an estimated work plan for this consultancy broken down by working day
- a financial offer specifying a daily rate (in USD)

Applications will be assessed according to the following selection criteria:

- Relevance of the technical offer, in relation to these ToRs
- Relevance of financial offer
- Relevance of past experience in conducting similar exercises, including shelter and Settlements Approaches related work (writing samples to be provided)
- Availability at requested dates

Shortlisted applicants will then be required to undertake an interview process (skype/teleconference).

Please send applications to tenders@impact-initiatives.org by August 16th 2020.

NB : These Terms of Reference are subject to eventual changes.