



## TERMS OF REFERENCE

### E-learning design and development for the Profiling Coordination Training Consultancy Contract

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#### ABOUT JIPS

JIPS – the Joint IDP Profiling Service – is an inter-agency service, which was set up in 2009. Based in Geneva, JIPS is supervised by an Executive Committee (ExCom) comprised of the Danish Refugee Council (DRC), the Internal Displacement Monitoring Centre (NRC-IDMC), the Norwegian Refugee Council (NRC), the Office of the Special Rapporteur on the human rights of IDPs, the Office for the Coordination of Humanitarian Affairs (OCHA), the United Nations High Commissioner for Refugees (UNHCR) and the United Nations Development Programme (UNDP).

Under our 2021-2023 strategy, our mission is *“to advise, support and work with local and national governments, humanitarian and development actors to produce and use agreed-upon displacement data for decision-making and planning. We promote sharing of experience between local and global levels and provide guidance on displacement data processes and their use for evidence-based policies and action.”* We do this by providing technical support to collaborative profiling and advising on other displacement data processes, engaging communities, and strengthening local capacity to inform collective solutions to displacement.

The Service is globally recognized as a neutral broker and a hub for sound and tested tools, frameworks and processes that can effectively facilitate collaborative data and analysis processes and capacity building in internal displacement contexts, with a particular focus on **protracted displacement, durable solutions and urban displacement**. With this work, JIPS is working towards achieving its overall vision/goal where people and their communities are able to progress towards and reach durable solutions to displacement supported by collaborative efforts of governments, humanitarian and development actors that are based on **high quality evidence**. Read more about [JIPS](#).

JIPS is a dynamic team that prioritises innovation, partnership and professional development. It functions according to a set of principles that guide both the content and approach to its work, that include: collaboration, community participation, complementarity, protection-orientation, and transparency.



## ABOUT THE POSITION

### A. BACKGROUND AND OBJECTIVES

Since 2012 JIPS has been regularly delivering the ‘Profiling Coordination Training’ (PCT). As JIPS’ flagship training, it was designed to guide participants through the profiling process, the approach that is promoted and advised for by JIPS to collect, analyse and disseminate data on populations that are affected by internal displacement. Throughout the years, the PCT was adapted by the JIPS team to reflect JIPS’ different strategic periods, the evolution of JIPS’ expertise and generally, the changing working environment in terms of new methodological approaches, policies, frameworks, etc.

Traditionally, the PCT was a 6-day face to face training that was either conducted in Geneva, or in other regions such as the MENA regions, Western Africa, or others. It was designed for colleagues working in government institutions, humanitarian, and development organisations (both NGOs and INGOs) and academics who are working internal displacement in a coordination and technical capacity, such as coordinating data collection exercises, analysing data related to internal displacement, or who are driving forth policies and programmes to support displacement affected populations.

In 2022, the decision was taken by the JIPS team to transform the PCT content and delivery into a blended e-learning training (self- paced learning and live webinars and virtual workshops) to leverage diverse learning modalities, to be able offer a cost efficient alternative to participants that would otherwise not be able to afford to join a face-to-face training and to be able to respond to restrictions put on delivering international trainings due to Covid19.

With the goal to pilot a first version of the virtual PCT in September 2022, JIPS is recruiting for a consultancy to support the design and development of an e-learning environment/ a learning management system for the training.

### TRAINING DETAILS

#### Target audience:

The training is designed for government officials and members of UN agencies, local and international NGOs from the humanitarian and development sector, who are looking to build their operational, technical and coordination competencies related to internal displacement data processes.

Participants need to fulfil one or more of the following criteria:

1. They need to be in a role to coordinate and/or implement any project related to internal displacement and data;

2. They need to be in a position in their organisation to act as catalysts/ multipliers for rigorous and collaborative data collection efforts;
3. Future potential consultants/ profiling coordinators;
4. Colleagues who are interested to learn about collaboration, profiling, etc AND are able to kickstart or influence their environment to work on issues related to internal displacement.

#### **Overall learning objectives:**

1. Building capacities of partners to design and coordinate a collaborative process that will result in the use of data to find solutions to internal displacement;
2. Offering a platform for exchange of knowledge, best practices and to discuss solutions;
3. Equipping participants with a range of approaches for communicating with and coordinating a broad range of stakeholders;
4. Applying a wide array of methodological approaches, tools and frameworks that can directly feed into or help to develop programs, policies and interventions to support displacement-affected populations.

#### **Course length:**

- 6-8 weeks (to be decided with the consultant)
- 6 training modules, each worth of approximately 6 hours of training:
  - 3 hours self-paced learning time of participants digesting e-learning content, including 10 to 15 minutes of recorded video material per module, quizzes, peer-to-peer interactive elements, ... (designed by vendor);
  - Between one and two live sessions per module (worth of 1-3 hours per live sessions, designed by JIPS)

#### **Training content:**

The content of the training will be organised along 6 modules representing the process of collecting data on populations affected by internal displacement:

- 1. Setting the scene and initiating collaboration:**  
What is collaboration and how can it help to find solutions to internal displacement? / What is profiling? / What are the main building blocks that shape up a collaborative process for the generation and use of data?
- 2. Developing objectives and process design:**  
How to establish and support a collaborative structure and environment? / How to develop objectives that match the intended use of data? / What are the steps that help to establish joint objectives and formalise collaboration?

**3. Methodologies for data collection:**

How to develop an agreed upon methodology that reflects the profiling objectives? / Who needs to be involved in the development of a methodology and how to engage them? / What are the key elements of a methodology?

**4. Data collection:**

How can we select the best data collection tool to operationalise the methodology?

**5. Joint Analysis & data validation:**

What are the key steps in a joint analysis process? / How to prepare and clean data for analysis? How to facilitate a joint data analysis and validation process?

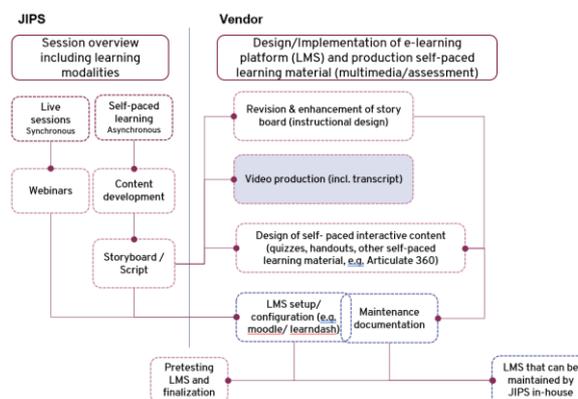
**6. Dissemination & Use of data:**

How can we select the best information product that reflects the objectives and is tailored to each target audience? / (How can we communicate data?) / What can be done strategically to support the use of data?

**TIMELINE AND DELIVERABLES**

Timeline	Milestone
Pre consultancy:	
March – April	Target audience, training objectives, module, and session overview
May – June	Developing session content and storyboards per module
Consultancy period:	
July – August	Design and development of training content
September - October	Roll-out of virtual PCT
November - December	Work plan for training adjustment based on pilot evaluation

In particular, the workflow will consist of JIPS’ work on main elements of the instructional design for the training and a handover to the vendor for the design and development of the e-learning content (see figure below).



## **SCOPE OF WORK**

The consultancy will report to JIPS' head of unit of Information Management & Innovation and will be responsible for

- a) Designing and developing the self-paced e-learning content that will be shared by JIPS, including fact sheets, videos, quizzes, polls and other e-learning material;
- b) Configuring and designing the selected e-learning platform. JIPS will choose an e-learning platform for the course upon consultation with the vendor, however, the vendor should provide suggestions for an e-learning platform that follows the specifications as indicated in Annex A – 'E-learning platform specifications'. The e-learning platform needs to be adjustable and extendable to future JIPS e-learning efforts.
- c) Proposing a workplan for training adjustment based on the evaluation of the piloted training.

The consultancy will work in close collaboration with the JIPS team.

The consultancy is a full-time home-based assignment and is to be delivered in a package.

## **DELIVERABLES**

- Design of all self-paced learning training material
- Configuration of the e-learning platform
- Workplan for further training adjustment after pilot evaluation

## **B. LOCATION OF WORK**

The work will be home based.

## **C. EXPERTISE AND QUALIFICATION**

Following qualifications are required:

- Proven track-record of designed interactive trainings, including technical and design elements
- Experience in working with international humanitarian or development organisations in capacity or training development
- Ability to meet proposed deadline

## **D. CONTRACT ARRANGEMENT**

**Contract type:** Consultant



**Contract length: Starting in mid June, 6 months**

**PCT pilot roll-out initial session: September 15, 2022**

The vendor shall provide costing and estimated workdays for the following work packages:

**Instalments:**

The vendor will be paid in two instalments: Instalment 1 (half of the agreed upon budget) will be paid upon successful pretesting of the e-learning platform by 31<sup>st</sup> August, instalment 2 will be paid at the end of the contract (second half of the agreed upon budget).

**Implementation period:** from 01 July 2022 to 31 December 2022

**For questions regarding the TOR, please contact: [sylvana.maluje@drc.ngo](mailto:sylvana.maluje@drc.ngo)**

**APPLICATION**

Please see the RFP Invitation Letter in the tender package

**ANNEX:**

Annex F: E-learning platform specifications