

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<b>Title:</b> National Community Based Inclusive Development (CBID) Consultant	<b>Type of engagement</b> <input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	<b>Duty Station:</b> Lusaka Zambia
<b>Purpose of Activity/Assignment:</b> Review and consolidate training manuals and harmonise and standardise national Community Based Inclusive Development (CBID) guidelines for persons with disability with special focus on child sensitivity.		
<p><b>Scope of Work:</b></p> <p>Zambia has 7.7% persons with disabilities with a prevalence rate of 4.4% among children and 10.9% among adults (National Disability Survey 2015). Majority of these persons with disabilities face numerous challenges including attitudinal and environmental barriers which stop them from fully participating in the Community and actualise their full potential. These challenges exist in all circles of life affecting children, working age (women, and youths) and the old aged, causing greater inequality in access to health, education, social, empowerment and livelihood programmes.</p> <p>CBID is an approach that ensures meaningful participation of persons with disabilities in their day-to-day activities in the community and results in societal systems that respects and protects the dignity of women, children and adolescents with disabilities.</p> <p>The implementation of CBID in Zambia is a critical step in achieving the United Nations Convention for the Rights of Persons with Disabilities (UNCRPD) and the National Disability Policy 2012. CBID has been implemented in Zambia since 2018 by several Organisations for Persons with Disabilities (OPDs). With support from partners, the Government has produced various guidelines and training manuals and piloted the CBID programme in Southern and Lusaka Province. However, the Programme has over the years generated significant learning that needs to be integrated into the development of National CBID guidelines that can be applied across the country. In addition, child-friendly and child-sensitive versions of the Guidelines need to be developed. “Indeed, the lack of having National Guidelines in place has resulted in fragmented and piece-meal application of CBID across the country.</p> <p>The National CBID guidelines and child sensitive CBID manuals will help coordinate the sector, avoid duplication of effort and increased stakeholder engagement. This will further help the Ministry of Community Development and Social Services (MCDSS) and other key institutions such as Zambia Agency for Persons with Disabilities (ZAPD) to coordinate and expand CBID work in the country with a standardized and guided approach.</p> <p>The purpose of the consultancy is to harmonise and standardize national CBID guidelines paying attention to child welfare and rights. The consultant will also review the existing training manual for child sensitivity to adapt and consolidate them with input from all stakeholders in the country.</p> <p>The consultant will be responsible for the following;</p> <ol style="list-style-type: none"> <li>1. Reviewing and consolidating existing CBID manuals for child sensitivity.</li> <li>2. Conducting stakeholder consultations with the purpose of reviewing the entire CBID guidelines and manual, and to gain consensus on the approach</li> <li>3. Drafting of holistic, gender and age sensitive CBID guidelines</li> </ol>		

4. Facilitating a stakeholder validation workshop on the CBID guidelines, as well as the training manual
5. Preparing draft and final documents, including a final report which addresses concerns raised by stakeholders

#### **Deliverables**

1. Inception Report, detailing how the assignment will be conducted
2. Draft Report, Including CBID Guidelines and training manual
3. Final report including CBID guidelines and training manual

## **2.0 Methodology**

The methodology includes a desk review of the existing guidelines, consultative stakeholder meetings with key NGOs and partners, complemented by interviews with key informants from Organisations for Persons with Disabilities (OPDs) and other NGO representatives. The consultant will then be required to consolidate inputs and call for a validation exercise from key stakeholders. The review of the manual will adopt a similar process with special emphasis on child sensitivity.

### **2.1. Desk reviews**

The exercise will contain extensive desk review of already existing CBID guidelines from different partners in the CBID spectrum, without being limited to local guidelines. The review should consider special consideration for children rights adherence of the guidelines across the CBID matrix and bring out child specific guiding principles to be considered in the overall guidelines. During the review the consultant is expected to show clearly how the life cycle approach will be followed in each component of the CBID/CBR matrix. The consultant will then share the inception report to UNICEF and MCDSS for feedback, after addressing any comments, the consultant will then proceed to next level of stakeholder engagement.

### **2.2. Stakeholder consultative meeting.**

The consultant is expected to map out key stakeholders to be consulted in the exercise and conduct a stakeholder consultative meeting. During the consultative meeting, the consultant is to ensure adequate participation of all government line ministries e.g Ministry of Community Development and Social Services (MCDSS), Ministry of Health (MoH), Ministry of Education (MoE), Zambia Agency for Person with disabilities (ZAPD), Zambia Federation for Organisations for Persons with Disabilities (ZAFOD), Norwegian Association for the Disabled (NAD) and other OPDs (e.g Parents association for children with disabilities). The guidance on which stakeholder to be invited will be informed by MCDSS and ZAPD who will be in charge of sending out invitation letters.

The consultant is further required to engage local authorities and structures e.g ward structure to enhance consultation and inform CBID guidelines from the local government perspective especially will the cotemporally increase in the Constituency Development Fund (CDF). He/she will be required to travel to the field to capture lessons learnt and recommendations from various CBID implementors. From this activity the consultant is will be expected to provide draft consolidated CBID guidelines and also reviewed and consolidated CBID manual.

### 2.3. Key Stakeholder Validation

Upon concluding on the consultative exercise, the consultant will then proceed to holding a validation exercise for the consolidated inputs, attended by key stakeholders (E.g ZAPD, MCDSS, UNICEF, ILO). This will help facilitate for technical validation addressing all expected and desired results.

### 2.4. Validation of final products

During this exercise, the consultant will be required to conduct a validation exercise for the final harmonised and standardised CBID guideline and the CBID manual, after which the consultant will address the feedback received from all mapped stakeholders. This will involve all stakeholders including OPDs, provincial and district structures of all relevant government ministries.

### 2.5. Presentation of final document

The consultant will then provide the final documents to the MCDSS and UNICEF through a handover ceremony comprising attendance of key stakeholders and various line ministries of government at permanent secretary or ministerial levels.

### 2.6. Gender and human rights, including child rights

During the exercise, the consultant is to ensure adequate care is put in place to ensure the proper participation of women and girls focused Organisations for Person with Disabilities (OPDs). The life cycle approach is to be utilised in order to have a holistic input from stakeholders in the exercise. The consultant will further need to ensure all stakeholders to be involved represent persons with disabilities in their diversity so as to have a representative focus of the various types and forms of disabilities.

#### Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

☐ YES ☒ NO If YES, check all that apply:

**Direct contact role** ☐ YES ☒ NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

**Child data role** ☐ YES ☒ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

<b>Budget Year:</b>  2022	<b>Requesting Section/Issuing Office:</b>  Social Policy and Research (SPR)	<b>Reasons why consultancy cannot be done by staff:</b>  The work requires committed time which may affect staff commitment with other workplan works	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
<b>Consultant sourcing:</b>  <input checked="" type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both  <b>Consultant selection method:</b>  <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		<b>Request for:</b>  <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment	
<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b>  Social Policy Specialist	<b>Start Date:</b>  1 <sup>st</sup> November 2022	<b>End Date:</b>  10 <sup>th</sup> December 2022	<b>Number of Days (working)</b>  40 days
<b>Work Assignment Overview</b>			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Anticipated Number of Working Days
Conduct a desk review	Inception report with a summary of context and detailing work plan, timeframe, sampling frame, methodology and instruments/tools for data collection to be used	1 <sup>st</sup> November 2022 (13 days)	15%
Facilitate and coordinate the review of the current CBID guidelines and the training materials	Stakeholder engagement meeting conducted,	20 <sup>th</sup> November 2022 (5 days)	
CBID guidelines development and manual consolidation	validation meeting for the consolidated inputs in the report	30 <sup>th</sup> November 2022 (5 days)	
Final validated CBID guideline/implementation strategy and CBID materials	Final CBID guideline and materials	10 <sup>th</sup> December 2022 (10 Days)	72.5%

<b>Estimated Consultancy fee</b>	<b>\$875/day for 40 days</b>		
Travel International (if applicable)	NOT APPLICABLE		
Travel Local (please include travel plan) To the field to visit CBID implementation work and draft lessons learnt and tool performance report (partners to be visited will be advised by MCDSS)	field lessons learnt a total of 6 days for field to conduct focus group discussion		
DSA (if applicable) UNICEF to take care of DSA rates			
<b>Total estimated consultancy costs<sup>i</sup></b>			
<b>Minimum Qualifications required:</b> <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  Enter Disciplines: Social Sciences, Special Education, Public health, inclusive development, etc	<b>Knowledge/Expertise/Skills required:</b> <ol style="list-style-type: none"> <li>1. A degree in social sciences, Public health, special education, inclusive development or any other disability related field. A masters will be an added advantage</li> <li>2. Minimum experience of 4 years in programme design, guidelines and strategy development. Experience in integrated and multi-sectorial disability programming will be an added advantage</li> <li>3. Strong track record in disability policy reviews and strategy development</li> <li>4. Demonstrated understanding and familiarity with CBID/CBR methodologies</li> <li>5. Adequate understanding of the development context in Zambia</li> <li>6. Excellent communication and facilitation skills in large groups and Excellent report writing skills.</li> <li>7. Demonstrated ability to deliver quality results within strict deadlines, through a proven track record.</li> </ol>		
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>		

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<sup>i</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

**Text to be added to all TORs:**

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.