



Terms of Reference

CHAST Adaptation Consultancy

Iraq

Country:	Iraq
Title(s) of the projects:	Addressing Vulnerabilities of Refugees and Host Communities in Five Countries Affected by the Syria Crisis and Supporting highly vulnerable conflict affected women, men, girls and boys residing in or returning to Mosul city through the provision of WaSH services
Operations/activities location:	Mosul, Ninewah, Iraq
Dates of implementation:	Starting date: October 2018 Ending date: April 2019
Time dedicated to the consultancy:	6 months

1. Presentation of the French Red Cross and the Iraqi Red Crescent Society

The French Red Cross (FRC) has been established in the Northern part of Iraq since 2013, more especially in the autonomous Kurdistan Region of Iraq (KRI), being present in both Dohuk and Erbil Governorates, but also in the Ninewah Governorate, where it has been conducting activities in Mosul and Sinjar areas.

Since 2015, the French Red Cross has been supporting the Iraqi Red Crescent Society (IRCS) to implement humanitarian and development activities with a special focus on Water, Sanitation and Hygiene (WaSH), Livelihoods, Education activities.

2. Brief presentation of the project

The French Red Cross (FRC) and the Iraqi Red Crescent Society (IRCS) are jointly implementing several projects in the WaSH sector. Under the framework of the Red Cross Red Crescent movement regional project funded by EU Regional Trust Fund in Response to the Syrian Crisis, the FRC and IRCS are planning capacity building trainings to IRCS staff and volunteers to work in Water Sanitation and Hygiene related responses. Another WaSH project in Mosul City aims to improve WaSH knowledge and good health practices of the affected population through the enhancement and strengthening of IRCS Mosul branch and community mobilization.

Objectives and expected results from the consultancy are to adapt the Children Hygiene and Sanitation Training kit to Iraqi context.

3. Consultancy

3.1 Rationale of the consultancy

Improvement of the knowledge and practices of protective hygiene behaviors among children is a key component of basic health and water and sanitation programs. Because personal hygienic practices are mainly acquired during childhood and because it is much easier to change the behaviors of children than those of adults, it appears extremely relevant to develop a participative hygiene promotion approach targeting the children. Moreover, children can play an important role in the community and especially within their household to promote hygiene. They could become key promoters toward others children as well as toward their family.

3.2 Objectives

The overall mission's goal is to develop a CHAST approach adapted to Iraqi context and endorsed by Iraqi WASH sector and IRCS. Depending on the local contexts, study the feasibility of an adaptation of the kit to the Middle East Region (Iraq, Lebanon, Syria, Yemen, Jordan).

Then the main objective of this consultancy is to develop a participative, interactive and innovative hygiene promotion approach targeting children aged attending primary school. This approach will be piloted in the 5 schools of Mosul.

It can be inspired and should be coordinated with the existing initiatives. It will also include the specifications for creating or adapting IEC materials/tools. Additionally, the consultancy will also include two (2) training for facilitators.

The specific objectives of the study are to contribute to:

- 1) **Adapt existing methodology for Child Hygiene and Sanitation Training**, ensuring:
 - It is adapted to Iraqi context (keeping in mind specificities of different ethnic groups)
 - It is coordinated and enhancing the existing initiatives.
 - It is adapted to both urban and rural schools.
 - It is adapted to primary school children.
- 2) **Specify Information Education and Communication IEC materials needed**, taking into account what already exists and ensuring same constraints mentioned above. The specification phase should be supported by pretesting existing materials with different children groups
- 3) **Identify an artist / graphic designer**, following FRC procurement guidelines and to produce adapted IEC, ensuring testing at each phase.
- 4) **Perform a baseline KAP survey** in pilot schools
- 5) **Pilot the CHAST methodology** in the 5 schools of Mosul identified. Adapt IEC and manual according to results.
- 6) **Prepare and facilitate “Training of Trainers (ToT)”** about the approach and the IEC materials drafted.

3.3 Scope of the consultancy

The approach is intended to be presented to the WASH sector of Iraq and will be piloted by IRCS and FRC in 5 schools of Mosul during the implementation.

3.4 Expected results

The expected deliverables of the study are:

- 1) **CHAST teacher manual** adapted to Iraqi context edited, both in English and Arabic.
- 2) **KAP survey** questionnaire and report pre implementation
- 3) **IEC materials specifications**, related to the methodology developed (ie pictures or existing material with a note on what needs to be changed).
- 4) **Complete set of soft copies of IEC selected and teacher’s manual**
- 5) **Two Training of Trainers** for training facilitators able to implement the methodology.
- 6) **Training report of ToT** including editable presentations, attendance, participants evaluation and report.
- 7) **Debriefing**, with support materials (such as power point presentations, etc.).

4. The consultant

The consultant must provide a direct and clear answer to all the points contained in the terms of reference.

The consultant will closely work with the IRCS and FRC staff. In addition, the consultant will have the opportunity to interact with the partners involved in the program.

Consultant’s Profile

Profile required:

- Background in Social Sciences or similar.
- Proven experience in developing participatory hygiene promotion strategies, experience in developing CHAST will be an asset.
- Strong reporting and editing skills.
- At least 3 years of working experience in rural development projects; experience in Middle East is an asset.

- Fluent in English compulsory
- Speaking and reading Arabic is an asset
- Knowledge of other Red Cross Movement WASH projects is an asset.

5. Methodology

The consultant will carry out the study for approximately 6 months in Iraq.

The consultant is expected to work closely with the French Red Cross members for consultation and approval of each step of the consultancy.

The consultant is also expected to mobilize his/her network and to link with the relevant stakeholders in order to ensure a smooth integration of our hygiene promotion activities within the National Hygiene Promotion Strategy and the national and provincial education plans.

The following are the recommended - but not comprehensive - steps expected from the consultant (details in **Annex 1**):

1. Preparation works
2. KAP Survey
3. Development of CHAST approach and IEC materials adapted to Iraq
4. Training of trainers
5. Presentation of CHAST kit to Iraqi WASH Sector, Ministry of Education, IRCS and Red Cross Red Crescent partners
6. Piloting CHAST
7. Analysis, adjustments and reporting

6. Proposed timing

- **Total length of consultancy: not exceeding 6 months**

Step	Date
Closing of applications	Saturday, September 15, 2018
Shortlisting applications	Thursday, September 20, 2018
Selection of consultant	Wednesday, September 26, 2018
Visa application	Tuesday, October 2, 2018
Arrival in country	Sunday, October 14, 2018
KAP survey	Wednesday, October 31, 2018
Presentation of preparation works	Monday, November 19, 2018
Development of CHAST approach	Monday, December 31, 2018
Training of Trainers	Tuesday, January 15, 2019
Piloting CHAST	Tuesday, January 22, 2019
Presentation CHAST to stakeholders	Friday, January 25, 2019
Analysis, adjustments and reporting	Saturday, March 23, 2019
Departure from country	Saturday, April 6, 2019

N.B: The planning is given as a rough guide. It can be reexamined depending on the circumstances and the methodology. Consultant can organize the planning to have leave days and days working away from Iraq to be agreed with FRC focal point. The intended presence in country should be reflected in the technical offer in the workplan.

7. Organization of the mission (logistics, finance, human resources)

The FRC WaSH delegate will be the focal point for the consultant during the entire mission.

Interactions with FRC Head of Programs based in Erbil and Regional WaSH Advisor based in Beirut are to be planned.

Cost	FRC responsibility	Consultant responsibility
Accommodation in Dohuk	x	
Accommodation in Baghdad	x	
Security rules	x	
Communication costs (phone and mobile internet)		x
Flights to and from Iraq		x
Transport in country by car	x	
Transport Erbil to Baghdad by plane (max 3 return trips)	x	
Visa application process	x	
Visa fees	x	
Transport to Iraq (Erbil)		x
Translator for manual		x
Translator for group sessions		x
Venue renting for ToT	x	
IEC material development costs	x	
IEC material printing costs	x	
Editing CHAST manual in English and Arabic including grammar		x
Additional trips in the region to adapt the kit to Middle East	x	

8. Selection criteria and application procedure

The criteria for the evaluation of the quality of the proposal are:

- Technical quality of the proposed methodology.
- Experience and qualification of the consultant.
- Financial proposal.

The evaluation proposal must include:

- A technical document, stating clearly the evaluation methodology and the work plan of 3 pages maximum.
- A CVs highlighting relevant qualifications and experience.
- A financial document including budget presenting the global cost of the consultancy (covering all expenses for the consultant in USD), requested installments and registration / fiscal number.

Interested candidates are requested to send their evaluation proposal in English in electronic format only with reference "FRC-IQ227_CHAST_Name" to the following email addresses: tender-iraq.frc@croix-rouge.fr

DEADLINE: 15th September 2018 at 8:00pm (Baghdad time)

After the review / screening of the proposals, only short-listed applicants will be contacted by phone or email.

Annex 1: Steps for consultancy

1. Preparation works

It will be facilitated by the preparatory work of compilation and synthesis of available information. The consultant will receive the following project documentation from the FRC:

- Relative FRC project proposals
- CHAST methodology developed in Vietnam and Solomon Islands by FRC
- UNICEF 3 stars methodology
- Lebanese Red Cross school curriculum

The review of the existing documents related to each program will be performed.

The consultant will work with IRCS/FRC staff in the preparation of the visits to schools or stakeholders, trainings, etc.

The possibility to reuse existing materials and/or the need to develop new ones shall be assessed. Contacts with national key stakeholders involved in children hygiene promotion shall ensure that no double work will be done and that the approach developed could also response to the needs of national and/or international institutions and NGO present in Iraq. Among the potential stakeholders to be contacted are WaSH Cluster, Unicef, Iraqi Red Crescent (the list is not comprehensive). Contact with regional or international stakeholders can also be developed if necessary.

Visits to the 5 targeted schools in Mosul will be also done during this phase.

Testing of existing IEC should be done with different groups of children to be able to specify IEC or reuse existing material

☛ The main outcomes are the submission of a summary review of the preparatory work, and an outline of the approach and materials to be developed in stage 2.

2. KAP survey

A Knowledge Attitude and Practice survey is developed and implemented with a representative group of students before CHAST implementation to identify key areas to focus on during the CHAST implementation and measure

☛ The main outcome is a questionnaire and a report on the survey

3. Development of CHAST approach and IEC materials adapted to Iraq

Original CHAST approach and existing related manuals are reviewed. Lessons learnt, and feedback from experiences in others countries are studied.

A logical sequence (the different steps and the logical path between them) is defined as well as the different activities to fit within each step according to the specific context of the targeted population.

Prevailing related strategies and IEC materials produced by either Iraqi national institutions, Red Cross Movement, INGO or UN are carefully reviewed and the potential of their reuse (with or without adaptation) within the defined logical sequence is assessed.

Innovative and appropriate IEC materials are developed (if needed). They should be adapted to rural/urban context and children from 6 to 12 years old. A complete list of material and specifications for new IEC is to be prepared.

Artist / graphic designer is identified according to FRC procurement procedures after testing his / her capacities and evaluating cost of his / her services.

The IEC prepared are verified and tested with children of different groups.

An effective and detailed “Children Hygiene Behavior Changes Strategy and Action Plan”, is developed. It would also include the facilitator’s manual/guidelines. The format of the manual will be based on the one developed in Solomon Islands. For each activity, the followings should be specified clearly:

- Purpose and objective of the activity.
- Timing and organization (when it should be done, who will be doing it, whom it is addressed to, how many persons to participate, by group? how often, etc.).
- The materials needed (furniture, IEC material, teaching equipment).
- The content and course of the activity: “What to do”.
- The methodology: “How to do”.
- The foreseen difficulties that facilitators can face.
- The expected outcome.

Additionally, to the cultural aspects, the activities and materials should be adapted to the targeted age’s ranges of the children. It can be possible to split the target group into groups of different ages or origin consequently to develop different type of activity/material for each group according to their level of knowledge and understanding. The pedagogic approach should also be adapted in consequence.

The overall approach should be interactive and participative.

- Interactive approach: the children have flexibility to choose the activities they want to perform and they have the opportunity to impact the implementation itself (without changing the overall objective of each activity).
- Participative approach: the children themselves “lead” the activities and the process under the guidance and supervision of the facilitator. They are not only taught! They are at the same time the implementers and the beneficiaries.

☞ The main output of this phase will be the CHAST Strategy and Action Plan document, including the manual for facilitator and IEC materials.

4. Training of trainers

The Facilitator’s training will be performed in Mosul for around 20 persons (IRCS/FRC members + school members + stakeholders). This training should include:

- A pedagogical part: present the necessary pedagogic skills to implement participative activities with children.

- A theoretical part: present the basic knowledge required to implement hygiene promotion activities: microbe theory, disease transmission routes and barriers, main water-related diseases.
- A practical part: train the facilitators to the implementation of the approach developed (all activities, M&E).

Training techniques should be participative. Role game, practical exercises, real case study are expected to be used. At the end of the training, a field test should be organized during which master trainers would show how to conduct activities and advise future facilitators.

Depending on needs and consultant's capacities, the ToTs can be focused also on general hygiene promotion, participatory methods and emergency hygiene promotion.

☞ The expected outcome of the training is to have at least 70% of the trainees able to implement children hygiene promotion.

The consultant will provide a report from the training. At least the report will include methodology, attendance sheets, evaluation of the participants (before and after the training).

At least 2 trainings should be organized, the consultant should with FRC determine the contents, duration, audience and dates that can be different from one another

5. Presentation of methodology to IRCS, Ministry of Health, RCRC movement partners and WASH sector partners

Prepare and present an abstract of the methodology and the steps taken to adapt it to Iraqi context. Several presentations can be organized.

6. Piloting CHAST

With the developed IEC and the trained teachers and volunteers, the consultant should launch a piloting phase of the CHAST kit. Number of schools, classes should be adjusted depending on capacity.

7. Analysis, adjustments and reports

A lessons learnt workshop should be conducted with participants to adjust the IEC and manuals.

At the end of the field stage, the consultant will carry out a debriefing meeting at the IRCS/FRC office in Erbil with the FRC WASH Delegate and the FRC Head of Programs + the FRC WASH Regional Advisor by conference call.

☞ The expected outcomes:

- **A lessons learnt report**
- **Complete CHAST kit fine-tuned and ready for final printing**
- **ToT documents adjusted for scale up**
- **Post implementation KAP survey (if time allows)**
- **A report of the consultancy consolidating documents developed and recommendations**