

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title of consultancy: Individual National Consultancy on institutionalization of the medico-social work curriculum with focus on social rehabilitation and habilitation for young children with disabilities at the State Medical University	Funding Code SC 189904 (Education Thematic Fund)	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Ashgabat, Turkmenistan
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension: Not applicable			
Supervisor: Jepbar Bashimov, ECD Specialist	Start Date: 01 February 2022	End Date: 30 October 2022	# of Days: 158
Purpose of Activity/Assignment: <p>Turkmenistan childcare priorities and policies promote equity-based approach with a strong focus on addressing the rights of vulnerable children and their families.</p> <p>The National Plan of Action for Realization of Children's Rights in Turkmenistan for 2018-2022, joint UN-GoT programme on improving the system of social protection through the introduction of inclusive quality community-based social services for 2020-2022 (output 3) and National Early Childhood Development (ECD) Strategy for 2020-2025 promote development of a system of integrated social services for vulnerable young children and their families.</p> <p>Importantly, the national ECD Strategy for 2020-2025 is focused on strengthening cross-sectoral integration and on multidisciplinary approaches to address vulnerabilities stemming from risks to survival and development of young children.</p> <p>The Action Plan on the ECD in Turkmenistan sets specific activities to be implemented by the Ministry of Health and Medical Industry, Ministry of Education, and Ministry of Labor and Social Protection, all responsible for the Government's commitments under the ECD Strategy. Strategic area 2 under the above Action Plan prioritizes development of <u>ECD and social service workforce with comprehensive competencies required for provision of integrated cross-sectoral services</u> for young children and their families including those for children with disabilities (CwD) (activities 2.1-2.3., 2.3, 2.5, 2.7, 2.11).</p> <p>In the frameworks of the joint Programme Cooperation Agreement (PCA) with St. Petersburg Early Intervention Institute (SPB EII), Russian Federation, UNICEF initiated "technical assistance to the State Medical University in amending medico-social work (undergraduate) 5 years curriculum with the integration of required competencies for provision of trans-disciplinary services for CwD and their families".</p> <p>Thorough analysis of the existing curriculum (introduced in 2018) vis-à-vis international standards and benchmarks, and a series of consultations and further work with the management and relevant staff of the State Medical University (SMU), led to substantial revision of the above curriculum. Currently, the newly developed "course on social rehabilitation and</p>			

habilitation for people with disabilities (PwD)”, with the integration of required competencies in psychology, physical and occupational therapy, communication for provision of trans-disciplinary services for young CwD and their families, has been incorporated in the medico-social work (undergraduate) curriculum and approved for teaching at the University from February 2022 (2nd academic semester).

Introduction of the above new course in the curriculum is an important step in building the institutional capacity of the country to support the on-going shift from the medical to social model of disability and overall mainstreaming disability inclusion in Turkmenistan due to the following:

1. the course and the overall medico-social work curriculum provides conceptual understanding of disability based on the Convention on the Rights of Persons with Disabilities (CRPD) and social model of disability vs. currently prevailing medical model which leads to discrimination, marginalization, segregation, institutionalization and, overall violation of fundamental human rights of people with disability
2. the graduates of this 5 years (undergraduate) course will be equipped with the modern evidence-informed concepts of policy and interventions aiming at inclusion of PwD (including CwD and their families), such as:
 - equity based standard provisions and guidelines with relevant legal aspects
 - technology of professional work in the area of social rehabilitation and habilitation
 - assistive technologies (AT) and (AP) products
 - support for development of communication for PwD
 - introduction to physical therapy for PwD
 - introduction to occupational therapy for PwD
 - mental health for children of early age
 - social rehabilitation for people with various types of disabilities
 - early childhood intervention (ECI), various ECI modalities, and inclusive education as significant parts of the social rehabilitation
 - multilevel prevention of disability
 - community based work, advocacy and support for PwD
 - monitoring and evaluation of effectiveness of programmes for PwD.
3. the planned post-graduate and in-service training courses (as part of overall medico-social work education) aimed to ensure set of modern knowledge, skills and competencies required for provision of integrated social services for children and families will be elaborated in the areas of:
 - psychology (general, family, social, clinical psychology, psychosocial support for young children and their families)
 - communication
 - physical therapy
 - occupational therapy
 - trans-disciplinary teamwork for CwD and their families
 - assistive technologies (AT) and products (AP)
4. hence, the newly developed curriculum aims to nurture the new cadre of professionals and human resources who will obtain the competencies necessary for planning and leading work on promoting systemic changes and policy reform for mainstreaming disability inclusion and integrated social services for vulnerable children and families within both, ECD sector, and overall social sectors (health, education, social protection) which will include:

- alignment of relevant legislative provisions and bylaws, normative guidelines, and standards with the principles of social and human rights model of disability
- reform of disability assessment and referral system for PwD in the country including a system of a medical social expertise (MSEC) under the Ministry of Health and Medical Industry which currently enforces a strong medicalized approach to disability with further discrimination, marginalization, segregation and institutionalization of PwD including CwD and their families
- planning, organizing and leading implementation of various service provisions for PwD (including CwD and their families) based on trans-disciplinary and case management approaches, and guided by the principles of cross-sectoral referral and integration
- support development of a cross-sectoral system of ATs and APs for PwD; assessment of needs for AT, planning, developing, and implementing comprehensive AT programmes for various types of disability, monitoring and evaluation of effectiveness of AT programmes
- specialists' support and provisions in various disciplines (psychology including psycho-social counselling, physical therapy, occupational therapy, communication) as well as comprehensive service provisions (based on trans-disciplinary team and case management approaches) for vulnerable people and their families including PwD
- monitor and evaluate effectiveness of various programmes and provisions for PwD (including CwD and their families)
- support policy and institutional changes in the frameworks of strengthening family support system, preventing institutionalization and promoting deinstitutionalization
- advocacy for and technical advice on various issues pertaining to enforcement of rights of people with disabilities and their families in line with the principles of the CRPD and the overall vision and requirements articulated in the SG United Nations Disability Inclusion Strategy (UNDIS)

The first training for a selected group of the SMU faculty on methodology of teaching the new curriculum planned for January 17-21, 2022 will be provided by the experts of the St. Petersburg Early Intervention Institute (SPB EII) under the on-going PCA with SPB EII which will be amended to reflect their further lead under institutionalization of the above curriculum.

The next agreed steps towards institutionalization of the new curriculum with the relevant systemic interventions will include:

1. continuation of strengthening capacity of the selected faculty on methodology of teaching the new curriculum in **January – December 2022**
2. further alignment of the newly approved social rehabilitation and habilitation course and the rest of the subjects under the medico-social worker curriculum with the international best practices and benchmarks **by end April 2022**
3. development of the job profile and key functional responsibilities (functions, accountabilities and related duties/tasks), list of competencies for the new profession “medico-social worker” with focus on social rehabilitation and habilitation for PwD (including CwD). Importantly, the above should be finalized **by end May 2022** for submission of the above documents by the management of the State Medical University for further approval of the workplaces and payrolls as part of the state budget.
4. strengthening the relevant knowledge and skills of the first 25 graduates (currently 4th grade students) under the new medico-social work profession (1st cohort of graduates is due in June 2023) **by end December 2022**

so that their competencies would be in line with the requirements under the approved job description and functional responsibilities for further job placement in **July-August 2023**.

5. development and submission of the new in-service training programmes and post-graduate courses for official approval (as part of overall medico-social work education) in **January – November 2022** with the selected courses in the below areas available **by end December 2022**:
 1. psychology (general, family, social, clinical psychology, psychosocial support for young children and their families)
 2. communication
 3. physical therapy
 4. occupational therapy
 5. trans-disciplinary teamwork for CwD and their families
 6. assistive technologies and products for PwD
6. initiating establishment of a clinical base on rehabilitation and habilitation of PwD as part of developing a comprehensive training/retraining system with building practical skills and competences of the relevant ECD and social service workforce in **by end December 2022**

Following a series of discussions and further agreement with the Rector of the State Medical University and focal point on rehabilitation of PwD of the Ministry of Health and Medical Industry on mechanics for planning and implementing the above priorities as per the deadlines set, UNICEF-assisted individual national consultancy is planned to provide onsite quality technical advice and support for ensuring the scheduled deliverables.

Work Assignment Overview: it is expected that, in the given timeframe, the national consultant will perform/ensure the following tasks and deliverables to achieve the objectives of the assignment:

Tasks/Milestone:	Deliverables	Target delivery date	Working Days
I. Strengthening capacity of the selected faculty on methodology of teaching the new curriculum			
In close consultations with SPB EII, SMU and UNICEF:			
1.1 Based on a set of criteria and standard assessment instrument/questionnaire developed by the SPB EII experts, organize a series of meetings and sessions with the group of selected faculties to identify their strengths, weaknesses and further needs for capacity development in line with the best international practices	Meetings held and detailed written note on current strengths, weaknesses and further needs for capacity development	by end February 2022	15 days
1.2 Facilitate 15 training sessions for the faculty on methodology of teaching (and facilitation skills) the new curriculum based on the facilitator's guide/instructional materials provided	Training sessions timely delivered	by end May 2022	15 days

by the SPB EII experts in line with the criteria established			
1.3 Participate in the above workshops and co-facilitate selected sessions	Workshops with co-facilitated sessions timely delivered	by end May 2022	7 days
1.4 Provide regular feedback on capacity development process for the selected faculty to the SMU, SPB EII and UNICEF with recommendations for improvements	Based on feedback and recommendations of the faculty for the curriculum improvement, and in consultation with the international consultants, UNICEF and management of SMU, the necessary adjustments timely made		
1.5 Provide supervision for the selected faculty in support of teaching the 3 rd and 4 th grade students in line with the approved job profile, key functions, and list of competencies (first 25 graduates under the new profession “medico-social worker” are due in June 2023)	Individual supervisory sessions for the selected faculty are timely delivered	by end October	30 days
1.6 Prepare PPPs pertaining to the relevant tasks/milestone	Agenda, programme, minutes of meetings, sessions, workshops, presentations, training materials PPPs timely prepared/delivered if required		
2. Development of the job profile, key functional responsibilities, and list of competencies for the new speciality “medico-social worker”			
In close consultations with SPB EII, SMU, focal point on rehabilitation of the MoHMI, head of medical-social expertise of the MoHMI, and UNICEF: 2.1 Facilitate finalization of the available draft list of subjects, framework for professional competencies and pre-defined areas of work	List of subjects, framework for professional competencies and pre-	by end March 2022	10 days

<p>2.2 Guided by the agreed list of subjects, framework for professional competencies and pre-defined areas of work, propose the general job profile and key functional responsibilities (functions, accountabilities and related duties/tasks), list of competencies for the new profession “medico-social worker” with focus on social rehabilitation and habilitation for PwD (including CwD).</p> <p>2.3 Facilitate finalization of the 5 years program “medico-social work profession” with focus on social rehabilitation and habilitation for PwD for further approval</p> <p>2.4 Prepare PPPs pertaining to the relevant tasks/milestone</p>	<p>defined areas of work are finalized and timely agreed on</p> <p>Job profile, key functional responsibilities (functions, accountabilities and related duties/tasks), and list of competencies are finalized and timely agreed on with all the stakeholders</p> <p>5 years program “medico-social work profession” with focus on social rehabilitation and habilitation for PwD is timely finalized and agreed on</p> <p>PPPs timely prepared/delivered if required</p>	<p>by mid-June 2022</p> <p>by end April 2022</p>	<p>15 days</p> <p>12 days</p>
3. Introduction of the in-service and post-graduate training courses (as part of the overall medico-social work education)			
<p>In close consultations with SPB EII, SMU, focal point on rehabilitation of the MoHMI, head of medical-social expertise of the MoHMI, and UNICEF:</p> <p>3.1 Based on the criteria and assessment instruments provided by the SPB EII experts, provide capacity assessment of the assigned faculty for introduction of the following in-service and postgraduate training courses as part of the medico-social work education:</p> <ol style="list-style-type: none"> 1. psychology (general, family, social, clinical psychology) 2. mental health for children of early age (blended course is ready for introduction in 2022) 	<p>Draft report on capacity assessment developed, discussed with stakeholders and agreed on</p>	<p>by end June 2022</p>	<p>15 days</p>

3. early communication (course is ready for introduction in 2022) 4. physical therapy 5. occupational therapy 6. trans-disciplinary teamwork for CwD and their families (blended course is ready for introduction in 2022) 7. assistive technologies and products for PwD			
3.2 Based on the results of the capacity assessment provide detailed plan on gradual establishment of the above postgraduate courses including the course(s) for introduction in 2022		by mid-July	10 days
3.3 Facilitate selection of the focal points and additional staff required for establishment of each in-service and post-graduate courses	Detailed plan on gradual establishment of the postgraduate courses is timely finalized and agreed on Complete list of the respective staff with the focal points is timely finalized and agreed on The list of courses for 2022-2023 are submitted to the SMU for approval	by end July	10 days
3.4 Prepare PPPs pertaining to the relevant task/milestone	PPPs timely prepared/delivered if required		
4. Preparation for establishment of the clinical base on rehabilitation and habilitation of PwD as part of developing a comprehensive training/retraining system for the relevant ECD and social service workforce			
In close consultations with SPB EII, SMU, focal point on rehabilitation of the MoHMI, head of medical-social expertise of the MoHMI, and UNICEF: 4.1 Based on the selection criteria and standard assessment instrument developed by the SPB EII provide capacity and needs assessment for establishing a clinical base on rehabilitation and habilitation of PwD in selected facility(ies) under the MoHMI, MoE and MLSP	Selection criteria and standard instrument are timely finalized and agreed on	by mid-August	7 days

<p>4.2 Facilitate selection of the facilities under the MoHMI, MoE and MoLSP to serve the clinical base (in line with the selection criteria agreed on) for the courses selected out of the following in-service and post-graduate training courses at the SMU:</p> <ol style="list-style-type: none"> 1. psychology (general, family, social, clinical psychology) 2. mental health of children of early age 3. early communication 4. physical therapy 5. occupational therapy 6. trans-disciplinary teamwork for CwD and their families 7. assistive technologies and products for PwD <p>4.3 Prepare PPPs pertaining to the relevant task/milestone</p>	<p>Detailed analytical report on results of the relevant capacity and needs assessment</p> <p>List of the facilities to serve as the clinical base are timely finalized and agreed on.</p> <p>PPPs timely prepared/delivered if required</p>	by end August	7 days
<p>5. Detailed final report with the recommendations for further actions agreed on with the stakeholders</p>		by end October	5 days
<p>Total number of days:</p>			<p>158 days</p>

Payment schedule

The payment will be made in instalments, according to the following schedule.

<p>- First instalment of USD 3,034; 25 % of the total amount: 30/04/2022, upon satisfactory provision of <i>the tasks and deliverables under #1.1; 2.1; 2.3</i>. The instalment will include 37 consultancy days.</p>
<p>- Second instalment of USD 3,034; 25 % of the total amount: 15/06/2022, upon satisfactory provision of <i>the tasks # 1.2; 1.3; 2.2</i>. The instalment will include 37 consultancy days.</p>
<p>- Third instalment of USD 4,018; 30 % of the total amount: 30/08/2022, upon satisfactory provision of <i>the tasks # 3.1; 3.2; 3.3; 4.1; 4.2</i>. The instalment will include 49 consultancy days.</p>
<p>- Final instalment of USD 2,914; 20 % of the total amount: 30/10/2022 upon satisfactory provision of <i>the completed task # 1.5 and the final report with agreed recommendations</i>. The instalment will include 35 consultancy days.</p>

Submission of applications:

The technical proposal should include

- A cover letter, including
 - o Assessment of suitability vis-à-vis the requirements of this ToR;
 - o A summary of experience in similar assignments;

- Links to/attachments of examples of similar work;
- Comments and suggestions on the ToR and proposed workplan and deliverables
- CV of the candidate including qualifications and experience

Financial Proposal: Candidates need to submit a financial proposal (All-inclusive consultancy fee) as a separate attachment in pdf file to complete the entire assignment based on the terms of reference. Travel is not expected during the assignment. All-inclusive consultancy fee should be broken down to show the detail for the following:

Items	Quantity	Unit cost	Total in USD
Consultancy Fee	158 working days		

Applications without financial proposal will be disqualified.

The applicants should ensure that all pricing information is provided in USD. Invoicing will be in the currency of the proposal.

Evaluation criteria:

Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both technical and financial aspects to ensure the best value for money. The Evaluation Team will first review the technical aspects of the offer (based on the qualifications described above), conduct interview for the shortlisted candidates, followed by a review of the financial offers of the technically compliant candidates. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract, subject to a positive result of the reference check. A cumulative analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows:

- 75 % Technical
- 25 % Financial

1. Technical proposals will be evaluated against the technical evaluation criteria (75%). The total amount of points allocated for the technical component is 75.

2. Price proposal evaluation criteria (25%). The consultancy fee request shall be considered together with the evaluation of technical criteria. Technical proposals failing to reach a score of 60 in total will not be considered for the Financial Evaluation. The applicants should ensure that all pricing information is provided in USD. Invoicing will be in the currency of the proposal. For evaluation, UNICEF shall use US Dollars to evaluate all financial proposals.

Minimum Qualifications required:

☒ Bachelors ☒ Masters ☐ PhD ☐ Other

Knowledge/Expertise/Skills required:

- University degree in social sciences is required; master's degree in social sciences will be an asset;
- At least five years progressively responsible professional work experience in the area of social sciences /development or related field, including project management, planning, monitoring and evaluation, methodological support and research;
- Strong familiarity with concept of disability inclusion based on the Convention of the Rights of People of Disabilities (CRPD) and social model of disability, understanding of issues relating to child disability will be an asset;
- Proven knowledge and/or professional experience of methodology of teaching at university level;

	<ul style="list-style-type: none"> • Proven strong communication and facilitation skills; • Good knowledge and understanding of the national social sector; knowledge of the national health sector will be an asset; • Proven analytical and report writing skills; • Fluency in English and Russian; knowledge of the local language will be an asset.
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Remarks: 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.