**Terms of Reference**

**Localization in Coordination Toolkit Consultancy**

Background:

Around the world, children rely on psychosocial support, family tracing, reunification, education and other services to keep them safe. The majority of these services are already being delivered by local government and civil society organisations. Strengthening localisation is therefore an opportunity to improve access, quality and efficiency of humanitarian response, recognising the fundamental responsibility of the State to protect its citizens.

Recognising the value of localisation and building on World Humanitarian Summit commitments, the Protection and Education Clusters are seeking to ensure their humanitarian response strategies are guided by the principle – “as local as possible, as international as necessary.” This work is being led by the Child Protection Area of Responsibility, in collaboration with partners like Save the Children, Street Child UK, national actors themselves, and others.

From 2019-2021, on behalf of the CP AoR, Save the Children and Street Child UK have delivered localization in coordination initiatives in nine countries. A range of approaches and tools have been developed to strengthen leadership by and meaningful participation of national and local actors in humanitarian coordination. Lessons learned, case studies and learning videos have also been produced. Together with inter-agency partners, the CP AoR, Save the Children and Street Child UK now seek to produce a Localization in Coordination Toolkit which will empower humanitarian coordinators and co-leads to drive forward change and invest in national and local actors’ leadership and participation in coordination. The toolkit will aim to be the go-to resource for localization across a range of clusters and humanitarian coordination structures.

Purpose of the Consultancy

The consultant will lead the development of an inter-agency localization in coordination toolkit. The work will be done on behalf of Save the Children and in close collaboration with the Child Protection Area of Responsibility, Street Child UK, and a small inter-agency advisory group. It will build upon existing tools and components in the following categories: overall guidance and tipsheets on localization in coordination, learning and development, humanitarian programme cycle, advocacy, and fundraising.

The aim of the toolkit will be to to provide inter-agency humanitarian coordinators, co-leads and partners with practical tools to support and strengthen the role of national and local actors in coordination groups in diverse humanitarian settings.   Specific proposed outcomes of the toolkit include:

* increased meaningful participation of national and local in coordination / decision-making processes throughout the programme cycle
* increased leadership role of national and local actors in humanitarian coordination
* increased access to funding for national and local actors
* improved practice of equitable partnerships amongs international, national and local partners, in line with the Principles of Partnership

Key Deliverables

The consultant will be responsible for development and delivery of the final toolkit including the following deliverables:

* **Desk Review:** The consultant will complete a comprehensive review of existing tools, tip sheets, guides and related documents for localization in humanitarian coordination. The desk review will aim to catalogue the different types of tools available, the languages used, their appropriateness for country-level use, and identify potential gaps where new tools or guidance may need to be developed.   
  (5 days)
* **Consultations with Key Stakeholders:** The consultant will develop a participatory methodology and lead a series of short online consultations with key stakeholders including national actors and participants in previous localization in coordination initiatives, existing humanitarian coordinators and co-leads, global cluster leadership, and advisory group members. The aim of the consultations will be to understand key user needs for the toolkit, including substantive tools that should be included but also preferred platforms and ways of accessing the toolkit. A short report will be produced summarizing the findings from consultations and suggested implications for the toolkit. The report will be shared with key stakeholders and the Advisory Group for review and feedback. (7 days)
* **Draft Toolkit Structure and Outline:** The consultant will produce a detailed draft toolkit structure and outline based upon the findings of the desk review and consultations. It should include recommendations of the existing tools to be included, any adaptations required, and identification of any new tools to be developed. The consultant will present it to the Advisory Group for feedback and revise accordingly. (3 days)
* **Development/ Adaptation of Tools:** Following endorsement of the draft toolkit structure and outline by the Advisory Group, the consultant will develop and adapt all of the tools and guidance to be included in the toolkit. Draft tools will be reviewed by the Advisory Group and some time reserved for revision and finalization.(10 days)
* **Finalization of full toolkit, including structure, introductory sections, new and existing tools:** The consultant will be responsible for full development of the toolkit in English, including all the elements agreed in the draft toolkit structure and outline. This may include toolkit structure and format, introductory sections and guides, new, existing and adapted tools, and links to further resources.

(10 days)

* **Support to Toolkit Platform Development:** The consultant will be expected to advise the website and graphic design team on key needs and suggested parameters for the online and offline versions of the toolkit.

(3 days)

\*NB: 2 days will be reserved for work planning and Advisory Group meetings.

Timeframe and Number of Days

The consultancy will take place between 10 May- 30 July 2021 and comprise approximately 40 days full-time work. All deliverables must be completed within the 40 days. A precise work plan will be agreed in the first days of the consultancy.

Consultant Profile Required:

* Masters degree or equivalent in humanitarian or development-related disciplines, gender issues, human rights, social work or other social science fields;
* Minimum of seven years progressively responsible experience in management or coordination of humanitarian programming, preferably in child protection or education
* Significant experience in humanitarian coordination, preferably as a coordinator or co-lead, and strong understanding of the humanitarian architecture and cluster system
* Significant experience working with national and local civil society organisations, NNGOs, and government partners in humanitarian settings, particularly in partnership, mentoring and/ or learning and development
* Previous experience in knowledge management for humanitarian practitioners
* Proven track record in developing creative and user-friendly tools, tip sheets and technical guidance
* Knowledge of and proven commitment to the localization agenda, interagency policies and standards under the Grand Bargain, including the Principles of Partnership
* Proven excellent writing skills in English
* Knowledge of French, Spanish, and/or Arabic an asset

Application Process

To apply, please send a cover letter, CV, requested daily rate, and two references to Susanna Davies, Senior Humanitarian Coordinator at Save the Children ([susanna.davies@rb.se](mailto:susanna.davies@rb.se)). Your cover letter should include your proposed methodology for the development of the toolkit. Applications must be received by Friday, 30 April at 17:00 CET. Short listed candidates will be interviewed the week of 3 May and expected to start work by 10 May.