HUMANITARIAN ACADEMY FOR DEVELOPMENT (HAD)

EXPRESSION OF INTEREST FOR ENGLISH, ARABIC OR FRENCH SPEAKING CONSULTANTS,
NOVEMBER 2025
| TENDER REF: HAD/2025/EOI/001 |

APPEL A MANIFESTATION D'INTERET POUR CONSULTANTS FRANCOPHONES, ANGLOPHONES OU ARABOPHONES

EN VERTU D'UN ACCORD-CADRE POUR UNE DURÉE DE 2 ANS

| TENDER REF: HAD/2025/EOI/001 |

أو الإنجليزية يتحدثون الذين للمستشارين الاهتمام عروض لتقديم دعوة الفرنسية أو العربية،

نوفمبر **2025**

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INTRODUCTION

The Humanitarian Academy for Development (HAD) is a Strategic Business Unit of Islamic Relief Worldwide (IRW) developed in 2013 to serve the Leadership and Development needs of Islamic Relief (IR) family and the wider NGO sector.

HAD is recognised by the Chartered Management Institute (CMI). The Chartered Management Institute (CMI) supports over 230,000 members and works with more than 1,000 businesses and education providers around the world. As the only Chartered body for management and leadership, CMI offers trusted accreditation, flexible learning pathways, and internationally recognised qualifications

HAD is the learning and leadership development hub of Islamic Relief. HAD's mission is to build and improve capacity and make a significant contribution to the whole aid sector. We strive to achieve our mission through the following main functions:

- Capacity Building
- Internship Programme
- Coaching & Mentoring
- Learning Exchanges

We are proud of our experience in humanitarian aid, disaster relief and development work, fundraising and implementing projects that span over four decades, with operation and fundraising offices in over 35 countries.

Our **Learning and Development** department strives to ensure all employees of Islamic Relief have the necessary knowledge, skills and experience to contribute to their maximum potential. Similarly, all its learning and development services will be open to the practitioners working though the relief and development aid agencies, contributing in the global capacity development in the humanitarian development sector.

The department provides a wide range of training opportunities including Leadership and Management, Organisational Development, Project Management, Humanitarian Skills, Training Skills, Human Resources and Personal Effectiveness.

EXPRESSION OF INTEREST (EOI)

HAD wants to establish a database of vendors to act as potential consultants on behalf of HAD in one or more of the twelve categories detailed in page 3 of this document. **Successful candidates will be contacted and added to our HAD pool of trainers. Applications to this tender is not a guarantee of use of services. HAD trainers will be contacted as and when an appropriate opportunity for your service arises.**

As such, HAD invites both national and international qualified firms and consultants (collectively 'applicants') to express their interests **in one or more** of the following 12 (twelve) lots/categories:

Lot #	Category	Topics
1	Training Services	• Training Needs Assessments (TNA) • Learning Needs Assessment (LNA) • Organisational Capacity Assessment (OCA) • Tailored Capacity Development Plans • Design and development of high-quality training material • Delivery of training
2	Leadership & Management	• Leadership • Management • Governance • Strategic Planning
3	Organisational Development	• Fundraising • Advocacy • Negotiation Skills • Marketing • Media & External Relations • Networking & Partnerships • Financial Sustainability • Change Management / Culture Change ☐
4	Projects & Programmes	• Project DPro • Program DPro • Logical Framework • Risk Management • Proposal Writing • Report Writing
5	Monitoring and Evaluation	• MEAL DPro • Third party monitoring • Evaluations and Assessments • Specific related themes e.g., data analysis, data collection tool design
6	Finance	• Finance DPro • Finance for Non-Finance Managers • Financial Auditing
7	HR, Administration & Procurement Systems	• Human Resources • Recruitment • Supply Chain & Logistics • Data Protection • Procurement • Safety & Security in the Field
8	Personal Effectiveness	• Time Management • Stress Management • Interpersonal & Communication Skills • Presentation Skills
9	IT Skills	• IT Training (MS Office) • Power BI • Cyber Security • Data analysis software (SPSS, NVivo, MAXQDA etc.)

10	**Programme Quality & Accountability**	• **Core Humanitarian Standard (CHS)** • **Accountability to Affected Populations (AAP)** • **Sphere** • **Humanitarian Standards Partnership (e.g. CPMS, HIS, MISMA, MSCM, INEE, LEGS, MERS, SEADS)** • **Humanitarian Coordination**
11	**Technical Sector Specialists**	• **Food Security & Livelihoods** • **Agriculture & Livestock** • **Nutrition** • **Health** • **WASH** • **Shelter** • **Education** • **Business Skills & Entrepreneurship** • **Cash & Voucher Assistance** • **Protection & Inclusion** • **Safeguarding & Gender-Based Violence (GBV)** • **Conflict Resolution** • **Peacebuilding** • **Human Rights & International Humanitarian Law** • **Camp Coordination & Camp Management (CCCM)** • **Mental Health & Psychosocial Support (MHPSS)** • **Climate Change Adaptation (CCA)** • **Disaster Risk Reduction and Disaster Risk Management (DRR/DRM)** • **Anticipatory Action**
12	**Other Services**	• **Train-the-Trainer** • **Coaching & Mentoring**

All applicants that wish to participate in the process are required to complete the EOI Online Form and submit their completed CV (using HAD's template), and any other supporting documents to: uk.tendering@irworldwide.org

SELECTION CRITERIA

Applicants should be able to demonstrate the following skills and experience:

Lot	Selection criteria
1. Training Services	• High level of expertise in, and understanding of the process of, training design and development • Extensive experience designing high-quality, engaging training materials • Extensive experience conducting training, development, and organisational assessments and producing assessment reports • Extensive experience developing tailored capacity building plans • Track record of satisfactorily fulfilling similar consultancies
2. Leadership and Management (including female leadership)	• High level of expertise and experience in this area • Proven record of delivery in this area (globally) • Delivered to senior executive staff, directors, and/or trustees • Membership of relevant institute or professional body
3. Organisational Development	• High level of expertise in the themes aforementioned under this area (fundraising, advocacy, negotiation skills etc.) • Track record of satisfactory training delivery in this area
4. Projects & Programmes	• Relevant training (preferably with qualification) that explicitly covers project management areas • Track record of satisfactory training delivery in this area • Relevant humanitarian practitioner is an advantage
5. Monitoring & Evaluation	• Track record of satisfactory training delivery in this area • Relevant experience conducting monitoring and evaluation assignments in the humanitarian/development sector • Strong understanding of methodology and data collection tool design
6. Finance	• Relevant training (preferably with qualification) that explicitly covers this area • Track record of satisfactory training delivery
7. HR, Administration, and Procurement Systems	• Relevant training that covers this area • Track record of satisfactory training delivery in this area • Relevant humanitarian practitioner an advantage
8. Personal Effectiveness	• Relevant training that covers this area • Track record of satisfactory training delivery in this area • Relevant humanitarian practitioner an advantage; ability to relate soft skills to sector highly desirable
9. IT Skills	• Relevant training (preferably with qualification) that explicitly covers the areas/skills/programmes outlined under this area • Track record of satisfactory training delivery
10. Programme Quality and Accountability	• Thorough knowledge of relevant quality standards • Relevant training that covers this area • Track record of satisfactory training delivery in this area • Relevant humanitarian practitioner highly desirable

Lot	Selection criteria
11. Technical Sector Specialists	• Relevant training (preferably with qualification) that explicitly covers training delivery • Track record of satisfactory training delivery • Relevant humanitarian practitioner is an advantage
12. Other Services	• Relevant training (preferably with qualification) • Membership of relevant institute or professional body • Relevant professional practitioner track record • Track record of satisfactorily fulfilling similar consultancies

The Applicants will need to carry respect and credibility within the HAD's scope of work and be able to demonstrate their competence clearly including the provision of credible references.

The information provided will be used to assess suitability to qualify for the next stage for services mentioned in the profile attached with the EOI.

An evaluation committee will short-list applicants who could qualify to be registered on the database. They will be informed of the result of their application and status in the HAD pool of trainers as soon as their submission has been analysed.

For any issues relating to the tender or its contents please email directly *uk.tendering@irworldwide.org*