

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 within humanitarian and development programming. • Proven track record in facilitating participatory workshops, lessons-learned sessions, and capitalization exercises 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-1092
Project Locations	Ninewa, Duhok, Erbil, Sulaymaniyah and Halabja
Workplace:	Erbil
Duration	Short-term assignment (October 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:	11-October 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 a project funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), supported by GIZ Iraq and implemented in partnership with DRC. These projects are implemented in the Ninewa, Duhok, Erbil, Sulaymaniyah and Halabja governorate and aim to improve life conditions, decent and sustainable income generation opportunities, and the

inclusivity of the policy environment for refugees, IDPs, returnees and marginalized groups in the Kurdistan Region of Iraq (KRI) and Ninewa governorate.

To ensure interventions adhere to international standards of inclusivity and protection, WHH requires a consultant to an Age, Gender, and Diversity (AGD) and protection mainstreaming capitalization and lessons-learned exercise. The objective is to critically reflect on past and ongoing programming, capture key achievements and challenges, and consolidate practical lessons. This process will generate actionable recommendations to systematically embed AGD and protection principles across the project cycle, ensuring future interventions effectively reach and safeguard the most vulnerable groups in the 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. 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. **Facilitate a Participatory Capitalization & Capacity-Strengthening Workshop:** Facilitate a 3-day workshop for WHH Iraq program and two partners staff to review, analyze, and capitalize on experiences in applying AGD and protection mainstreaming within the context of social cohesion and livelihoods.
2. **Consolidate Lessons Learned and Actionable Guidance:** Synthesize findings from the review and workshop into a practical Capitalization & Best Practices Document, outlining operational lessons, identified gaps, and contextualized recommendations to guide AGD and protection integration across all phases of the project cycle.

3. Scope of Work and Key Responsibilities

Task 1: Evidence-Based Desk Review (Inception)

- Review project logframe, and reports through an AGD and protection lens.
- Analyze the practical application of AGD-informed protection mainstreaming in the project, 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: Workshop Preparation & Facilitation

- Facilitate a 3-day in person workshop in Erbil for 10-15 participants, comprising WHH program staff and key team members from partners in the project locations. The workshop will be delivered in English with the facilitator providing Arabic explanation as needed.
- Lead participatory sessions to review and analyze existing project practices, operational challenges faced in the field, and extract practical lessons learned. Insights generated by participants, ensuring recommendations and tools are culturally appropriate, conflict-sensitive, and operationally feasible for project locations.

Task 3: Capitalization Report & Actionable Guidance Development

- Draft a Practical Capitalization & Recommendations Report: Consolidate findings from the desk review and workshop into a concise, action-oriented document detailing key lessons learned, operation gaps, and prioritized recommendations for integrating AGD and protection into project cycle.
- Provide Contextualized Tools & Checklists: Adapt or provide 2–3 brief, user-friendly field tools/checklists focused on key operational priorities (e.g., inclusive targeting criteria, disability inclusion checklist, safe referral pathway).
- Develop a brief monitoring and follow-up framework, including practical AGD sensitive 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 (20%)**
 - 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 (20%)**
 - 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.)
- Technical proposal