

**Implementation of the Inception Phase of “UN partnership on accelerating
UNCRPD and Disability Inclusive SDGs”
ILO Country Office for Bangladesh
Terms of Reference (TOR)
Ref. No.: RFP-ILO-UNPRPD-2021-001**

Assignment:	Hiring Firm/Organization for Translation, adaptation of the Training Materials and Trainers’ Guidelines for an UNPRPD Joint Program Induction Training
Contract Type:	Service Contract
Location:	Bangladesh
Duration:	20 working days within one calendar month starting July 2021 (The date will be finalized after completion of recruitment process)

1. Background

The United Nations Partnership on the Rights of Persons with Disabilities Multi-Partner Trust Fund (UNPRPD MPTF) intends to bring together UN entities, governments, organizations of persons with disabilities (OPDs), and broader civil society to advance the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) and disability inclusive Sustainable Development Goals (SDGs). The UNPRPD Joint Programme is centered on a multi-stakeholder and inter-sectoral approach to advance the implementation of the CRPD and the disability inclusive SDGs.

The UN system in Bangladesh has been collaborating closely with organizations of persons with disabilities (OPDs) and the government in accelerating the implementation of CRPD and disability inclusive SDGs. To further strengthen the collaboration, UN agencies working on this area in Bangladesh, has an opportunity to implement an inception phase which will include three outputs: induction training, situation analysis and project proposal development. UN task team in Bangladesh (UN Resident Coordinator Office and the ILO, UNICEF, UNDP, UNFPA and UNWOMEN) is jointly implementing this inception phase.

To ensure consistency among stakeholders, a standardized Induction Training has been developed by UNPRPD secretariat targeting various country level stakeholders including UN Country Teams, Governments and Organisations of Persons with Disabilities (OPDs). The Inception training seeks to prepare these stakeholders on the following:

1. Develop basic understanding on how to implement CRPD and SDGs into practice, responding to countries obligations. This will include a brief introduction to both frameworks and how they interlink.
2. Gain an understanding of UNPRPD’s theory of change to support disability inclusion at country level (CRPD and inclusive SDGs implementation) with a focus on governments’ policy and systems changes.
3. Gain an understanding of the preconditions for disability inclusion in order to prepare UNCTs to complete the situational analysis and develop strong joint programmes

The induction training package, which needs to be adapted and translated under this assignment, includes the following:

Training Document	Description
A training guide for Facilitators on the Induction Training.	“The Facilitators’ Guide: UNPRPD Joint Programme Induction Training on Cross-cutting Approaches and Preconditions for Disability Inclusive Development” is a single document that guides the facilitator in understanding the Induction Training, it’s purpose and facilitation needs. It includes general tips to support a facilitator in preparing for, running and following up on the Induction Training programme. This includes some tips for remote delivery adaptations and monitoring, evaluation.
Session specific materials for facilitators and participants	There are 20 individual sessions (including the opening and closing session). Each session includes: 1. Presentation materials – in the form of a PowerPoint file 2. Session Facilitator Notes – A document which offers guidance for facilitators for the particular session including objectives, script, facilitation tips, guidance for preparation, additional reading, etc. 3. Activity sheets and handouts – in the form of activity (instructions and worksheets) and additional handouts to aid in the activity. 4. Session summary recap – a short summary for participants of the key messages, concepts and additional resources for that session.
Training M&E forms	Pre and post training questionnaires are included in the training pack. Also included is a feedback form for facilitator/s and UNCT focal point for the training as well as the training report template.

Attached is the detailed programme summary for your better understanding of the work.

Sample word count of three sessions:

	Session	Word count
Facilitator note	Session 1.1	4,693
Participants resource	1.1 step 1	352
	1.1 step 1 handout	681
	1.1 scenario	248
	1.1 step 2+3	338
	1.1 summary	904
PPT presentation	Session 1.1	1,221
Subtotal word count session1.1		8,437
Facilitators note	Session 1.2	2,955
Participants resource	activity	9
	handout	159
	handout	808
	summary	587
PPT presentation	Session 1.2	1,625
Subtotal word count session 1.2		6,143
Facilitators note	Session 1.3	2,988
Participants resource	activity	70
	summary	533
PPT Presentation	Session 1.3	940
Subtotal word count session 1.3		4,531

To accomplish the adaptation and translation of training materials and facilitators guideline in Bangla, the ILO seeks interests from potential consulting firm/ Civil Society Organisation/ Organisation of Persons with Disabilities (OPD). These translated documents will assist the UN task team mentioned above and related stakeholders to organise the induction training following the translated and adapted training materials in line with the original guidelines of the UNPRPD.

2. Objective and Expected Outputs

The objective of this assignment is to translate training materials (module and session wise) and facilitator's guideline for an Induction training. The potential **consulting firm/ CSO/ OPD** will be responsible to adapt and translate the training materials and facilitator's guidelines from English to Bangla accurately and to a high standard.

Output 1: Areas of adaptation and translation are identified based on a rigorous and quick review of Training materials facilitator's guideline available in English.

Output 2: Translation of relevant training materials, facilitator's guideline from English to Bangla (with necessary adaptation) are drafted.

Output 3: Incorporate feedback based on the review of translated and adapted training materials by UN sub group on behalf of a UN Task Team. External experts might be co-opt by UN task team from OPDs to facilitate the process.

Output 4: Training Materials and facilitator's guideline are finalised and delivered both in soft and one set of hard copy (including in accessible format)

3. Scope of Work

Output 1: Areas of adaptation and translation are identified based on a rigorous and quick review of Training materials facilitator's guideline available in English.

While all materials will be covered in the two areas, some materials are provided in additional formats or files for ease of use and distribution. The Monitoring and Evaluation materials and programme facilitation notes will be provided as separate files, and the session specific summaries for participants provided in one folder (as well as with their specific sessions).

The potential consulting firm / CSO / OPD need to review the Training materials in full in the first instance. Then move to reading and understanding the Facilitator's Guide and then the session materials in order. This will help understand the way the sessions build on previous sessions and link together. The order of the presentation of the session materials should be followed as supplied during signing of the contract.

- Review the Training materials and facilitator's guideline available in English after signing the contract
- Identify the Areas of adaptation and translation of identified materials based on the quick review of Training materials and facilitator's guideline (available in English)
- Submit an inception report including the Identified areas of adaptation and translation with a detailed timeline (session wise) for translating and finalizing the materials after a rigorous review of training materials and facilitator's guideline work plan.

Output 2: Relevant training materials, facilitator's guideline are translated from English to Bangla (with necessary adaptation).

- Translate the Training materials and facilitator's guideline from English to Bangla as per the training modules and sessions for review by UN sub group.
- Prepare the translated training materials and facilitators' guideline in Bangla (in readable and editable font- in Shutony MJ or Avro) and properly saved as MSWord document.

Output 3: Feedback from UN sub group on translated and adapted training materials are incorporated.

- Submit both softcopy of translated training materials and facilitators' guideline in Bangla (in readable) and editable font- (in Shutony MJ) and in editable format and a hardcopy on a regular interval as indicated (please see the timeline in the deliverables section)
- Collect the comments as provided by UN sub group.
- Incorporate the comments in the training materials as and where required and submit to the UN sub group for endorsement.
- Translation, review by the UN sub group, incorporation of feedback from UN sub group, will proceed in parallel to expedite the process.

Output 4: Training Materials and facilitator's guideline are finalised

- Submit the complete training materials and facilitators' guideline in Bangla (in readable and editable font- preferably in Shutony MJ and format) after incorporating all comments in soft and a hard copy (following accessibility features)

4. Deliverables

1. An inception report including the Identified areas of adaptation and translation through review of training materials and facilitator's guideline work plan (document wise detailed work-plan) by the service provider within a week (4th workday) of signing of the contract in line with the output 1
2. Submission of the Training Materials (adapted and translated) periodically on the 7th, 10th, 13th, 15th, 17th and 18th workday, according to the output 2 & 3.
3. Submission of the final training materials and facilitators' guidelines after incorporating comments within 20th workday in line with the output 3 and 4

Initially, all training materials facilitators guidelines shall be shared in softcopy. After sharing the draft, on a regular interval, the service provider will receive comments on the drafts from an expert team (CO- Dhaka, and UN sub group) periodically. The Service Provider (consulting firm/CSO/OPD/NGO) will collect the feedback from the National Project Coordinator, Inception Phase, UNPRPD as soon as possible to incorporate for the final draft version based on all received comments. The service provider will be responsible to incorporate feedback and submit the entire translated training materials and facilitators' guideline. All these materials shall be submitted in Bangla language and delivered in both hard and soft copies (following accessibility features) and the ILO directives.

5. Eligibility Criteria

- o The Service Provider (Consulting firm/ CSOs/ NGOs/ OPDs) should have at least 10 (ten) years of experience in training materials development, facilitation on human rights conventions, public policy and sustainable development goals.
- o The core team members proposed by the service provider who will be working for the assignment preferably have an MA/ MSc degree in Social Science, Public Health, Public Policy, International Relations, or in the relevant filed. This educational qualification will be flexible for Persons with Disabilities having relevant qualification for this assignment.
- o The Service provider should have proven experiences to work on capacity development for persons with disabilities, having skills on Human Rights Treaties, Conventions and national

legislations to promote and protect human rights, especially for persons with disabilities in Bangladesh

- o The interested service providers should have knowledge and experience in facilitation involving senior policymakers and senior management members of international, national and local organizations, representatives from the Civil Society Organisations (CSOs) including Organisations of Persons with Disabilities (OPDs).
- o Excellent skills in translation from English to Bangla and vice versa.

The service provider must have local or regional knowledge/expertise on disability inclusive development, and should have excellent skills to develop training materials, facilitators guidelines and learning cards.

The final deliverables will be developed and be submitted in Bangla. The consultants of the service provider are expected to work with the National Programme Coordinator, a UN Task Team and UN sub group to obtain necessary information and complete tasks and assignments. Prior experience to work in UN system will be preferable.

FUNCTIONAL COMPETENCIES

- Openness to change, flexibility, and ability to manage complexities;
- Written and spoken competence in English / Bangla languages;
- IT skills; and
- Written, analytical and communication skills.

6. Timeframe

The expected duration of this assignment will be maximum 20 (Twenty) Working days within one calendar month, commencing from the date of receipt of the contract. An inception report including a detailed work plan shall be submitted by the Service provider (consulting firm/ CSO/NGO/OPD/DPO) within 04 work days based on outputs and final training materials, guidelines shall be submitted at the end of the assignment.

It is anticipated that the work will start during the second week of July 2021. The service provider shall start work upon signing the contract. This time reflects the actual calendar working time of the assignment and also foresees minimum intermediate time for comments, approvals, consultations, workshop etc.

7. Payment

S/L	Specific Deliverables	No. of Working days required (tentative)	Payment Schedule in %
1.	Output 1	04	30%
2.	Output 2	13	
3.	Output 3	02	70%
4.	Output 4	01	

8. Evaluation Criteria

The technical evaluation will be made by below criteria:

- Academic qualification of the core members of the service provider and understanding of the assignment
- Understanding of the ToR based on technical proposal (methodology & work plan)
- Professional experience of the core team members/ organisation on development of training materials, translation and training facilitation in the context of Bangladesh
- Prior experience to work with the UN system and with the government ministries working on disability inclusive development.
- Years of experiences on disability inclusion, training, public policy related experience in disability inclusive development in Bangladesh
- Service providers proposing core team that includes persons with disabilities & women with disabilities will be given priority.

9. Special terms and conditions:

9.1 Confidentiality Statement and Intellectual Property of Data

All data and information received from the ILO and the stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this ToR. All intellectual property rights arising from the execution of this ToR is assigned to ILO according to the grant agreement. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without the express advance written authorization of the ILO.

9.2 Unsatisfactory or incomplete work

For the assignment, the ILO's Standard Rules and Procedure for External Collaborators (EXCOLL) shall be applicable. In event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, the ILO reserves the right, as appropriate to interrupt it, to request that to be corrected or modified, or to refuse to accept the service.

9.3 Insurance

The ILO accepts no liability in the event of death, injury or illness of the External Collaborator. The External Collaborator attests that he/she is adequately covered by insurance for these risks. In no circumstances shall the External Collaborator be covered by any ILO insurance and it is his/her responsibility to take out, at his/her own expense, any personal insurance policies he/she may consider necessary, including a civil liability insurance policy.

10. Proposal submission and selection process

The ILO invites technical and financial proposals from qualified firms/ organizations having relevant experience in delivering similar services as mentioned in this Terms of Reference (TOR). The consulting firm/organization will be chosen following ILO procurement rules/procedure on evaluation by an ILO team of professionals, and sign the Contract for the expected deliverables and outputs as per the TOR.

Cumulative Evaluation Method will be used for this procurement exercise and Contract will be awarded to highest scorer(s) in Cumulative analysis considering Technical and Financial Evaluation. The Technical proposal will contain 70% and financial proposal will contain 30% weight whereas Technical Evaluation passing score is 70%. Any firms that score less than 70% in Technical Evaluation shall not be considered for financial evaluation.

(a) Financial weighted score, out of 30:

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other financial proposals receive points in inverse proportion. The suggested formula is as follows:

$$p = y (\mu/z),$$

p = points for the financial proposal being evaluated,

y = maximum number of points for the financial proposal (here it is 20),

μ = price of the lowest financial proposal,

z = price of the financial proposal being evaluated

11. Recommended Presentation of the proposal

Interested firms/organizations must submit the following proposal made up of documentation to demonstrate the qualifications of the prospective firm/organization, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

Technical Proposal

- I. **Cover letter**
- II. **Firm information**
 - a. Business Licenses – Registration Papers, Tax Payment Certification, Evidence of TIN and VAT registration etc. if applicable
 - b. The Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;
- III. **Relevant Experience** – Description of experience in projects of a comparable nature, with specific description of past assignments of the firm/organization in related work;
- IV. **Process** - The Technical Proposal needs to contain a brief background, detail description of methodology and a detailed work plan and time schedule for completion/delivery of the final product that, after selection of the contractor, will be agreed upon by the Project.
- V. **Human Resources** - The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources which will be utilized for the tasks including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e. legal, linguistic, drafting and editing expertise, among others.

Financial Proposal (including fee, travel cost, DSA, and other relevant expenses)

- I. **Financial Proposal** shall specify a total lump sum amount that includes professional fee (All-inclusive per day consultancy fee) in alignment with proposed work plan and outputs. There is no requirement for travel to do this activity. The financial proposal will include a breakdown of this lump sum amount according to attached template. No other cost will be borne by the ILO. Financial Proposal has to be submitted through a standard template attached herewith (ANNEX-01).

- II. In order to assist ILO in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing the tasks. The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

12. Proposal Submission Procedure

The proposer must submit the Technical and Financial Proposals in separate emails mentioning “Technical Proposal” and “Financial Proposal” of respective emails with subject line “**Ref. No.: RFP-ILO-UNPRPD-2021-001**; Translation, adaptation of the Training Materials and Trainers’ Guidelines”.

The proposals in email with a cover letter must be submitted by 05 July 2021 by 4:30 pm (Bangladesh Standard Time) through email ID: dhaka@ilo.org

Overview of the Induction Training Programme

Programme on one page - by day and time

	Day 1	Day 2	Day 3	Day 4	Day 5
8:30 - 9:00	Registration	1.4: CRPD-SDG recap	1.4: CRPD-SDG recap	1.4: CRPD-SDG recap	1.4: CRPD-SDG recap
9:00 - 10:30	Introduction to workshop and UNPRPD SOF	2.1.1: Equality and Non-discrimination – Part A Key concepts	2.3.1: Disability assessment and referral services	2.4.1: Data for Inclusion	2.6.1: Meaningful Participation
10:30 - 10:45	BREAK	BREAK	BREAK	BREAK	BREAK
10:45 - 12:15	1.1: CRPD Overview	2.1.2: Equality and Non-discrimination – Part B Case studies	2.3.2: Support services	2.4.2: Cross-sector Coordination	2.6.2: Inclusion of under-represented groups of persons with disabilities
12:15 - 1:15	BREAK	BREAK	BREAK	BREAK	BREAK
1:15 - 2:45	1.2: CRPD-SDG Links	2.1.3: Equality and Non-discrimination – Part C Systems-level responses	2.3.3: Making mainstream services inclusive	2.4.3: Accountability	2.6.3: Gender equality and the rights of women and girls with disabilities
2:45 - 3:00	BREAK	BREAK	BREAK	BREAK	BREAK
3:00 - 4:30	1.3: Advancing CRPD-SDG implementation	2.2: Accessibility	Reflection and consolidation break/buffer	2.5: CRPD-compliant budgeting and financial management	Closing session

Overview of Module 1

Basic introduction to the CRPD and disability inclusive SDGs and how to put them into action

This module will provide the core elements of the CRPD and SDGs: focus on general understanding of the types of actions that are needed to put the CRPD and inclusive SDGs into practice. Providing more than just an overview of the standards and principles of the CRPD.

Session	Detail
Introduction and orientation to the UNPRPD	• Introduction of the participants • Review of expectations • Introduction of the training agenda and format • Presentation of the link between training and rest of steps for the programme design • Presentation on the UNPRPD Strategic Operational Framework
Session 1.1: Overview of the CRPD	• Introduction to the CRPD, its structure and content • The CRPD's definition of disability • Overview of CRPD general principles • Brief overview of CRPD general obligations, including harmonization, immediate vs progressive realization and consultation with OPDs. • Brief review of implementation measures, including data collection, national coordination and monitoring, and international coordination.
Session 1.2: Linking the CRPD and SDGs	• Brief introduction to SDGs • Introduction to inequality and intersectionality • Overview of the 2030 Agenda principle of 'Leave no one behind' and how disability is included in the SDGs • Overview of what CRPD compliance requires, and how to assess compliance • Links between the CRPD and SDGs, and how their implementation mutually reinforces each other
Session 1.3: Accelerating implementation of the CRPD and SDGs	• Focus on government systems changes: • How are preconditions to disability inclusion relevant to government systems change and policy reform? • What are governmental systems (i.e., policies, laws, plans, budgets, programs, systems, and services) and how changes in these relate to the CRPD and SDGs? • Focus on stakeholder analysis and multi-stakeholder approach: • CRPD implementation: Who should be involved and why? • What role should each stakeholder play across the range of government systems changes required for CRPD implementation? • (Optional) Focus on identifying opportunities and prioritizing measures for reform.
Session 1.4: CRPD Recap	• 4 x 30 min sessions in morning of day 2, 3, 4 and 5 with review, recap and emphasis of specific CRPD issues. Covering: • Awareness-raising • Legal capacity • Recap of CRPD general principles • Quiz on CRPD key concepts and obligations

Overview of Module 2

Preconditions for inclusion and cross cutting issues: using the UNPRPD SOF as a framework for change

This module will cover the key concepts and approaches within UNPRPD's strategy so that all stakeholders are aware of UNPRPD's theory of how change happens on disability inclusion through UNPRPD joint country programming. The module includes sessions covering each of the critical preconditions to disability inclusion and cross-cutting approaches identified in the UNPRPD MPTF Strategic Operational Framework.

Session	Detail
Session 2.1: Equality and non-discrimination	Session 2.1.1: Equality and non-discrimination – Part A: Key concepts - Key concepts: - Equality and inequality - What is discrimination? - Ableism and stigma - Forms of disability-based discrimination - Reasonable accommodation: - What is reasonable accommodation? - What is reasonable? - When does denial of reasonable accommodation constitute disability-based discrimination?
	Session 2.1.2: Equality and non-discrimination – Part B: Case studies - Addressing discrimination at individual level: measures to prevent, mitigate and remediate - Case study activity – identifying disability-based discrimination: participants review case studies and provide advice on whether discrimination has occurred, and why this is the case. - Focus on gender, inequality and intersectional discrimination: - Participants review case studies with intersectional discrimination focus
	Session 2.1.3: Equality and non-discrimination – Part C: Systems change - Addressing inequality and discrimination at the systemic level: How to enforce non-discrimination? Which systems and processes to influence? - Based on the case studies, participants reflect on what are the specific systemic reforms required in each case to avoid future discrimination with focus on: - Laws and policies - Awareness and capacity - Programs to prevent and protect from discrimination - Administrative procedures - Standards for reasonable accommodation - Monitoring and accountability mechanisms - Measures addressing multiple and intersectional discrimination
Session 2.2: Accessibility	- What is accessibility? What is universal design? - Diversity of accessibility requirements - Clarifying access, accessibility, and reasonable accommodation - Systems changes to ensure accessibility across sectors, covering: - Laws and policies

Session	Detail
	- o Comprehensive accessibility standards - o Implementation mechanisms - o Awareness raising and technical training - o Administrative procedures - o Monitoring and accountability mechanisms
Session 2.3: Service delivery	Session 2.3.1: Disability assessment and referral • Introduction to disability assessment and importance of ‘do no harm’ principle • What is a disability assessment and what role does it play? • Difference between disability assessment, disability determination eligibility determination • Approaches to structuring assessment mechanisms • What is a CRPD compliant approach to disability assessment? • Processes to review, revise and design a disability assessment and determination mechanism
	Session 2.3.2: Disability support services • What is support? • What does the CRPD say about support: focus on Article 19 • Types of support services • Stakeholders and actors in demand for and supply of support services • Strategies to ensure availability of and access to support services
	Session 2.3.3: Making mainstream services inclusive • Introduction to concept of disability inclusive mainstream (regular public) services. • Using the AAAAQ framework to assess inclusive access to services • How does mainstreaming relate to disability support services? • Strategies to promote and implement change to make mainstream services inclusive
Session 2.4: Accountability and governance	Session 2.4.1: Inclusive data for planning budgeting and accountability • Introduction to disability data: what is it and why is it needed? • Approaches to collecting disability data: functional approach to identifying disability and WG Questions • Need for broader data on barriers and support requirements • Disaggregating data by disability • Sources of data, including surveys and administrative data • Using data to inform inclusive policies
	Session 2.4.2: Coordination across sectors • What is coordination and why it is an essential precondition to inclusion across sectors? • Different aspects of Coordination: cross-sector, multi-stakeholder and different levels of government • Measures to enable coordination • CRPD-compliant coordination mechanisms (Art 33) and their application to country context
	Session 2.4.3: Accountability • Different elements and types of accountability, including the difference between outcome and process-focused accountability • Vertical, horizontal and diagonal accountability, and the stakeholders involved in these

Session	Detail
	• Using CRPD indicators to support accountability • Accountability mechanisms under CRPD Article 33 and how they can support accountability across national and subnational stakeholders • International accountability mechanisms for CRPD and SDGs
Session 2.5: CRPD-compliant budgeting and financial management	• Disability-related costs • What is CRPD compliant budgeting? Key principles and their application to budget analysis • Planning and implementing CRPD compliant budgets ◦ Strategies to ensure all spending counts towards inclusion ◦ Focus on procurement and earmarking mechanisms • How to prioritise when everything is important? Focus on equity and cost effectiveness • Involvement of OPDs in budgeting
Session 2.6 Cross cutting approaches	Session 2.6.1: Participation of OPDs • Enabling the full and effective participation of persons with disabilities and OPDs • Understanding the structure and roles of OPDs • Obligations under CRPD, as explained under General Comment 7 • Measures to enable full and effective participation across program, organization and systems-level processes Session 2.6.2: Inclusion of marginalized and underrepresented groups of persons with disabilities • Who is most marginalized, and why? ◦ Marginalization on the basis of disability: specific groups ◦ Marginalization on the basis of intersectional discrimination • What does the CRPD say about marginalization? • Actions to address systemic marginalization and underrepresentation Session 2.6.3: Gender equality and the rights of women and girls with disabilities • Gender and disability – key concepts • What does the CRPD say about gender and women and girls with disabilities? • Barriers and enablers to inclusion and meaningful participation of women and girls with disabilities • Actions to ensure inclusion of women and girls with disabilities: in the programme cycle, in national policy and programmes, and across the critical preconditions to disability inclusion
Closing session	• Review of the key messages and objectives of the training • Participant reflection on key learnings and follow-up actions • Summary of next steps with situational analysis and programme design • Individual/organization reflection on learning and actions to bring to the next steps in this process • Q&A and summary of further resources • Post-training questionnaire