



Terms of Reference (ToR)

Training of Trainers (ToT) Lead – Disability-Inclusive Disaster Risk Reduction (DiDRR)

1. Background

The greatest global challenge of the 21st century is adapting to the consequences of climate change and associated extreme weather events. In particular, the region of south-eastern Africa is increasingly affected by extreme weather events such as prolonged droughts, heavy rainfall, floods, and cyclones, each of which is increasing in intensity and frequency, due to the intensifying El Niño-Southern Oscillation (ENSO) phenomenon. In addition, these countries are in a tense economic and socio-political situation, which in turn exacerbates food and income insecurity (up to recurring hunger crises) for the population in the region, whose livelihoods are largely dependent on subsistence agriculture.

The Sendai Framework for Disaster Risk Reduction (2015), the Paris Agreement (2016) and other internationally recognised guidelines and guidance (see IASC, ECHO) highlight the importance of the inclusion of persons with disabilities in humanitarian aid, disaster risk reduction and climate change adaptation.

However, there is often a lack of appropriate translation into national guidelines and national action plans as well as their practical implementation. In addition, persons with disabilities and their representative organizations are often not included in the corresponding policy processes at national level and thus do not have the opportunity to adequately address and introduce their concerns. Representative organizations for persons with disabilities often lack the necessary capacities to enter dialogue with highly technical and scientific disaster risk reduction and climate change adaptation institutions and organizations. Bringing these actors together is critical, as it can support to close advocacy gaps both at national and regional level, through exchange and networking.

2. Introduction

Southern Africa Federation of the Disabled (SAFOD) is a leading disability-focused network engaged in coordination of activities of organizations of Persons with Disabilities in the Southern Africa region. SAFOD plays a huge role in influencing policies at a regional level and also building the capacity of the national OPD's in advocacy to ensure that they advocate for the inclusion of persons with disabilities in DRR policies in their respective countries.

SAFOD is currently implementing a project in South-Eastern Africa, on Disability Inclusive Disaster Risk Reduction (DiDRR) in collaboration with Christian Blind Mission (CBM), an international Christian development organization, committed to improving the quality of life of persons with disabilities in the poorest communities of the world. The project is implemented with five local partners, Adventist Development and Relief Agency (ADRA) and Zambia Federation of the disability organisations, (ZAFOD) in Zambia, Regional Psychosocial Support



Initiative (REPSSI) and Federation of Organisations of disabled people in Zimbabwe (FODPZ) in Zimbabwe. The two countries were selected primarily because of their similar vulnerability profiles to extreme weather events (drought, floods, cyclones) and the long-term consequences of climate change.

The objective of the project is to contribute to reducing the increased risk of persons with disabilities in climate change-related disasters by strengthening inclusive disaster risk reduction processes and climate change adaptation processes.

Organisations of Persons with Disabilities (OPDs) play a critical role in advocating for the rights and inclusion of persons with disabilities in disaster risk reduction (DRR) policy, planning, and implementation. However, despite their central role as rights holders and advocates, many OPDs at regional, national, and local levels continue to face capacity constraints that limit their effective participation and influence in DRR decision-making spaces.

At the regional level, OPDs are increasingly engaging in DRR and climate resilience platforms yet often lack harmonized technical knowledge on Disability-Inclusive Disaster Risk Reduction (DiDRR) and structured advocacy tools to influence regional policy processes and cross-border learning. At the national level, OPDs are frequently consulted in DRR processes but are not always equipped with the technical expertise required to meaningfully engage with government institutions, disaster management agencies, and humanitarian actors. At the local and community levels, OPDs remain closest to persons with disabilities and are well positioned to drive inclusive preparedness, response, and recovery efforts; however, their capacity to translate national and regional commitments into community-level action remains limited.

It is against this background that the Southern Africa Federation of the Disabled (SAFOD) will commission a qualified Trainer to design and conduct a Training of Trainers (ToT) on Disability-Inclusive Disaster Risk Reduction (DiDRR). The ToT will specifically target Organisations of Persons with Disabilities (OPDs) at regional level, and national level, in Botswana, Zimbabwe, and Zambia, with the aim of strengthening their technical capacity, advocacy skills, and ability to cascade inclusive DRR training and advocacy within their respective countries and across the region.

The Training of Trainers (ToT) is therefore intentionally designed as a strategic investment in sustained and inclusive DRR advocacy. By equipping OPD representatives with advanced DiDRR knowledge, advocacy skills, and training facilitation competencies,

The ToT approach ensures that OPDs are not only beneficiaries of capacity building but are positioned as trainers, advocates, and change agents. Trained OPD trainers will be able to deliver context-specific DiDRR trainings, support community-level awareness and preparedness initiatives, and sustain disability-inclusive DRR advocacy beyond the project period.

By strengthening OPD capacity across multiple levels, the ToT directly contributes to the institutionalization of disability-inclusive DRR and reinforces a bottom-up and top-down



advocacy model. This approach supports the long-term sustainability of inclusive DRR efforts and aligns with the principles of the Sendai Framework, particularly the recognition of persons with disabilities and their representative organizations as key stakeholders and agents of change.

3. Scope of Work

Specific objectives of the ToT:

- Strengthen OPD representatives' knowledge and understanding of Disability-Inclusive Disaster Risk Reduction (DiDRR), including relevant international, regional, and national DRR frameworks.
- Build the capacity of OPDs to integrate disability inclusion across all phases of the disaster risk management cycle (prevention, preparedness, response, and recovery).
- Enhance participants' skills in adult learning methodologies, training design, and facilitation to enable effective cascading of DiDRR training.
- Strengthen OPDs' advocacy skills to engage with government institutions, humanitarian actors, and DRR platforms at local, national, and regional levels.
- Equip participants with practical tools to plan, deliver, monitor, and evaluate DiDRR trainings within their own organisations and networks.

Expected Outcomes of the Training of Trainers (ToT)

As a result of the ToT:

1. OPDs in Botswana, Zimbabwe, and Zambia demonstrate increased technical competence to influence DRR policies, plans, and programmes through a disability-inclusive lens.
2. A pool of trained OPD trainers is established at regional, national, and local levels, capable of independently delivering DiDRR trainings and advocacy initiatives.
3. Disability inclusion is more systematically integrated into DRR advocacy, planning, and coordination mechanisms in the three target countries.
4. OPDs engage more effectively and confidently with government and humanitarian stakeholders, resulting in stronger representation of persons with disabilities in DRR decision-making processes.
5. Knowledge and good practices on DiDRR are cascaded to grassroots OPDs and communities, contributing to improved preparedness and resilience of persons with disabilities.

The ToT Trainer will be responsible for the following:

4.1 Training Design and Preparation

- Conduct a rapid training needs assessment (desk review and consultations with the project team).
- Develop a comprehensive **ToT curriculum and training manual** on DiDRR.



- Prepare accessible training materials (presentations, handouts, case studies, group exercises).
- Integrate participatory, rights-based, and inclusive adult-learning methodologies.
- Ensure materials are aligned with the Sendai Framework and regional DRR priorities.

4.2 Training Delivery

- Facilitate the Training of Trainers (in-person).
- Facilitate practical sessions
- Promote peer exchange and experience sharing among participants.

5. Expected Deliverables

The consultant will produce the following deliverables:

1. Inception report outlining methodology, workplan, and training approach.
2. DiDRR Training of Trainers curriculum and training manual.
3. Accessible training materials (presentations, exercises, and tools).
4. Delivery of the ToT workshop.
5. Post-training report including participant feedback, outcomes, and recommendations.

4. Duration of the Training

The Training of Trainers (ToT) on Disability-Inclusive Disaster Risk Reduction (DiDRR) will be conducted over a period of **two (2) days**.

5. Reporting and Coordination

The consultant will report to the **Director of Programmes** work closely with the project team and partner organisations.



6. Required Qualifications and Experience

The trainer should have:

- A master's degree in disaster risk reduction, disability studies, development studies, social sciences, humanitarian studies, or a related field.
- Demonstrated expertise in Disability-Inclusive Disaster Risk Reduction (DiDRR).
- Proven experience in designing and facilitating Training of Trainers (ToT) programmes, preferably targeting OPDs or civil society organisations.
- Strong knowledge of the Sendai Framework for Disaster Risk Reduction and rights-based, inclusive development approaches.
- Experience working with Organisations of Persons with Disabilities (OPDs), government institutions, and humanitarian actors.
- Excellent facilitation, communication, and analytical report-writing skills.
- Experience working in Southern Africa will be an added advantage.

7. Ethical Considerations

The consultant must uphold principles of inclusion, accessibility, non-discrimination, and respect for diversity. Training processes and materials must ensure meaningful participation of persons with disabilities

8. Application for Consultancy

Interested candidates should submit a financial proposal with estimated costs and a technical proposal. The technical offer should include the following:

- Brief description of the understanding of the assignment.
- a proposed approach.
- a detailed work plan, including time schedule and tasks.
- Detailed CV and references of similar assignments (as annexes).



9. SELECTION PROCESS

Applications will be evaluated based on:

- Relevant qualifications and experience.
- Understanding of the scope of work.
- Quality and feasibility of the proposed work plan.
- Previous experience and sample work.

Applications should be submitted to procurement@safod.net by **1st March 2026**.

Only short-listed candidates will be contacted.



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Description



Deliverable	Description	Expected outcome
Inception meeting with SAFOD	Present inception report and a detailed work plan including ToT content, training agenda,	Alignment on training content, methodology, and participant needs. Structured, feasible, and inclusive ToT workplan approved by SAFOD
Review & Integration	Review and integrate feedback from SAFOD	Approved inception report, workplan and training content by SAFOD team
Develop draft Curriculum & Materials	Consultant to develop ToT curriculum and or training manuals, prepare materials in accessible formats, (training materials, handouts, and tools) Develop pre and post training assessments	Finalized ToT curriculum, training manual, and materials
Submit draft curriculum & materials to SAFOD for review	The consultant will submit draft curriculum & materials to SAFOD for review and inputs	Draft curriculum & materials
Review & Integration	Review and integrate feedback from SAFOD	A revised and approved ToT curriculum and workplan ready for delivery by SAFOD team
ToT Delivery	Conduct 3-day Training of Trainers workshop Facilitate all technical and practical sessions Ensure participation and inclusion of OPDs at all levels	Completed 3-day ToT workshop; participant



		attendance list, photos, and session reports
Post-Training Support & Reporting	Develop and submit final TOT report including lessons learned, recommendations	Final consultancy report submitted to SAFOD; replication plans included.

