

## TERMS OF REFERENCE

<b>TITLE</b>	Consultant to provide special Assistance to Disability Inclusion Specialist Global Child Nutrition and Development Practice
<b>CONTRACT MODALITY</b>	Homebased/Remote
<b>DUTY STATION</b>	Nairobi
<b>DURATION OF CONTRACT</b>	12 Months

### Purpose of Assignment

The purpose of this assignment is to provide work related assistance to enable the disability inclusion Specialist in the child nutrition and development practice function independently and in a barrier-free environment.

### Scope of Work

- Guiding and being aware of giving verbal information to a visually impaired person about the environment when indoors and out travelling.
- Assistance with correspondence and any other reading and writing tasks, which may be required to support a blind person at work. e.g., reading information on walls, print outs including, signage etc.
- Converting materials in inaccessible formats to alternative accessible formats
- Assist in preparation of Power Points Presentations, editing, formatting, filing.
- Assist preparation and conduct of activities including photocopy and distribution of materials, CD burning, writing on Flip charts, taking pictures.
- Copy to computer files/info from Flip Charts of Trainings/Workshops
- Support the disability inclusion Specialist in overcoming barriers related to technologies with a view to facilitate full and effective inclusion of the staff at the workplace and work-related travel locations.
- Continuously update contact database and calendar of the Program Specialist.
- Accompanying the disability inclusion Specialist to meetings, both national and international events
- Undertake related activities to be assigned by the disability inclusion Specialist

### Payment Schedule:

Payment will be made on submission and acceptance of 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.

### Important Notes

- 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.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) 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, programme 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 afterwards in your assignment.

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline and input days to complete deliverable
Special Assistant to Disability Specialist	20 documents read (ppts, excel, images) 30 materials adapted to accessible formats 15 documents such as ppts prepared 3 days a week mobility support To be completed by 31st of the month (1 month), and payment to be settled by 7th of the preceding month.	Monthly
Travel	International	4 trips

**QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES  
(CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT**

**Education:**

High School Diploma or equivalent

**Knowledge/Expertise/Skills required:**

- Minimum of 4–7 years of proven experience as an Executive Assistant or in a similar administrative support role.
- Professional-level verbal and written communication skills, with the ability to provide clear, precise, and well-structured explanations and documentation, including the accurate verbal description of visual information such as graphs, charts, diagrams and locations, to ensure full understanding and accessibility for a person who is blind.
- Proficient in the full MS Office suite and familiar with key technologies and assistive products/devices used by persons who are blind or have low vision.
- Strong understanding of, and commitment to, a rights-based approach to disability. Experience working directly with persons with disabilities is desirable.
- Demonstrated ability to support the safe, confident, and independent movement of a person with a disability through effective orientation and mobility support, including clear verbal guidance, spatial awareness, and

respectful assistance that promotes autonomy and dignity.

f) Ability to organize daily workloads according to priorities, manage multiple tasks simultaneously, and meet deadlines in a fast-paced and dynamic environment.

g) Proactive approach to problem-solving with strong teamwork and collaboration skills.

h) Ability and willingness to travel domestically and internationally as required