

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT - LONG-TERM AGREEMENT

Individual Consultancy Services: Engagement of Disability Inclusion professional (social policy) on Long Term Arrangement (LTA)

1. BACKGROUND / RATIONALE

An estimated 240 million children worldwide—around 10% of all children—live with disabilities, and they face significantly higher risks of exclusion, poverty, poor health, limited learning opportunities and violence compared with children without disabilities. Their families also experience higher care-related costs and reduced income opportunities.

Under international human rights frameworks, particularly the Convention on the Rights of the Child (CRC) and the Convention on the Rights of Persons with Disabilities (CRPD), governments are obligated to ensure non-discrimination, accessibility, participation and access to individualized support. Achieving this requires strengthening inclusive systems across sectors such as health, education, social protection, rehabilitation and assistive technology.

UNICEF's Disability Inclusion Policy and Strategy (DIPAS) provides the organization's roadmap for mainstreaming disability inclusion across programmes and operations, expanding inclusive services, reducing stigma and strengthening cross-sectoral coordination. UNICEF currently allocates 5.2% of its programme budget to disability inclusion, with a commitment to reach 10% by 2030.

The UNICEF Strategic Plan 2026–2029 further reinforces these commitments through key targets, including expanding inclusive early childhood development services (Target 1.8), increasing school participation including 15 million children with disabilities (Target 2.2), and ensuring 90 million children are screened and connected to disability support services and assistive technology (Target 3.3).

A key to achieve scale and impact to support children and adolescents with disabilities and their families as well as caregivers, including adolescent girls, with disabilities, is the strengthening and mainstreaming of disability inclusion across systems with focus on four key functions:

- Screening: use of non-diagnostic tools to identify children who may have developmental delays or functional difficulties
- Identification: specialized assessment to determine needs and eligibility for services or benefits
- Disability support services and assistive technology: services such as rehabilitation, assistive technology, cash transfers, parenting support, personal assistance and community-based services
- Referral pathways and coordination: systems that ensure children move seamlessly from screening to identification and intervention across sectors

Lao PDR specific context

The rights of children with disabilities to equal opportunities and protection are embedded in international frameworks and national development priorities. In Lao PDR, UNICEF has supported several disability-inclusive initiatives.

The Child Grant Programme has incorporated financial support for children with disabilities within social protection systems. In parallel, the Okard Programme, funded by USAID, has contributed to broader disability inclusion through rehabilitation services, livelihood support and the piloting of the Community-Based Inclusive Development (CBID) modular assessment tool, which provides a digitized approach to identifying disability-related needs among children and adults.

Those projects are now concluded, and the government is seeking to use the lessons learned to develop policy and systems. Several challenges remain. These include limitations in quality assurance, coordination, scalability and sustainability across initiatives. The Government of Lao PDR has carried out consultation and developed a Disability Management Information System (DMIS) Master Plan, which aims to establish a national system for disability identification and support coordination.

UNICEF is supporting this reform agenda by contributing technical expertise to the design and rollout of the DMIS and by strengthening disability inclusion across national programmes.

In addition, the UNICEF country office is developing its new CPD and seek to mainstream disability across outcome and results as well as promote integrated support for children and adolescents with disabilities and their families as well as caregivers, including adolescent girls, with disabilities.

To support these efforts, UNICEF seeks to engage a Disability Inclusion Specialist under a retainer contract to provide technical assistance, strengthen knowledge generation, support stakeholder coordination and facilitate disability-inclusive policy development.

This consultancy will contribute to strengthening implementation of the DIPAS and the new strategic plan as well as support the development of a Lao PDR's national disability support system, including the rollout of the DMIS roadmap, including through supporting the development and implementation of an inclusive UNICEF CPD.

2. PURPOSE OF ASSIGNMENT

The purpose of this consultancy is to provide technical expertise and strategic support on disability inclusion to the UNICEF Lao Country Office and the UNICEF global disability team.

The consultant will support capacity development, programme design, knowledge generation and stakeholder engagement to strengthen disability-inclusive systems and services, particularly in relation to screening, identification, referral pathways, disability support services and assistive technology.

3. PROGRAMME AREA AND SPECIFIC PROJECT AREA

Disability Inclusive Social Protection and General Disability Inclusion

4. OBJECTIVE(S)

The LTA is to support three major objectives for disability inclusion

- Capacity Development
- Technical Advice
- Stakeholder Engagement and Facilitation

5. MAJOR TASKS TO BE ACCOMPLISHED

Capacity Development

The consultant will support the strengthening of knowledge, skills and institutional capacities required to advance disability-inclusive policies, programmes and services.

Key activities may include:

- Design and deliver training sessions and professional development activities for UNICEF staff, government counterparts, implementing partners and civil society organizations on disability inclusion and rights-based approaches.
- Develop and adapt training curricula, learning materials, technical guidance and practical tools to support disability-inclusive programming across sectors.
- Support capacity strengthening of institutional actors responsible for disability policy, disability identification systems and disability-inclusive service delivery, including government ministries and national coordination bodies.
- Provide guidance and training on the use and integration of assistive technologies, accessibility measures and inclusive practices within service systems.
- Support initiatives aimed at community and parental engagement, including awareness-raising activities to reduce stigma and discrimination and promote the inclusion and participation of children with disabilities.
- Contribute to knowledge sharing and learning initiatives at national, regional and global levels, including the documentation of good practices and lessons learned.

Technical Advice

The consultant will provide technical advice to strengthen disability-inclusive policies, programmes and systems, with particular focus on integrated and cross-sectoral approaches.

Key activities may include:

- Provide technical advice on the design and implementation of projects and programme activities that promote the inclusion of children and adolescents with disabilities.
- Support mainstreaming of disability inclusion across sectors, including health, rehabilitation and assistive technology, nutrition, education, social protection, child protection, and early childhood development,
- Contribute to the integration of disability inclusion within UNICEF country programming, including inputs to the Country Programme Documents (CPD), programme strategies, and sectoral workplans.
- Support the development of integrated service delivery approaches to provide coordinated support to children with disabilities and their families, including adolescent girls with disabilities and caregivers.
- Provide technical support to the development and rollout of disability identification systems and referral pathways, including contributions to the design and implementation of the Disability Management Information System (DMIS).
- Review and provide technical inputs to programme documents, policy papers, concept notes, funding proposals and strategic plans related to disability inclusion.

- Analyze and synthesize evidence and lessons learned from national and regional initiatives to support evidence-based policy development and programme design.

Stakeholder Engagement and Facilitation

The consultant will support collaboration and coordination among stakeholders to strengthen disability-inclusive policies and systems.

Key activities may include:

- Conduct stakeholder mapping and analysis to identify key actors involved in disability policy, service delivery and advocacy.
- Support the organization and facilitation of consultations, dialogue platforms and participatory processes involving government agencies, organizations of persons with disabilities (OPDs), civil society organizations, development partners and UN agencies.
- Facilitate the development of collaboration frameworks and coordination mechanisms, including technical working groups or coordination committees related to disability inclusion.
- Support processes that strengthen alignment and complementarity between policies, programmes and interventions across sectors to promote coherent disability-inclusive systems.
- Promote the meaningful participation of persons with disabilities and their representative organizations in policy development, programme design and monitoring processes.
- Provide facilitation and technical support for joint planning workshops and multi-stakeholder dialogues related to disability inclusion initiatives.

Responsibilities of the Consultant:

- Provide technical guidance on disability-inclusive policies, programmes, and systems.
- Deliver trainings and develop materials to strengthen disability-inclusion capacities.
- Facilitate stakeholder coordination, consultations, and participation of persons with disabilities.
- Produce technical inputs, reports, and evidence to inform UNICEF's programming and policy work.

Responsibilities of UNICEF:

- Provide supervision, guidance, and strategic direction to the consultant.
- Facilitate access to relevant information, stakeholders, and programme teams.
- Support the organization of meetings, workshops, and consultations.
- Review and approve deliverables and process payments based on quality standards.

6. DELIVERABLES

S. No.	category (if applicable)	Deliverable
1.	Capacity Development	Design and deliver disability inclusion training and materials, strengthen institutional and system level capacities, guide the integration of assistive technologies and inclusive practices, support community engagement to reduce stigma, and contribute to national and global learning through documentation of good practices.
2.	Technical Advice	Technical leadership to strengthen disability inclusive , cross-sectoral policies and programmes by advising on inclusive project design, mainstreaming disability across all sectors, supporting integrated service delivery and disability identification systems such as the DMIS, contributing to UNICEF country programming, reviewing strategic documents, and synthesizing evidence to inform policy and programme development.
3.	Stakeholder Engagement and Facilitation	Strengthen coordination for disability inclusive systems by mapping stakeholders, facilitating multistakeholder consultations and dialogue platforms, supporting the development of collaboration frameworks and cross sectoral alignment mechanisms, ensuring meaningful participation of persons with disabilities and their organizations, and providing technical support for coordinated planning and policy processes.

7. 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 below 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 below 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](#)

8. TRAVEL (OPTIONAL):

[If the consultant may be requested to travel to complete assignments, the LTA Contract Manager may request that the financial proposal include 2 type of fees:

1. Fee for remote service

2. Fee for services including travel (factoring travel costs related to travel insurance and visa).

At a later stage, when the PO is raised for an assignment including travel the office will use the Fee for services including travel and add the travel line for the estimated cost of tickets and DSA to be reimbursed on actuals]

9. ESTIMATED DURATION OF LTA

December 30, 2027

10. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ LANGUAGE SKILLS REQUIRED (Please use as applicable)

Education:

Advanced university degree (Master's or equivalent) in disability studies, rehabilitation sciences, public or global health, social policy, social protection, education, international development.

Experience

- Minimum 10 years of relevant professional experience in disability inclusion with a strong focus on children with disabilities and their families, including experience in low- and middle-income country contexts.
- Demonstrated experience supporting the design, strengthening, or scale-up of services for children with disabilities, including integrated and cross-sectoral approaches across sectors such as health, rehabilitation, education, social protection, and child protection.
- Proven experience in systems strengthening and policy support related to disability-inclusive services, including work with government ministries and national systems responsible for delivering services to children with disabilities.
- Experience supporting the development of institutional and workforce capacity to deliver disability-inclusive services, including training and technical assistance to government counterparts, service providers, and implementing partners.

Knowledge and Skills

- Strong technical expertise in one or more of the following areas related to services for children with disabilities:
- Assistive technology (AT) systems and service provision
- Rehabilitation and habilitation services, including community-based approaches
- Mental health and psychosocial support (MHPSS) for children and caregivers
- Community case management and referral systems linking children with disabilities to services
- Disability-inclusive social protection and caregiver support
- Inclusive education and support services for learners with disabilities
- Good understanding of disability identification, screening tools, referral pathways and service coordination mechanisms supporting integrated service delivery for children with disabilities.
- Strong analytical, facilitation and communication skills, including experience conducting multi-stakeholder consultations, technical workshops and policy dialogue.
- Excellent drafting skills in English with the ability to produce technical guidance, analytical reports, training materials and policy briefs.

Desirable

Experience working with UN agencies, international organizations, or government institutions on disability-inclusive programming.

Experience supporting cross-sectoral coordination mechanisms linking services for children with disabilities across health, education, and social protection sectors.

Experience supporting the development or implementation of case management systems, or Disability Management Information Systems (DMIS).

Note: Candidates are free to apply to any category based on their qualifications and experience. They can also apply for multiple categories or all of them. UNICEF will award LTA to top ranked [indicate number] candidates under each category. A candidate may be awarded LTA for one or more than one category.

11. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

The selection of consultants for the LTA will be based on technical evaluation and financial offers in the ratio of xx:xx (e.g. 80:20). The criteria for technical evaluation will be as follows:

Criteria	Marks	
	Min	Max
Education	18	20
Experience	20	20
Knowledge and skills	24	25
Desirable	8	10
TOTAL TECHNICAL SCORE The minimum overall qualifying score is XX. Only those candidates who meet the overall qualifying marks of XX and score the minimum cut-off in each of the above sub-criteria, including the interview, will be considered technically responsive, and their financials will be opened.	70	75
Financial Score The selection of the consultant will be on the basis of technical evaluation & financial offer in the ratio of xx:xx (e.g. 80:20)	22	25
TOTAL	92	100

12. FINANCIAL PROPOSAL: [The LTA Contract Manager will indicate the Financial Proposal template to be used for submission as a separate document]

Category / Services	Rate
Capacity Development	
Technical Advice	
Stakeholder Engagement and Facilitation	

The application to be submitted through the online portal should contain XX separate attachments:

Cover letter and CV

Examples:

- i. A Cover letter explaining the motivation for applying and explaining how the qualifications and skillset of the candidate **(to be uploaded online)**
- ii. Curriculum Vitae (CV) **(to be uploaded online)**
- iii. Three Work Samples – This includes three previously written human-interest stories / reports / advertising materials / content created / proposal. **It is critical to submit work samples as you will observe from the advertisement that marks have been assigned to these criteria for arriving at the most suitable candidate**
- iv. A financial proposal indicating professional fee as per the above template. Please do not forget to specify your name in the file while saving. **(To be uploaded under other supporting documents).**
- v. Certificates of mandatory courses (Ethics and Integrity at UNICEF (2020 version); Prevention of Sexual Harassment and Abuse of Authority (2021 version) & Sexual Exploitation Abuse (PSEA) (2021 version) consolidated in one single pdf. **Note: If the LTA will include the optional fees for travel assignments, then BSAFE will be a mandatory course requirement to be added to the list of certificates to be uploaded at the time of application.**

Without all the above 4 documents your application will be considered incomplete and invalid and will not be considered further.

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.

- Please note, UNICEF does not charge any fee during any stage of the process.
- Female candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.