

## Appendix 1 Terms of Reference

### **1. Consultancy assignment background**

The Internal Displacement Monitoring Centre (IDMC) is the world's definitive source of data and analysis on internal displacement. Since its establishment in 1998 as part of the Norwegian Refugee Council (NRC), it has offered a rigorous, independent and trusted service to the international community. Its work informs policy and operational decisions that improve the lives of the millions of people living in internal displacement, or at risk of becoming displaced in the future. Each year, IDMC provides validated estimates of the magnitude of displacement due to disasters and violence at global, regional and country levels, following IDMC's data model for capturing the total number of internally displaced people (IDPs) and the total number of cumulative internal displacements. These estimates are published in IDMC's Global Report on Internal Displacement (GRID) and the Global Internal Displacement Database (GIDD).

Building on IDMC's experience collating, aggregating, verifying and analysing internal displacement data during the past 26 years, government capacity strengthening on internal displacement data is a growing area of work in IDMC. In both project-based and programmatic work, IDMC is managing a range of capacity-strengthening activities, including conducting training of government actors on internal displacement data metrics and on research methodologies and indicators use to capture internal displacement, developing guidance documents reflecting global best practices on data on internal displacement mapping, and providing recommendations on current data practices by governments and their partners.

This consultancy is for a part-time, 6 months Capacity Strengthening Tool Designer. The consultant is expected to start beginning of April.

### **2. Objectives and scope of work**

The overall objective of the Consultancy is to support the development of tools for capacity-strengthening on internal displacement data including training materials, interactive exercises, guidance documents, example templates for data collection, using a range of tools such as PowerPoint, interactive software (Mentimeter, Prezi) and data collection and management software such as Excel and Kobo Toolbox. In certain cases, the Consultant will be expected to develop such tools independently, with guidance and based on supporting materials provided by IDMC. In other cases, the Consultant will be tasked to create new and improved versions of materials based on existing ones developed by IDMC. The consultant will furthermore be tasked to develop miscellaneous materials such as training and workshop evaluation forms and guidelines for workshop facilitators. The Consultant is expected to proactively engage with IDMC's wider team to identify opportunities for further improvements and extensions to existing tools and take an active role in advising on the prioritization of different types of tools based on current state-of-the-art capacity-strengthening on data in humanitarian and development settings.

#### **General responsibilities:**

1. As per instructions, design and test visually appealing and pedagogical capacity-strengthening tools including training content, diagnostic tools, facilitation guides and evaluation forms, for short-duration (1 day) in-person and online training on internal displacement data, as well as for remote support, while adhering to IDMC brand guidelines and following instructions provided by IDMC.
2. As per instructions, revise and improve current capacity-strengthening tools developed by IDMC, including training content, diagnostic tools, facilitation guides and evaluation forms, for short-duration (1 day) in-person and online training on internal displacement data, as well as for remote support, while adhering to IDMC brand guidelines and following instructions provided by IDMC.

**Major tasks and deliverables:**

The consultancy will be evaluated based on groups of deliverables. We expect all the deliverables to be delivered within six months of the start of the consultancy.

**Group 1**

1. Revised version of IDMC's Displacement Indicator and Metrics Training package, including
  - a. PowerPoint slides
  - b. Facilitation notes (for online and in-person use)
  - c. 10 x interactive exercises to complement training materials (in digital and paper-based format)
  - d. Evaluation form for participants
2. A new training module on using and interpreting IDMC's Global Internal Displacement Database data
  - a. PowerPoint slides
  - b. Facilitation notes (for online and in-person use)
  - c. 3 x interactive exercises to complement training materials (in digital and paper-based format)
  - d. Evaluation questions for participants
3. Guidelines for the use of IDMC's Global Repository for Good Practices
  - a. PowerPoint slides
  - b. Facilitation notes (for online and in-person use)
  - a. 2 x interactive exercises to complement training materials (in digital and paper-based format)
4. Revised version of IDMC Guidance Note on Internal Displacement Data in Word and PowerPoint format

**Group 2**

1. A new training module on using and interpreting IDMC's global risk assessment data to foresee future disaster-induced displacement
  - a. PowerPoint slides
  - b. Facilitation notes (for online and in-person use)
  - c. 3 x interactive exercises to complement training materials (in digital and paper-based format)
  - d. Evaluation questions for participants

2. A new training module on the interpretation and use of IDMC's severity assessment data
  - a. PowerPoint slides
  - b. Facilitation notes (for online and in-person use)
  - c. 3 x interactive exercises to complement training materials (in digital and paper-based format)
  - d. Evaluation form for participants

### **Group 3**

1. Revised version of IDMC's DRR Indicators Training tool, including [lower prio, hoping will be developed through another process]
  - a. PowerPoint slides
  - b. Facilitation notes (for online and in-person use)
  - c. 10 x interactive exercises to complement training materials
  - d. Evaluation form for participants
2. A new training module on the use of IDMC and other public data sources for analysis on compounding drivers of displacement
  - a. PowerPoint slides
  - b. Facilitation notes (for online and in-person use)
  - c. 3 x interactive exercises to complement training materials (in digital and paper-based format)
3. A new dataset stock take tool to be used to assess IDP data reliability, data cleaning needs, data structure, and analysis, in Word and Excel versions.
4. Transfer of IDMC example templates for data collection on internal displacement data to Kobo Toolbox

### **3. Institutional and organisational arrangements**

The consultant will report to IDMC's Capacity Strengthening Coordinator. The consultant will have at least bi-monthly (virtual) coordination meetings with the Capacity Strengthening Coordinator, Regional Advisers, and the Capacity Strengthening Manager, and regular remote contact via other channels (emails, Teams).

NRC/IDMC will own the intellectual property rights to all materials submitted by the consultants under the contract. The consultants must therefore ensure that they have possession of any materials provided to NRC/IDMC as a part of the deliverable. The rights to reproduce the reports will fall to NRC/IDMC and its contracted agents. NRC/IDMC will be free to reproduce the materials at will and to grant reproduction rights.

### **Duties of the consultant**

The consultant furthermore has a duty to accurately represent NRC/IDMC in meetings with partners by recognising NRC's/IDMC's intellectual ownership and production of any materials presented to the partners. It will ensure to provide NRC/IDMC as well as the European Union visibility in all materials reviewed by or inputted to by the consultant (e.g., including IDMC's logo and the EU's logo). The consultant may not claim intellectual ownership of any capacity strengthening tools developed by NRC/IDMC.

Material submitted to NRC/IDMC during the consultancy should be in Microsoft Word or PowerPoint format and should follow IDMC/NRC style guidelines. All text should be in the typefaces Proxima Nova or Calibri or unformatted. Graphs or other graphical devices should be editable (i.e., not pictures).

Everything submitted to NRC/IDMC must be the original work of the consultants. Any plagiarism in any form, or any other breach of intellectual property rights, will automatically disqualify the consultant from receiving any further payments under the contract by NRC/IDMC, and NRC/IDMC will seek to recover any payments already made.

### **Qualifications of the consulting company**

- 5 years of relevant experience working on capacity strengthening in humanitarian or development sectors, with preferences for experience in displacement or migration data.
- Combined experience/skills on internal displacement, data management, monitoring and evaluation, workshop facilitation and communications highly valued
- Excellent skills in PowerPoint and with advantage in Adobe Illustrator or equivalent software
- Excellent skills in Excel and with advantage in data collection software such as Kobo Toolbox
- Excellent organisational skills.
- Master's degree in migration or refugee studies, development studies, international relations, humanitarian assistance, human rights, statistics, public policy, conflict studies, education, or similar,
- Fluency in English required, fluency in Spanish or French meriting

Consultancy must be a registered company or a sole trader as required in country of residence, and provide proof of registration.

### **How to apply**

Consultants that meet the above requirements are invited to submit a complete application on or before **23:59 (CET) on 05 March 2025**, to the email address CH Geneva Tenders [ch.gvatenders@nrc.no](mailto:ch.gvatenders@nrc.no). The bid application should be titled '**Capacity Strengthening Tool Designer Consultancy**' and include the following information:

- Curriculum vitae or company profile;
- Cover letter / Expression of Interest;
- A proposed work plan outlining key deliverables and dates
- Work sample of previously produced training material
- Proposed budget in CHF or EUR, inclusive VAT and all charges as applicable, following the below payment structure

<b>Deliverables Group 1</b>	40% of total cost
<b>Deliverables Group 2</b>	20% of total cost
<b>Deliverables Group 3</b>	40% of total cost

- List of references that can be contacted to verify the quality of services;

- Proof of registration as a sole trader/registered company as required in country of residence (or signed consultant declaration form if relevant);

Any request for clarification must be received by NRC in writing at least 3 working days before the deadline for submission of tenders. Questions regarding the assignment, can be addressed to:

Marta Lindstrom  
Capacity Strengthening Coordinator IDMC  
[marta.lindstrom@idmc.ch](mailto:marta.lindstrom@idmc.ch)

Please note: All service providers/consultants working with NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NRC reserves the right to reject quotations provided by suppliers not meeting these standards. Consultants doing business with NRC will be screened on anti-corruption due diligence before NRC confirms a contract. Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation and donor regulations require NRC to screen contractors against various international lists to ensure due diligence. Submission of the quotation constitutes acceptance of these screening practices.

NRC reserves the right to accept or reject the whole or part of your offer based on the information provided. Incomplete offers which do not comply with our conditions will not be considered.

We look forward to receiving your application!