

TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

Individual Consultant for assistive technology project quality assurance and monitoring for Pacific Island Countries (PICs)

BACKGROUND

The WHO-UNICEF Global Report on Assistive Technology (AT) (2022) revealed that one in three people or more than 2.5 billion people globally need one or more assistive products, such as wheelchairs, hearing aids, or apps that support communication and cognition. As the global population ages and the prevalence of noncommunicable diseases (NCDs) increases, this figure will rise to 3.5 billion in 2050. Yet nearly one billion of them are denied access, particularly in low- and middle-income countries, where access can be as low as 3% of the need for these life-changing products. People reported the most common barriers to accessing assistive products as being high costs, low availability and lack of support. Many countries have large gaps in their assistive technology service provision and trained workforce.

In the Pacific Island Countries and Territories (PICTs), despite signing and ratification of the UN Convention on the Rights of Persons with Disabilities (CRPD) and general commitments to inclusive education, health, nutrition and wellbeing of school-aged children, there are considerable gaps in levels of awareness and information about AT among general population as well as professionals such as health workers and teachers, availability and access to affordable AT solutions, and service providers' capacity. Further attention and improvements are required to make AT affordable and accessible for everyone in need.

In response, UNICEF Pacific's Multi-Country Office is implementing the ATscale-supported programme "Unlock Healthy Learning in the Pacific: Improving access to assistive technology and related rehabilitation services for school-aged children" in Federated States of Micronesia (FSM), Kiribati, and Vanuatu. The programme aims to increase access to vision, hearing, and mobility assistive products for school-aged children—both in and out of school—through integrated screening and provision of eyeglasses, hearing aids, and mobility devices. At the same time, the programme strengthens national AT systems, including financing, policies, workforce development, service delivery pathways, supply chains, advocacy, and data systems. Multi-country activities support harmonised procurement, research, and workforce training across the Pacific.

Given the programme's technical complexity and multi-country coordination requirements, UNICEF seeks to recruit a part-time individual consultant to provide specialised technical guidance, quality assurance, and support for programme planning, implementation, monitoring, and reporting.

OBJECTIVE / SCOPE OF WORK

The objective of this consultancy is to provide specialised technical guidance, quality assurance and support for programme planning, implementation, monitoring, and reporting across the "Unlock Healthy Learning in the Pacific: Improving access to assistive technology and related rehabilitation services for school-aged children" in FSM, Kiribati, and Vanuatu. The consultant will strengthen programme quality through the development and refinement of monitoring and evaluation (M&E) tools, processes, and reporting systems; support country-level implementation; and build the capacity of UNICEF and government counterparts to ensure high-quality, harmonised, and evidence-driven programme delivery.

To achieve this objective, a consultant is expected to perform the following for 3 programme countries:

- 1- Country-level programme guidance, M&E system set-up/strengthening, and quality assurance
 - Provide ongoing technical guidance to country teams on M&E design, implementation, and adaptation for AT screening, referral, service provision, and device dispensing

- Develop, refine, and finalize M&E tools and processes (e.g., screening and referral forms, service delivery tracking tools, data flow processes, standard operating procedures (SOPs))
 - Build capacity of government and UNICEF counterparts through remote training, coaching and support
 - Support quality assurance of programme implementation through documentation review, technical feedback, problem-solving support, and regular consultations with each country teams.
 - Assist with country-specific needs (Vanuatu – technical guidance to amend the existing Medical Disability Registry; FSM – finalisation of the communication plan, M&E capacity strengthening, technical inputs on integrating AT into public financing schemes; Kiribati – M&E tool strengthening and routine QA support)
- 2- Reporting support (first progress report and annual report)
- Provide technical review and inputs to the First Progress Report (July 2026) and the Annual Report (February 2027)
 - Support country teams to validate data and narrative content with government and partners
 - Document lessons learned to inform programme adaptation and donor reporting
- 3- Support to Year 2 planning
- Gather and synthesise insights from country teams and government partners on Year 1 progress, challenges, and lessons learned
 - Provide technical inputs to Year 2 workplans, budgets, targets, and M&E approaches
 - Prepare a brief synthesis for use in planning sessions at country and regional levels
- 4- Coordination support
- Coordinate with UNICEF HQ personnel and other technical experts as needed to support country team’s M&E and reporting needs
 - Ensure country-level M&E work aligns with the regional harmonisation framework and global ATscale requirements

ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS BUDGET PER DELIVERABLE			
ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT
1. Country-level programme guidance, M&E system set-up/strengthening, and quality assurance	<ul style="list-style-type: none"> • Finalised M&E tools and SOPs for FSM, Kiribati, and Vanuatu • Country-specific technical guidance notes • Training materials and session summaries. • Summary reports on Vanuatu MDR amendments and FSM AT-financing integration • FSM communication plan 	25 days	45%
2. First Progress Report (due 31 July 2026) <ul style="list-style-type: none"> • Review and technical inputs to ensure high-quality First Progress Report content for all three countries. • Document lessons learned to inform programme adaptation and donor reporting 	<ul style="list-style-type: none"> • Submission-ready First Progress Report package for FSM, Kiribati and Vanuatu • Lessons-learned documentation 	6 days	15%
3. Annual Report (due 15 February 2027) <ul style="list-style-type: none"> • Review and technical inputs to ensure high-quality Annual Report content for all three countries. • Document lessons learned to inform programme adaptation and donor reporting 	<ul style="list-style-type: none"> • Submission-ready First Progress Report package for FSM, Kiribati and Vanuatu • Lessons-learned documentation 	6 days	15%

4. Support to Year 2 planning	<ul style="list-style-type: none"> Provide technical inputs to Year 2 workplans, budgets, targets, and M&E approaches based on Year 1 progress, challenges, and lessons learned 	<ul style="list-style-type: none"> Technical inputs integrated into Year 2 workplans, budgets, targets, and M&E approaches 	10 days	20%
5. Coordination support		<ul style="list-style-type: none"> Alignment notes ensuring coherence with regional frameworks 	3 days	5%
Total			50 days	100%

QUALIFICATIONS, SPECIALIZED EXPERIENCE, AND ADDITIONAL COMPETENCIES

Bachelors Masters PhD Other

Education:

University degree in health, rehabilitation, inclusive or special education, social science, and other related disciplines is required.

Experience:

- A minimum of 5 years of professional experience in the field of disability, rehabilitation, and assistive technology is required.
- Experience with project monitoring, evaluation and reporting is required. Experience in ATscale-supported programme M&E is a significant advantage.
- Experience in working with multiple stakeholders is required.
- Work experience in the Oceania / Asian region, particularly in the Pacific is an asset.

Skills:

- Ability to work effectively with people is required.
- Clear and concise communication with excellent writing skills is required.
- Excellent analytical and conceptual skills are required.
- Proven ability to work independently and achieve results under the time pressure is critical.
- Flexibility to work in the evolving situation is required.

Knowledge:

- Good knowledge of disability programming, assistive technology, and related rehabilitation services is required.
- Good knowledge of ATscale is desirable.
- Good knowledge of programme monitoring, evaluation, reporting and learning is required.
- Understanding of Pacific Island Countries and Territories is an asset.

Language:

- Fluency in English is required.

CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

Management, Organization, and Timeframe:

The consultant works remotely throughout the contract period of 12 months, while s/he should be mindful of the time difference between her/his location and PICTs. The consultant will report to the Chief of Health and Nutrition, UNICEF Pacific Multi-Country Office and will collaborate closely with UNICEF Field Offices and government counterparts in Federated States of Micronesia (FSM), Kiribati, and Vanuatu. All costs related to the work will be included in the financial proposal and subsequent contract, and invoiced based on completed deliverables. Monitoring and overall supervision will be provided by the Chief Health and Nutrition, UNICEF Pacific Multi-Country Office (MCO), in close collaboration with Health Specialists in FSM, Kiribati and Vanuatu.

ADMINISTRATIVE ISSUES

- Individuals engaged under a consultancy 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. Consultants 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.

- The selected candidate is solely responsible for ensuring that the visa (if applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, program delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts. UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterward in your assignment.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- Consultant will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of the offer and before the signature of the contract.
- Deliverables that require payment within less than 30 days should be lumped together for ease of transaction.

NOTE FOR APPLICANTS:

Please submit a **separate financial offer** along with your application and technical proposal on how the assignment will be conducted. The financial proposal should be a **lump sum amount for all the deliverables** but should show a break down for the following:

- Daily fees– based on the deliverables in the Terms of Reference
- Miscellaneous- to cover health insurance, communications, and other costs