

## **CALL FOR PROPOSALS FOR DATA TRAINER CONSULTANT DUE 8 January 2018**

### **A fee-based consultancy for a consultant familiar with databases, data collection, data storage, and data use for human rights**

#### *Global Anti-Torture Evidence (GATE) Project*

*Generously funded by the Ministry of Foreign Affairs of the Netherlands  
Grant number 4000000314*

The IRCT is seeking a Consultant to develop and implement a training of trainers on responsible data collection, handling, storage and use, and a Trainer of Trainers Toolkit as a part of its GATE Project.

The GATE Project aims to leverage the power of the data collected during the rehabilitation process to further the global fight against torture. It is based on the innovative Anti-Torture Database (ATD), which allows IRCT torture rehabilitation centres to capture, store and analyse data collected from torture victims throughout the rehabilitation process. The ATD is currently in operation in 33 centres in 28 countries. Five centres currently using the Anti-Torture Database, will be trained in data collection, data storage, and data use and will be responsible for rolling out the ATD to a further 10 rehabilitation centres.

*For more information on the development of the ATD read the Background information at the end of the document.*

#### **PRIORITIES FOR THIS CONSULTANCY:**

- Develop a 3-day agenda for a training on the fundamentals of responsible data collection, handling, storage and use
- Deliver the 3-day training for 10 individuals
- Develop a Training of Trainers Toolkit on responsible data collection, handling, storage and use

The objective of this consultancy is to ensure that the 10 individuals from 5 centres are:

- a) trained in responsible data collection, handling, storage and use, and
- b) are able to disseminate that knowledge through subsequent trainings to other individuals in other rehabilitation centres.

At the end of the training, the ten individuals must have a clear understanding of accurate, complete, consistent and reliable data, which is fit for purpose. They must have the skills required to collect data that allows them to take informed and reliable organizational decisions regarding the services they provide; to have an understanding of how data can reliably be used for research and for advocacy purposes.

To that end, the IRCT is seeking the services of a consultant (private or not-for-profit) with expertise in the areas of data collection, handling storage and use for human rights purposes,

to develop a 3-day training on those topics and to develop a toolkit for participants to use to teach other individuals about these topics.

**YOUR SKILLS:** Applicants may be individuals or companies with the required expertise and previous experience in data as well as conducting trainings.

*Essential:*

- Demonstrated experience with data collection, storage and use
- Strong knowledge of data use for human rights purposes
- Proven track record of conducting trainings
- Detail-oriented, professional demeanour with the ability to consistently, accurately and reliably communicate with the IRCT Secretariat.
- Ability to communicate clearly and effectively in a multi-cultural environment
- Fluency in English
- Based in Europe

*Desirable:*

- Experience of working with NGOs in a cross-cultural environment
- Prior knowledge of torture rehabilitation sector
- Knowledge of Arabic and/or Spanish

**TO BID FOR THIS CALL:** The specific tasks are set out below in the proposed Terms of Reference (ToR). The Consultant is asked to submit a 1-page proposal setting out a general outline of what the training agenda would contain and the contents of the Training of Trainers Toolkit.

Please send your proposals as well as your resume setting out related experience to [lh@irct.org](mailto:lh@irct.org).

We thank you for your interest in supporting the work of the IRCT members in this critical project.

For further information please contact Dastan Salehi at [ds@irct.org](mailto:ds@irct.org).

## TERMS OF REFERENCE

This is a fee-based consultancy contract for up to 25.5 days over a period of 1.5 months, starting at the latest 22 January 2018. The final training agenda as well as the Training of Trainers Toolkit must be ready by 26 February 2018. The date for the training is set for the week of 5 to 9 March 2018. The Consultancy is established under the procurement practices of the European Union grant contracts for external actions.

The ten individuals attending and participating in the training come from a wide range of professional backgrounds (clinical psychologists, physiotherapists, medical doctors, project managers, social workers etc...) with varying degrees of knowledge and experience of data collection. They work in clinical settings at torture rehabilitation centres in Bolivia, Nepal, Palestine, Turkey and Uganda and provide rehabilitation services to victims of torture. All of them have experience using the IRCT's Anti-Torture Database and of collecting clinical information during the rehabilitation process.

**The objective of this Consultancy is therefore to train these ten individuals in:**

- a) the skills and knowledge relevant to responsible and ethical data collection, handling, storage and use and**
- b) on how to train others in responsible and ethical data collection, handling, storage and use.**

The roles and responsibilities of the Consultant will be carried out in accordance with the following terms and conditions:

### **1. Development of Data Training Agenda:**

The Consultant will, with input from the IRCT Secretariat, develop a 3-day agenda to train ten individuals from a variety of professional backgrounds, working in clinical settings to provide services to victims of torture. The agenda must cover responsible data collection, handling, storage and use. The development of the agenda is set at 2.5 days at the rate of 350 EUR per day.

- The IRCT Secretariat will introduce the Consultant to the Database
- The IRCT Secretariat will provide the Consultant with all necessary and relevant background information to carry out this task
- The final version of the agenda must be ready one week in advance of the training, i.e. 26 February 2018.

### **2. Delivery of the Data Training:**

The Consultant will deliver the Data Training for ten individuals, based on the Data Training Agenda. The delivery of the Data Training is set for the week of March 5 to 9, 2018. The delivery of the Data Training is set at 3 days at the rate of 500 EUR per day.

- If the Consultant is based outside of Copenhagen, Denmark, the IRCT will cover the cost of the Consultant's flight to Copenhagen, as well as provide a per diem subject to relevant national regulations.
- The IRCT will provide a venue, laptop, projector and other required supplies for the training.

### **3. Development of the Data Training of Trainers Toolkit:**

With input from the IRCT, the Consultant will develop a toolkit to be used as an adult education tool. This toolkit will be for the ten participants to help them train others on responsible data collection, handling, storage and use. The development of the Training of Trainers Toolkit is set for a maximum of 20 days at the rate of 400 EUR per day.

- During the development phase, the Consultant will ensure regular communication with the IRCT Secretariat, including by sending regular draft revisions for the Secretariat's input.
- A final version of the Training of Trainers Toolkit must be ready by 26 February 2018, so that it can be printed and presented to the participants to the training.

**BACKGROUND INFORMATION:** The International Rehabilitation Council for Torture Victims (IRCT) is a global membership-based organization of over 160 torture rehabilitation organizations in 70 countries.

Torture is not being effectively eradicated in most countries in the world. The tools to combat torture exist and experience demonstrates that they can be effective. However, in order for them to be effective, they must be applied on the basis of detailed knowledge about the patterns of torture and its impact on victims in individual countries. Unfortunately, as consistently highlighted by the UN Committee against Torture (CAT), there is very little quality data being collected and made available on torture at the national level. The IRCT, with its global network of torture rehabilitation centres, is in a prime position to support torture survivors in a way that enables them to provide information about their torture.

From April 2014 to June 2017, the IRCT embarked on an EU-funded project to enable rehabilitation centres to collect and manage survivor information that could be used for evidence-based outputs. Together with rehabilitation centres from Argentina, Bosnia and Herzegovina, Cameroon, Chad, Kenya, Mexico, Nepal, Occupied Palestine Territory, Philippines, Serbia, and an associate in Croatia, the IRCT secretariat and an external IT consultant collaborated in the design and implementation of a *standardised clinical record-keeping system*. By the end of the project, a total of 33 centres in 28 different countries were using the database in their rehabilitation centres and are continuing to use the system since the end of the project.

In September 2017, the IRCT began a second data project (hereafter referred to as the Global Anti-Torture Evidence (GATE) project), this time funded by the Dutch Ministry of Foreign Affairs. This new project seeks to increase the use of the database as well as knowledge of responsible and ethical data collection, handling, storage and use in a total of 15 IRCT rehabilitation centres across Europe, Asia, Latin America, Sub-Saharan Africa and the Middle East and North African region. It is under the auspices of the GATE project that this consultancy is elicited and the training conducted.