UNICEF Country Office in Turkmenistan

**Terms of Reference**

**Individual Consultancy on support to the State Statistics Committee with the development of sampling for the Survey on the situation of people with disabilities, including children**

**Duration:** 20 October 2020 – 20 November 2020 (7 working days)

**Location:** Ashgabat city

# Background

For the past 27 years, UNICEF has been a strategic and trusted partner of Turkmenistan, working closely to support child rights and promote equity. Complementing national development priorities, such as the Social and Economic Development Programme 2019 – 2025 and taking into account the influence of the global COVID19 pandemic on the development of Turkmenistan, data on the most vulnerable people became important as never before. In this regard, in partnership with the State Statistics Committee, Ministry of Labor and social protection of population, Ministry of education and Ministry of health and medical industry as Survey on vulnerabilities on people with disabilities, including children (PwD) is planned.

Turkmenistan was one of the ﬁrst countries globally to join the Convention on the Rights of Persons with Disabilities (CRPD). In line with the 2015 recommendations of the Committee on the Rights of Persons with Disabilities (CRPD) for Turkmenistan, the country needs to review and align the national legislation across sectors with the CRPD, develop early intervention and inclusive support services for children with disabilities and their families, and build an inclusive education system. These commitments are a crosscutting issue within the broader 2030 Development Agenda as people and children with disabilities constitute one of the most disadvantaged groups in every society that are likely to have been left behind. Disability is referenced in various parts of the Sustainable Development Goals (SDGs) and specifically in parts related to education, growth and employment, inequality, accessibility of human settlements, as well as data collection and monitoring of the SDGs (Goals 4, 8, 10, 11 and 17).

Moreover, there are also numerous international frameworks, that Turkmenistan has ratified and that include standards to support PwD during an emergency and improve accessibility across society. Among them: Sendai Framework, which highlight an inclusive, people-centred approach to emergency management. Turkmenistan supports the implementation of the Sendai Framework through the United Nations. Turkmenistan also ratified United Nations Convention on the Rights of Persons with Disabilities, in which Article 11 asserts the importance of emergency management policies and programs to support persons with disabilities during an emergency.

The objective of the planned Survey is to assess and analyze the volubility aspects of people with disabilities (PwD) in Turkmenistan, according to the International Classification of Functioning, Disability and Health for Children and Youth (WHO). This Survey will provide data for the analysis of barriers and bottlenecks in the provision of quality and inclusive services for PwD.

Survey on vulnerability of PwD, especially children will contribute to the implementation of the Convention on the Rights of Persons with Disabilities. The Survey should be guided by UNICEF Guidelines for Disability Situation Analysis, and the New Generation Situation Analysis Core Guidance and Toolkit.

Taking into account, that such type of a survey will be conducted for the first time, internationally recognized sampling frame development is required, due to peculiarities of data collection on PwD, especially during pandemic.

# Purpose of the assignment

Given the above context, the overall purpose of the assignment is to provide support to the State Statistics Committee and involved ministries in calculating the correct sampling frame, based on the database of the recipients of the social benefits on disability.

# In this regard, the process of sampling will need to be technically guided and monitored by international expert to ensure that the exercise is in line with international standards and its results are of high quality.

# Specific Tasks

1. Initial orientation with the UNICEF Country Office in Turkmenistan and all relevant Government partners;
2. Review of the background documents, discussion on sample plan and development of a draft sample plan including sample allocation by communicating with the State Statistics Committee of Turkmenistan (SSC);
3. Review the data and sample selections done by the SSC and providing comments/recommendations, supporting the SSC with finalization of the list of households;
4. Discussion and finalization of the sampling plan and sample selections and providing comments/recommendation;
5. Discussion of the plans for sampling and provide recommendations and guidelines on conducting Survey, as well as agreeing on the process of sample selections;

# Workplan and deliverables

The consultancy will cover the period of 20 October and 20 November 2020 (7 working days) and will be deliverable based. The consultant is expected to work from home. Specific tasks may be adjusted based on current events and corporate priorities.

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| **Tasks:** | **Deliverables/Outputs:** | **Date** |
| **Sampling frame development** | * Initial orientation with the UNICEF Country Office in Turkmenistan and all relevant Government partners; * Review of the background documents, discussion on sample plan and development of a draft sample plan including sample allocation by communicating with the State Statistics Committee of Turkmenistan (SSC); * Review the data and sample selections done by the SSC and providing comments/recommendations, supporting the SSC with finalization of the list of households; * Discussion and finalization of the sampling plan and providing comments/recommendation; * Discussion of the plans for sampling and provide recommendations and guidelines on conducting Survey; | November 20, 2020 |

# Reporting requirements

International Sampling Consultant will provide monthly reports and final report at the end of the assignment in Russian or English.

# Payment schedule

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

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| **Deliverable** |
| **First instalment: 20/11/2020,** upon satisfactory and timely submission of the progress report, with Sampling frame (Total 7 working days) |

# Work arrangements

Day to day supervision and guidance will be provided by UNICEF Turkmenistan Child Rights Monitoring Specialist. UNICEF will regularly communicate with the International Consultant and provide UNICEF and UN requirements, guidance on specific questions, feedback on performance and all other necessary support to achieve objectives of the consultancy.

# General Terms and Conditions

UNICEF’s general terms and conditions will apply to the contract awarded to the vendor. Please note that, in the evaluation of the technical merits of each proposal, UNICEF will take into consideration any proposed amendments to the UNICEF General Terms and Conditions. Proposed amendments to the UNICEF general terms and conditions may negatively affect the evaluation of the technical merits of the proposal.

UNICEF retains the right to patent and intellectual rights, as well as copyright and other similar intellectual property rights for any discoveries, inventions, products or works arising specifically from the implementation of the project in cooperation with UNICEF. The right to reproduce or use materials shall be transferred with a written approval of UNICEF based on the consideration of each separate case. Consultant should always refer to UNICEF Turkmenistan support in developing the materials when publishing the results of the research conducted while in Turkmenistan in academic journals, books and websites.

In the event of unsatisfactory performance, UNICEF reserves the right to terminate the Agreement. In case of partially satisfactory performance, such as serious delays causing the negative impact on meeting the programme objectives, low quality or insufficient depth and/or scope of the assignment completion, UNICEF is entitled to decrease the payment by the range from 30% to 50% of the contract value as decided jointly by the Contract Supervisor and Operations Manager.

# Qualifications and Skills Required

* University/advanced degree in statistics, economics, sociology, social sciences or other relevant fields;
* Strong experience in statistical analysis and social analytics; sampling frame calculation
* Knowledge of Turkmenistan’s socio-economic development trends and national aspects of work with the ministries;
* Good communication and networking skills;
* Knowledge of Turkmen and Russian; English is an asset

# Technical Proposal

The technical proposal should include

* A cover letter, including
  + Assessment of suitability vis-à-vis the requirements of this ToR;
  + A summary of experience in similar assignments;
  + Links to/attachments of examples of similar work;
* CV of the candidate
* References

# Financial Proposal

Candidates are expected to submit a lump sum financial proposal to complete the entire assignment based on the terms of reference. The lump sum should cover deliverables indicated above for the period of 20 October-20 November 2020 (7 working days).

# Evaluation

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 best value for money. The Evaluation Team first reviews the technical aspects of the offer (on the basis of the qualifications described above), followed by 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.

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, 100 % Total.

**Both technical and financial proposals should be submitted by 1 October 2020 (by 23.59 pm local time).**

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sofiya Yuvshanova

Child Rights Monitoring Specialist

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Boris Ter-Semyonov

Operations Manager

Endorsed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Aysenem Agabayeva

OIC/Deputy Representative

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christine Weigand

Representative