

Terms of Reference (TOR)
Age, Gender, and Diversity (AGD) & Protection Consultant

Type:	Consultancy Service
Skilled Labour:	Age, Gender, and Diversity (AGD) & Protection Consultant
Qualification:	Extensive experience in gender inclusion, protection mainstreaming, and AGD principles in humanitarian and development programming. Proven track record in facilitating workshops and training sessions for NGOs and local partners, with strong knowledge of protection standards and safeguarding.
Task Description:	A concise inception report summarizing the desk review and key AGD gaps. A bilingual workshop package with tools, session summaries and staff-tested adaptations, plus an AGD integration recommendation document.
Organization:	Deutsche Welthungerhilfe e.V. (WHH)
Project Number:	IRQ-1086 and IRQ-1094
Project Location	Ninewa and Diyala
Workplace:	Training hall for the days of the workshop
Duration	Short-term assignment (June 2026, 9 days (3 days inception, 4 days of workshop preparation and delivery, and 2 days recommendation document)
Payment:	Based on completing the deliverables
Starting Date:	2-June 2026

1. Background

Deutsche Welthungerhilfe e.V. (hereafter: WHH) is a German private, non-profitmaking, politically independent and non-denominational relief organization, which supports people living in deprivation and poverty, irrespective of the color of their skin, their religious beliefs, or their worldview. WHH is working in the fields of development cooperation and humanitarian aid, relief aid, rehabilitation, and reconstruction. The Iraqi offices of WHH are based in Erbil and Duhok in KRI and Sinjar in Ninewa government, and WHH has been registered as an INGO in KRI since February 2015 and in Iraq since June 2018.

Welthungerhilfe (WHH) Iraq seeks a qualified consultant to provide technical capacity building and strategic guidance for two projects funded by the German Federal Ministry for Economic Cooperation and Development (BMZ). These projects are implemented by local partners in the Ninewa and Diyala governorates and aim to strengthen community resilience through social cohesion, peaceful coexistence, and sustainable livelihood interventions, such as climate-adaptive agriculture and vocational training.

As the lead organization, WHH Iraq oversees project implementation and provides comprehensive technical support to its local partners. To ensure these interventions meet international standards of

inclusivity and protection, WHH requires a consultant to address challenges related to Age, Gender, and Diversity (AGD) and protection mainstreaming. The goal is to integrate AGD and protection principles throughout the project cycle to reach and safeguard the most vulnerable groups in conflict-affected communities.

Current challenges observed among partners and staff include limited knowledge of AGD frameworks, inconsistent application of inclusion principles in project design, and gaps in safe targeting of vulnerable groups. Disability inclusion and culturally sensitive approaches remain underdeveloped, while feedback and complaints mechanisms are not consistently understood or applied. In some contexts, prevailing social norms and cultural practices can hinder safeguarding and protection mainstreaming, requiring tailored guidance and capacity building to ensure interventions are both inclusive and contextually appropriate.

2. Objective of the Consultancy

The consultancy has two primary objectives:

1. **Technical Training:** Facilitate a 3-day intensive workshop for WHH Iraq program and two partners staff on the practical application of AGD and protection mainstreaming within the context of social cohesion and livelihoods.
2. **Best Practices and Recommendations Documentation:** Develop a Recommendations and Best Practices document to guide the integration of AGD and protection principles across all phases of the project cycle.

3. Scope of Work and Key Responsibilities

Task 1: Evidence-Based Desk Review (Inception)

- Review project logframes, reports, and partner SOPs through an AGD and protection lens.
- Analyze the practical application of AGD-informed protection mainstreaming in the two projects, including how age, gender, disability and youth-related considerations are reflected in participation, access, safety and program delivery. The consultancy should also consider safeguarding and relevant PSEA-related implications insofar as they affect safe and inclusive implementation and partner practice, without turning the assignment into a full safeguarding systems review.
- Identify insights from current program data to customize training materials and address specific implementation challenges faced by partners.

Task 2: Capacity Building & Workshop Facilitation

- Conduct a 3-day intensive workshop in Erbil for partner staff and WHH technical teams on integrating AGD and protection principles into program design, implementation and evaluation (draft agenda and facilitation approach as part of the inception phase). The workshop will host 10–15 participants, including WHH program staff and staff from both partners, and will be delivered in English with the trainer able to explain in Arabic as needed. Facilitate training on specialized guidelines and tools for mainstreaming age-sensitive, gender-responsive, and protection-focused approaches., such as inclusive targeting, safe participation, disability inclusion, referral and feedback pathways, and integration into activity design and implementation

- Lead participatory sessions to analyze insights generated by participants, ensuring recommendations and tools are culturally appropriate, conflict-sensitive, and operationally feasible for Ninewa and Diyala.

Task 3: Development of Recommendations Document

- Produce a concise, action-oriented recommendations note for integrating AGD and protection into program design and implementation. The document will prioritize actions, assign clear responsibilities, set realistic next steps and timelines to guide immediate implementation and follow-up. Create/adapt practical guidelines and tools for inclusion, focusing on youth engagement, disability inclusion, and safeguarding in field-level activities.
- Develop a brief monitoring and follow-up framework, including practical indicators and tools to ensure AGD data inform continuous program adaptation and learning.

4. Selection Criteria

Consultants will be assessed based on a combined evaluation of their financial offer, relevant experience, and technical quality.

- **Financial Proposal (40%)**
 - Price will be determined by comparing each offer with the lowest priced offer received. The lowest financial offer will receive the maximum score of 40 points. Other offers will be scored proportionally against the lowest-priced offer
- **Relevant Previous Experience (10%)**
 - Each consultant is required to provide evidence of relevant previous experience by submitting their CV, references and evidence of similar assignments, such as contracts or completion certificates. Each verified relevant contract will be awarded one point, up to a maximum of 5 points.

Written technical proposal and methodology note (30%) Provide a concise proposal (max 4 pages) outlining understanding of the assignment, methodology, workplan, key deliverables, risk mitigation, and a brief budget rationale. Attach CV(s) of proposed personnel and two references. Evaluation criteria: clarity of approach, feasibility, contextual fit, quality of deliverables and value for money.

- **Technical interview (20%)**
 - Shortlisted bidders will be invited to an interview to assess facilitation capacity, depth of technical expertise, ability to adapt methods to the local context, team roles and timelines, and responsiveness on the written proposal. The interview score contributes 20% of the total.

5. Requirements and Competencies

Technical Qualifications

- Academic Background: Advanced university degree (Master's or PhD) in Law, International Relations, Social Sciences, or a related field.

- **Professional Experience:** A minimum of 8 years of demonstrable experience in Age, Gender, and Diversity (AGD), Protection Mainstreaming, or Social Inclusion within Iraq and/or the Middle East.
- **Sector Expertise:** Proven track record in providing technical oversight for programs involving social cohesion, livelihoods, and youth leadership in conflict-affected environments.
- **Language Proficiency:** Full professional proficiency in English and Arabic (written and spoken) is mandatory. The ability to deliver high-quality technical reports in English is essential. Arabic is a plus as some explanation may be needed in Arabic.

Core Competencies & Logistics

- **Thought Leadership & Coordination:** Ability to participate in high-level meetings with WHH and implementing partners to provide strategic clarity on technical oversight and engagement issues.
- **Strategic Communication:** Strong facilitation skills with the ability to present complex AGD frameworks to both field-level staff and Senior Management Teams across the three organizations.
- **Analytical Sense-Making:** Expertise in translating field insights and project data into actionable recommendation that are culturally sensitive and operationally feasible.
- **Physical Presence in Erbil:** The consultant must be based in or able to travel to Erbil to facilitate the 3-day workshop in person.

Ethical Standards & Integrity

- **Confidentiality:** Must maintain the highest ethical standards when handling project-sensitive information, ensuring data security and strict confidentiality in line with WHH regulations.
- **Protection Principles:** Deep understanding of the "Do No Harm" principle and safeguarding standards, especially concerning minorities and marginalized groups in Ninewa and Diyala.

6. Confidentiality

All outputs, reports, and data produced during the consultancy will remain the property of WHH and must be treated as confidential. No information related to project beneficiaries or stakeholders may be shared externally without WHH's written consent.

7. WHH Responsibilities

Ensure effective stakeholder engagement and partner coordination, while providing logistical support for the consultancy activities, such as participant list, venue, relevant project documents, printing/materials and focal point support.

8. Reporting Line

The consultant will report directly to the WHH Iraq Program Manager and will hold regular meetings with the Program Manager to discuss the design.

9. Payments:

Payments will be made in IQD via bank cheque against WHH's approval of deliverables and receipt of an invoice. Payment schedule: 25% upon approval of the inception note; 50% upon preparation and delivery of workshop materials and completion of the workshop; 25% upon approval of the recommendation's best practices document.

10. Documents to be Submitted with the Quotation:

- CV of the consultant
- Financial offer
 - a. Reference for three previous assignments
 - b. Work sample of previous tasks (Ex: SoP, Training materials, etc.)