

Terms of Reference

Individual International Consultancy: Data Analysis and Report on the national Disability Identification Data

Contract modality: Consultant contract ☒ or Individual Contractor ☐

Section: Policy and Public Finance for Children

Duty station: [Phnom Penh, Cambodia] ☒ , home-based ☐ , or hybrid ☐

Duration: 40 days, from March 2022 and end of May 2023

1. Background

In 2016, the Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY) launched disability identification for Disability Allowance Programme that is poverty-targeted and focused on the poor households with persons with disabilities identified through a functional questionnaire administered by trained commune/sangkat focal points. However, the coverage of the Disability Allowance Programme remained low due to outdated data collection method and overall low capacity of the commune focal points to undertake proper disability identification.

In 2020, MoSVY has launched the national Social and Rights-Based Disability Identification mechanism for all people with disability in Cambodia, using digitalized data collection approach implemented by trained commune/sangkat focal points, with data management established through web-based Disability Management Information System (DMIS). This has resulted in more than 200,000 of people with disability identified. The disability identification data will be used for the targeting of the social assistance programmes, particularly the Cash Transfer Programme for Persons with Disabilities envisaged under the recently developed Family Package Programme.

Given that this is the first national disability identification process undertaken at this scale in Cambodia with an on-demand mechanism established for future identification, there is a need to analyze the currently collected data to improve knowledge on the status of persons with disability in Cambodia for programming, policy and advocacy purposes.

2. Purpose

The purpose of the consultancy is to expand the availability of information on the characteristics of persons with disability (PwD) in Cambodia to inform policy and programme design.

The consultancy is ultimately to result in a report analyzing the types and levels of disability and profiles of persons with disability following the social and environmental dimensions/variables contained in the data set. The data set to be analyzed is derived from the administrative data collected by MoSVY through the disability identification mechanism rolled out in 2021, including data on 240,000 individuals. The report will highlight regional and any other considerations of relevance to the persons with disability in general and/or specifically in relation to social, medical and environmental dimensions contained in the identification methodology/questionnaire with an additional objective to allow for the development of the reporting framework to be updated by MoSVY on a regular basis. Given that the identification methodology allows for collection of data for children 0-8 years of age, profile of children with disability will be presented separately. To the

extent possible and where necessary, the consultant will draw on existing analysis and information on persons with disability in Cambodia and where applicable draw reference to other countries.

Detailed PwD identification questionnaires are presented in the Annex of the TOR.

3. Work Assignment

- Prepare a consultancy work-plan and the proposed format of the report in consultation with the MoSVY Disability Welfare Department and UNICEF.
- Develop a data analysis framework and data matrix following indicators in the identification questionnaires.
- Prepare report, including summary of key highlight of the analysis
- Prepare presentation and summary factsheet for dissemination of the report
- Develop the reporting framework, including key indicators, to allow for regular updating by MoSVY adjusted to the current capacities and provide capacity building for MoSVY staff on the data analysis and data generation to allow for the updating using e-format.

4. 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):

The data shared with the consultant will be de-personalized (excluding name, photos and IDs, with location data made available to allow for analysis) but will include socio-economic data on each individual in the database including the health and environmental disability assessment indicators. The consultant is expected to receive de-personalized administrative data from the national database and the work will focus exclusively of processing and analyzing these data. The consultant is expected to use the data throughout the consultancy lasting 40 days.

5. Qualifications or Specialized Knowledge/Experience Required

Qualifications and Experience

- MA degree or PhD, preferably in demography, economics, development studies, statistics or other relevant fields.
- At least 10 years of proven experience in demography, development studies, statistics, policy analysis, research involving data analysis and report writing.
- Strong analytical (quantitative and qualitative) and writing skills.
- Demonstrated proficiency in survey data processing software systems, particularly large data systems.
- Ability to produce deliverables in due time and with quality standards.
- Fluency in written and oral English.
- Strong interpersonal and communication skills.
- Good understanding of the Cambodian context and/or experience in similar work in Cambodia is an asset.

Knowledge and Skills

- Strong technical knowledge in data analysis, research studies, innovative data or information management and presentation.
- Excellent facilitation, communication, and presentation skills.
- Proven knowledge/skills in using standard data processing softwares applicable for use on large data systems

Competencies

- Drive for results
- Applying technical expertise
- Communication
- Working with people

Languages

- Fluency in English is a requirement

6. Location

The consultant will work primarily from his or her office or home. In the event that the consultant already resides in Cambodia, s/he can have face-to-face meetings with supervisor and relevant stakeholders to the extent permissible by Covid 19 health and administrative measures applicable at the concerned time

7. Duration

The assignment requires 40 working days between April -June 2022.

8. Deliverables

Deliverables and descriptions	Number of working days	Due date
Deliverable 1: Workplan of consultancy, proposed format of the report. The report will have between 5 and 10 pages, in English.	5 days	5 working days after signing the contract
Deliverable 2: <ul style="list-style-type: none">• Final report format, including tables and annexes• Final analysis framework and data matrix	10 days	15 working days after signing contract
Deliverable 3: Draft report, including tables and annexes	15 days	30 working day after signing contract
Deliverable 4: <ul style="list-style-type: none">• Final report (estimate 60-80 pages)• Final Power point presentation• Support presentation at the dissemination event• Factsheet of summary key highlighted data from the report• Final data analysis framework and capacity development to MoSVY team	10 days	40 working days after signing the contract
TOTAL	40	

9. Reporting Requirements

This assignment requires the Consultant to produce work plans for each deliverable output and progress reports (maximum three pages) in English against the above objectives and activity plan and submit them to MoSVY and UNICEF.

10. Payment Schedule linked to deliverables

- 30% upon satisfactory completion of deliverable 1 and 2
- 40% upon satisfactory completion of deliverable 3 and 4

11. Administrative Issues

The consultant is not expected to have cross border or in-country business travels for the purpose of this consultancy. The consultant is expected to have her or his own computer and other office facilities needed to carry out this assignment. The consultant will be allowed access to the PwD database by MoSVY

12. Contract supervisor

This consultancy is under overall supervision of the UNICEF Social Protection Specialist. The consultant will be working in close collaboration with Disability Welfare Department of MoSVY

13. Nature of 'Penalty Clause' to be Stipulated in Contract

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia as indicated this Term of References.

14. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to: <http://www.unicef.org/about/employ/>

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments.
- Financial proposal: All-inclusive lump-sum cost including cost for health insurance and miscellaneous for this assignment.

15. Assessment Criteria

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared.

Applications shall therefore contain the following required documentation:

- Technical Proposal, including a cover letter, updated CV, and copies of 2 relevant evaluations performed earlier by the consultant. No financial information should be contained in the technical proposal.
- Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fee, health insurance, and miscellaneous.

The Cumulative Analysis Method (weight combined score method) shall be used for evaluation and selection in this recruitment:

- a) Technical Qualification (max. 100 points) weight 70 %
 - Relevant Education Degree(s) (30 points)
 - Experience in similar assignments, research and data analysis (40 points)
 - Experience in preparing similar report (30 points)
- b) Financial Proposal (max. 100 points) weight 30 %

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.]