



Scope of Work for Consultant:

Revision and Enhancement of the 'Unlocking Inclusive Education in Emergencies' Learning Tool

Title:	Revision and Enhancement of the 'Unlocking Inclusive Education in Emergencies' Learning Tool Content
Client Organisation:	Inclusion International
Location:	Remote, with virtual coordination meetings
Duration:	12 days in November 2023, 3 days in January 2026
Deliverable Deadlines:	Deliverable 1 due November 9, 2025 Deliverable 2 due November 30, 2025 Deliverable 3 due January 30, 2026

Background

The [Unlocking Inclusive Education in Emergencies learning tool](#) was launched for pilot testing on April 30th, developed by Inclusion International, the International Disability Alliance, and others. This resource aims to build the understanding of inclusive education among humanitarian actors and support them in delivering inclusive and equitable education systems for all children, including those with disabilities. The tool is rooted in key frameworks such as the UN Convention on the Rights of Persons with Disabilities (CRPD) and the IASC Guidelines on the Inclusion of Persons with Disabilities in Humanitarian Action.

Following the pilot phase, feedback has been collected. This consultancy is required to integrate this feedback to strengthen the tool's content, clarity, and practical applicability, ensuring it remains an authentic resource co-designed with the OPD perspective.

Objectives of the Consultancy

The primary objective is to revise the existing pilot content of the *Unlocking Inclusive Education in Emergencies* learning tool based on collected feedback, preparing it for final distribution, while ensuring that the core principles of disability inclusion and the role of OPDs are retained.

The consultant will specifically address the following feedback points through revision and content enhancement:

1. **Enhance Clarity and Accessibility:** Revise the tool's language and structure to be less wordy and more accessible, making it easier for humanitarian actors to use.
2. **Increase Action-Oriented Guidance:** Integrate more practical, action-oriented guidance throughout the resource, moving beyond conceptual principles to equip humanitarian actors to “feel confident to act inclusively” in complex contexts. The tool currently includes practical steps for planning, implementation, and evaluation and requires additional scenarios and step-by-step guidance to help learners contextualise the CRPD.
3. **Develop OOSC Self-Assessment sections:** Design and implement new learning exercises or scenarios specifically tailored to help users identify pathways to reach **out-of-school children (OOSC) with disabilities** for their inclusion in school, even in emergency settings.
4. **Maintain OPD Perspective:** Provide support to ensure the tool remains usable for humanitarian actors while rigorously maintaining its essential OPD perspective, acknowledging that OPDs are critical partners in inclusive EiE and basing the content on the CRPD.

Scope of Work and Key Deliverables

The work is divided into two primary phases, structured around the November review deadline and the post-January national piloting events in Colombia and Niger.

Phase 1: Content Revision and Internal Review

Timeline: November 1 - November 30, 2025

Task	Description
1. Review & Planning	Review the existing pilot version of the tool (which covers Understanding Inclusive Education, Inclusive Education Frameworks, Implementing Inclusive Education in Emergencies, and an Inclusion Scorecard/Action Plan) and thoroughly analyze the compiled pilot feedback. Develop a comprehensive revision plan detailing how the four core objectives will be met.
2. Content Simplification	Edit the narrative content across all sections to improve readability and reduce wordiness, making the resource easier to navigate and use.
3. Action Guidance Integration	Systematically integrate action-oriented guidance, checklists, and practical steps, especially within the 'Implementing Inclusive Education in Emergencies' section (Section 3). This must reflect key action points found in essential resources like the IASC Guidelines.
4. OOSC Self-Assessment Development	Draft and incorporate new learning questions, exercises, or scenarios aimed at challenging assumptions and helping users identify barriers and strategies for reaching and including out-of-school children with disabilities.
5. OPD Integrity Check	Ensure all revisions align with the core message that OPDs are essential partners and thought leaders, not just beneficiaries, in humanitarian response.
Deliverable 1:	Detailed Revision Plan (Within the first week of engagement).
Deliverable 2:	Revised Content Draft 1 (Must be submitted by the end of November for internal review).

Between Phase 1 and Phase 2, the completed draft will be reviewed by organisations of persons with disabilities and other content experts to identify any final issues to be addressed.



Phase 2: Final Implementation and Tool Finalization

Timeline: January 2025

Task	Description
6. Integration of National Feedback	Be available in January 2025 to receive and implement final feedback following national piloting events planned in Colombia and Niger.
7. Final Content Production	Finalize all content revisions, ensuring seamless integration of the new self-assessment exercises and streamlined guidance across the tool's 4 sections.
Deliverable 3:	Finalized Learning Tool Content (Ready for digital production and launch).

Criteria for Selection of the Ideal Candidate

As this role requires specific technical expertise in a niche field and must uphold the fundamental principle of disability inclusion led by OPDs, candidates will be evaluated based on the following criteria:

A. Essential Expertise and Knowledge

CRITERIA	RATIONALE
1. TECHNICAL EIE EXPERTISE	Demonstrated experience working in or advising on Education in Emergencies (EiE) programming, with specific experience in on-the-ground delivery of EiE
2. INCLUSIVE EDUCATION MANDATE	Deep technical knowledge of inclusive education principles, particularly those related to children with disabilities, as articulated in the UN Convention on the Rights of Persons with Disabilities (CRPD) , General Comment 4 on Inclusive Education, and the IASC Guidelines on Inclusion .
3. OPD PARTNERSHIP	Proven commitment to and experience in partnering meaningfully with Organisations of Persons with Disabilities (OPDs) in the design and delivery of



humanitarian projects. Understanding that inclusion is a matter of rights, not charity.

B. Relevant Skills and Experience

CRITERIA	RATIONALE
4. CONTENT DESIGN AND CLARITY	Strong experience in developing accessible, practical, and user-friendly learning materials or guidance for a humanitarian audience. Must be able to revise technical language to be "less wordy and easier to use".
5. ACTION-ORIENTED DEVELOPMENT	Demonstrated ability to translate complex policy frameworks (like CRPD or IASC Guidelines) into action-oriented steps and practical guidance for field staff.
6. ASSESSMENT TOOL DEVELOPMENT	Experience developing interactive learning tools, self-assessment exercises, or scenarios to foster critical reflection and action planning (e.g., similar to the existing Inclusion Scorecard and Action Plan modules).
7. CONTEXTUAL UNDERSTANDING	Familiarity with the challenges faced by children with disabilities in emergency contexts and knowledge of multi-country programming, specifically relating to contexts like Colombia and Niger, where final piloting events will occur.

C. Availability and Logistical Requirements

CRITERIA	RATIONALE
8. TIMELINE ADHERENCE	Availability and commitment to submit the initial revised draft by the end of November 2024 .
9. POST-PILOT AVAILABILITY	Confirmed availability during January 2025 to implement final feedback following the national piloting events.

Application Process

To apply for this consultancy, please forward a copy of your CV and a cover letter to Federica Settimi at fede@inclusion-international.org.

Cover letters can be addressed to Federica Settimi, Programme Manager for Inclusive Education.

Please ensure that your consultancy day rate and your availability in November 2025 and January 2026 for the assignment are noted in the cover letter.

The deadline to apply is 11:59pm CET on Thursday, October 30th.

Please copy olivia@inclusion-international.org and kimber@inclusion-international.org on the submission of your application.