**ACCOUNTABILITY TERMS OF REFERENCE (TOR)**

**SUDAN ACJR 2024 CENTERAL DARFUR STATE**

1. **Introduction**

This term of reference serves as a guideline for Capacity building for Service providers (IN/NGOs staff, line ministries and other Humanitarian actors), based on consultation with them. The TOR provide details including the overview, the purpose, scope, methodology, expected deliverables, time frame, eligibility criteria.

1. **Overview**

As strategic priority action plan and recommendation coming from DRA Project consortium members in order to building capacity for Service providers (IN/NGOs staff, line ministries and other Humanitarian actors/ stakeholders), in certain or thematic topics to develop and improve their knowledge and skills while will contribute in terms of quality services deliver with accountability, transparency, effective and efficient manner.

While the consortium members assigned ACJR partners in Central Darfur, namely CDF and HOPE, to carry out and assess the gap required and identify a specific type of training through a consultative assessment in the area with relevant actors, they came up with some suggested topics such as (AAP, proposal/report writing, monitoring and evaluation, project management). Therefore, after receiving the suggested topics, the team prioritized AAP as the first phase due to resource constraints to cover all in one time, however the rest of the topic will also be considered.

Accountability to Affected People (AAP) is a commitment by humanitarians to use power responsibly: to take account of, give account to, and be held to account by the people they seek to assist. It requires humanitarians to involve people affected by crises in key decisions and processes that impact them, and to have effective communication and feedback channels that engage all affected people, inclusive of their gender, age, disability status and other diversities. Through coordinated community engagement that continuously feeds into humanitarian decision-making, humanitarian action can be more accountable. delivered though Community Engagement, which is the continuous interaction between organizations and communities for mutual, purposeful social and organizational outcomes. In humanitarian action, this includes enabling affected people to meet their different needs, address their vulnerabilities, build on pre-existing capacities and drive programme adaptation through: Systematically sharing timely, relevant and actionable information with communities; Supporting the meaningful participation and leadership of affected people, including those of different sex, age, disability status and other diversities in decision making and feedback systems are in place enabling them to assess and comment on the performance of humanitarian action, including on sensitive matters such as SEA, fraud, corruption and racism and discrimination.

Community Engagement and Accountability to Affected populations (AAP) are core cross cutting components of the strategic plan. It is one of the key pillars of many global initiatives such as the global strategies for Health, Nutrition, Water, Sanitation, and Hygiene (WASH), and other sectors, Ending Violence against Children, community-based protection approaches, etc. These approaches emphasize the key role of community engagement towards improving program outcomes particularly through increased demand for and use of quality services, greater social accountability, and addressing social norms and behavioral determinants.

As part of strengthening this aspect of programming, consortium members wishes to provide technical support to service providers and another stakeholder to strengthen community engagement, AAP through the mainstreaming of AAP throughout project life work. Through specific capacity building effort which will have differing needs for support through training, technical advice and guidance. after address the AAP gaps in capacity through supporting the capacities of I/NGOs, government, CSOs partners and other relevant stakeholders to effectively place community engagement at the center of development and humanitarian work.

The AAP facilitators / trainer will deliver capacity building workshop for trainees in order to promote the integration of accountability, community engagement and two-way communication between people and humanitarian agencies into the Humanitarian Program/ project Cycle, as well as in all phases of development programming to promote accountability, and liaise with AAP Working Group lead for more support.

1. **The purpose of the assignment.**

To strengthen capacity building for Service providers (IN/NGOs staff, line ministries and other Humanitarian actors/ stakeholders).

* **Expected results**

**The training is expected to improve capacity in;**

* Describe some of the key considerations and attributes of accountability to affected populations (AAP) and Participants will gain knowledge and skills.
* build trust between aid workers and beneficiaries, and improve acceptance of the humanitarian community, eventually contributing to increased security.
* To support participants to implement actions that increase their accountability to affected populations in their work as part of the Humanitarian Crisis Response.
* Describe what feedback and response mechanisms are and how they can support accountability to affected populations,
* Identify actions that they and their organization can take to improve their information sharing and establish or strengthen feedback and response mechanisms in their current response.
1. **Scope of the assignment**

the assigned facilitators will be expected to develop the training materials to cover the knowledge and skills areas, through three pillars of AAP: community participations, information sharing and feedback mechanisms; including ways to put these into practice. The training will take a total of 2 days including actual training evaluation and reporting, agreed actions, challenges, learning, recommendations.

1. **Methodology**

The proposed training areas require absolutely practical and participatory methods with techniques suitable for adult learning. Habitat for Humanity will be keen on considering training methods and techniques which are practical, responsive to the needs/ applicable to the context of organization needs and are participatory.

1. **Deliverables**

**The expected to deliver the following outputs;**

The Accountability to Affected Populations AAP and why it is important in humanitarian action broadly and in response to and humanitarian crisis more specifically. It explores, in more detail, three pillars of AAP: community participations, information sharing and feedback mechanisms; including ways to put these into practice. The module provides opportunities for participates to identify actions they can take to increase accountability to the affected populations they are currently working with.

**The course includes two sessions:**

**Session 1:** AAP and community participation - this session defines AAP and examines why it is important and what it entails. It focuses on one pillar of AAP: community participation. The session allows participants to consider community participation in the context of the humanitarian crisis response and identify actions to increase community participation in their current response.

**Session 2:** AAP, information sharing and feedback mechanisms - this session explores two pillars of AAP: information sharing and feedback mechanisms. It allows participants to consider how to effectively implement these pillars to increase their accountability to the affected populations they are currently working with.

Note through the sessions participatory methods will be utilizing and it is expected that learners will participate in discussions and activities in order to deepen their understanding of the concepts that are discussed. Participants will be offered opportunities to share relevant personal experiences and reflections to benefit their own and others' learning.

1. **Timeframe**

Training plan with outline of contents to be share later, covered and proposed participatory methods of delivery aligned to the contents, executive summary, introduction, Purpose, targets learners, topics covered and Training materials / curriculum used for all the training themes.

The training is expected to take 2 days. After training preparation and two days was proposed to cover training topic content. expected commence will be ASAP with agreed date and time indicate later.

1. **Eligibility criteria**
* Minimum 7 years of experience in providing/ conducting training and developing training programs;
* Sound Experience in dealing with the issues of accountability to beneficiaries/ human rights/ training facilitation/ child and Women’s Rights;
* At least 3 master trainers should be enlisted in the pool of trainers;
1. Selection criteria
* 7-10 years proven experience and capacity to develop inter-personal skills, life skills and behavioral assertiveness on accountability and women rights among women in conflict-affected communities.
* Proven capacity to develop practical training guidelines and programme;
* Experience in documentation, reporting and evaluation of training programs.
* Working experience with such previous trainings is a strong advantage;

*“Safeguarding: requires that all employees/stakeholders take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work.  Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation and code of conduct.”*