**Background & Rationale**

UNICEF is committed to promote equity and inclusion for all and to comply with the provisions of the Convention on the Rights of the Child (CRC) and the Convention on the Rights of Persons with Disabilities (CRPD). Article 9 of the CRPD[[1]](#footnote-1) recognizes the importance of accessibility, specifically referring to accessibility of buildings, roads, transportation, and other indoor and outdoor facilities, including schools, housing, medical facilities, and workplaces.

The Sustainable Development Goals have explicit references to children and adults with disabilities across the SDG framework, to accessibility of the built environment in goals on Education and on Sustainable Cities and Human Settlements. UNICEF has also endorsed the Charter on Inclusion of Persons with Disabilities in Humanitarian Action[[2]](#footnote-2), launched at the World Humanitarian Summit in 2016, thereby committing to make humanitarian action inclusive to children with disabilities.

Accessibility helps children and adults with disabilities to enjoy their rights as outlined in Human Rights instruments and development frameworks. Accessibility is a precondition for children and adults with disabilities to live independently and participate fully and equally in society.

While committed to promoting equity and inclusion at the global level, UNICEF has also made efforts to build an inclusive organisation and working environment.

In 2011, UNICEF issued an Executive Directive on Disability (CF/EXD/2011-005) which articulated the organisation’s commitment to employment of persons with disabilities and protecting the rights of staff in terms of opportunities, remuneration and safe working environment; ensuring non-discrimination during recruitment and selection, training and career advancement as well as retention; providing reasonable accommodation for employment; ensuring confidentiality of information shared with the Organisation; and training and awareness raising on disability for all staff.

The Division of Human resources created a Reasonable Accommodation Fund, a dedicated budget line which provides staff with reasonable accommodation in terms of access to buildings, flexible working arrangement, special work equipment of travel arrangements and additional time allocations when required. An [HR procedure](https://unicef.sharepoint.com/sites/portals/RF/Regulatory%20Framework%20Library/Forms/AllItems.aspx?id=/sites/portals/RF/Regulatory%20Framework%20Library/UNICEF%20Procedure%20on%20Disability%20Inclusive%20HR%20management.pdf&parent=/sites/portals/RF/Regulatory%20Framework%20Library) (PROCEDURE/DHR/2020/009) and [reasonable accommodation guide](https://unicef.sharepoint.com/:w:/r/sites/DHR-GEW/_layouts/15/Doc.aspx?sourcedoc=%7B6B72DA08-9561-44DC-A743-FDF063D0DD14%7D&file=Guide%20on%20Reasonable%20Accommodation%20Requests%20FINAL.docx&action=default&mobileredirect=true&cid=7c3dccec-0bbb-44bd-aeb0-8896e66fd9ed) ensure employees with disabilities can request the supports they need to work productively.

Employees with various disabilities at UNICEF may need a short-term or on-going personal attendant to support them to work at their full capacity.

**Purpose**

The personal attendant will work closely with, and directly under the supervision of Social Protection Officer for the delivery of outputs of the work plan of this employee. In particular, the consultant will support UNICEF’s work on *accessibility in the built environment, accessible information and communication, inclusive education, inclusive cash transfers programmes*

The scope of work is the following:

1. Support the mobility/orientation of the UNICEF staff on during external visits and field visits including setting up an enabling environment
2. Support with notetaking during field visits as instructed by UNICEF employee
3. Support with formatting documents and inserting comments/ feedback, graphics, and pictures.
4. Support with reading documents and describing graphics and illustrations which are not accessible to screen reader software.
5. Provide Support to review and fill up forms related to agreements and contracts that may not be accessible for the employee.
6. Facilitate the employee’s collaboration with other Sections, Divisions, and internal partners on accessibility and assistive technology.

**Expected results: (measurable results)**

* Support for mobility and orientation in new environments, external meetings, and field visits
* Documents edited, proof reviewed and finalized
* Edited text to be delivered to the supervisor in Microsoft Word with tracked changes.
* Power Points
* Support in organizing workshops and meetings in external environments

**Duty Station**

Mombasa, Kenya

**Timeframe**

Note: the work arrangement is flexible and will include both work on site at UNICEF offices, partner offices, in field location and remotely.

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| --- | --- |
| Deliverables  (*See the last page for guidance on formulating deliverables*) | Duration  (Estimated # of Days per month) |
| Support for mobility/orientation in external environments | 10 days a month |
| Support for meetings and workshops | 6 days a month |
| PowerPoints | 2 days a month |
| Documents edited and finalized | 2 days a month |
| Total days | 20 days a month |

This contract will run 20 full days a month for the duration of 12 months. Starting in November 2021 until October 2022

**Key competences, technical background, and experience required Deadline**

* Certificate/ Diploma in social sciences, or a related technical field
* Patient, focused person, who can anticipate the needs of others and identify barriers in a physical or virtual environment
* Ideally has had experience working with persons with disabilities/low vision
* Good editing, writing and computer skills
* Eloquent in both English and Kiswahili and local language
* Knowledge of disability and accessibility
* Ideally good understanding of issues relating to children’s rights, especially the rights of children with disabilities.
* Knowledge and understanding of Mombasa county and its environment
* Ability to work in a team, in an international environment.

NB: Consultant must be a resident of Mombasa County with familiarity of the region.

UNICEF is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

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Approved by:

Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consultant:

Signature: Date: \_\_\_\_\_\_\_\_\_\_\_

1. As of November 2017, 175 governments have ratified the CRPD. [↑](#footnote-ref-1)
2. http://www.disabilityhumanitariancharter.org [↑](#footnote-ref-2)