



TERMS OF REFERENCE

External services for the planning and facilitation of a wellbeing retreat in Western Ukraine

Background

At the outbreak of the Ukraine crisis in February 2022, the ActionAid Federation launched a regional humanitarian response to support affected communities, led by Alianza por la Solidaridad-ActionAid Spain (Alianza-AA SP) and the federation's International Humanitarian Action and Resilience Team (IHART). Since then, the Ukraine regional response team has been working with partners in Ukraine, Poland, Romania and Moldova to provide humanitarian aid and assistance to those impacted by the crisis. The team's efforts have been focused on providing essential services and supplies to the affected communities.

Through the present TORs, Alianza-AA SP and IHART are seeking an external service to plan and facilitate a two-day wellbeing retreat in Western Ukraine, which is initially set to take place during the week of 9-13 October 2023. The wellbeing retreat will engage approximately 15 members of the Ukraine regional response team from different backgrounds who have been at the forefront of the crisis response, as well as members of Alianza-AA SP's team supporting the response in a desk capacity. The retreat will provide an opportunity for them to reflect on their wellbeing, promote self-care and resilience among staff members, and build positive team dynamics and communication.

Objectives

The objectives of the wellbeing retreat are to:

- Provide a safe and supportive space for staff members to reflect on their wellbeing.
- Facilitate activities that promote physical, emotional, and mental wellbeing.
- Share tools and techniques that can be adopted to promote staff wellbeing on a day-to-day basis.
- Foster team building and strengthen relationships and communication among staff members both during the wellbeing retreat and on a day-to-day basis.
- Promote self-care and resilience among staff members.

Scope of Work

The external service will be responsible for the following:

- Developing a detailed plan and methodology for the retreat, including activities and schedule. This may be complemented by outdoors or leisure activities organised by Alianza-AA SP.
- Facilitating activities and sessions during the retreat.
- Identifying necessary equipment and materials for activities and sessions.

Alianza-AA SP will be responsible for:

- Identifying and securing a suitable venue for the retreat.
- Handling all logistics related to transportation, accommodation, and catering for participants, including the external service provider.
- Ensuring the availability of necessary equipment and materials for activities and sessions.
- Organising any complementary outdoors or leisure activities.

Deliverables

The external service will be expected to deliver the following:

- A detailed retreat plan, including methodology, activities and schedule, no later than 10 days prior to the start of the retreat.
- A final report summarising the retreat, including feedback from participants, within 30 days of the end of the retreat.

Timeline

- Proposal due date: September 17, 2023
- Contract awarded: September 18, 2023
- Detailed retreat plan due: September 29, 2023
- Wellbeing retreat dates: October 9-13, 2023
- Final report due: November 13, 2023

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the proposed individual/team.
- Understanding of the objectives and scope of the retreat.
- Proposed methodology for promoting the staff wellbeing and positive team dynamics and communication.
- Creativity and feasibility of proposed activities and sessions.
- Clarity and organization of the proposed plan and budget.
- Understanding of working with people who are living/working in a conflict zone and who may have been personally affected and have been through traumatic experiences.
- Proposed timeline and ability to carry out the consultancy within the given dates.

Financial offer

The financial offer for the abovementioned services should include all costs related to the travel of the external service provider to Western Ukraine, their accommodation and subsistence during the retreat, and any taxes, if applicable.

How to apply

Applications should consist of a technical and a financial offer, in the format of the service provider's choice.

The technical offer should include a brief overview of the methodologies, tools and techniques that will be used to promote staff wellbeing, and positive team dynamics and communication during and after the retreat. It should also include the CV(s) of the person(s) who will lead the planning and facilitation of the event.

The financial offer should be broken down as much as possible, indicating the cost of the external services to plan, facilitate and report on the two-day wellbeing retreat, travel and accommodation and subsistence costs to/in Western Ukraine, taxes, and any other relevant costs.

Offers should be sent by e-mail by **23:59 on 17 September 2023**, with the subject “*Offers for the planning and facilitation of a wellbeing retreat in Western Ukraine*”, to the following address: kirsten.sutherland@actionaid.org and laura.giron@actionaid.org.

Alianza por la Solidaridad-ActionAid Spain is committed to preventing any type of unwanted behaviour at work, sexual harassment, sexual exploitation and abuse, lack of integrity and/or financial malpractice. We expect all persons that work with us to share this commitment and our code of conduct, as well as other related policies. Only those who share our beliefs and code of conduct will be selected to work with us.