

United Nations Children’s Fund

Title: Harmonisation of the Medical and Functional Disability Assessment Tools	Type of engagement <input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Lusaka Zambia
---	---	---

Purpose of Activity/Assignment: To facilitate the development of a single Disability Assessment Instrument that Combines the Current Functional Disability and Medical Disability Assessment Tools.

Scope of Work:

According to the Disability Survey, approximately 7.7% of the population are persons with a disability. However, persons with disabilities still face significant challenges to access social protection and livelihood support programmes as a result of not having a Disability Card. The Registration of Persons with disabilities is a provision in the persons with disabilities Act No 6 of 2012. This provision emphasizes the issuance of the Disability Card to enable persons with disabilities access various services and programmes. The Disability Cards are issued by Zambia Agency for Persons with Disability (ZAPD), which has been facing enormous challenges in issuing the cards. This has resulted in the exclusion of persons with disabilities from livelihood and welfare support programmes, consequently increasing their vulnerability levels.

Over the years, Zambia has been using a medical disability assessment tool to assess and determine disability, the tool has mainly been utilised by the Ministry of Community Development and Social Services (MCDSS) under the Social Cash Transfer (SCT) programme. However, the medical disability assessment tool has its challenges, which include the following: a) lack of a child functioning module which limits its applicability to children, b) assessing disability from the perspective of a medical condition which means that some types of disability are not identified and hence these persons do not have access to disability-related support and c) this tool is heavily reliant on medical personnel to conduct the assessment making it more expensive to administer.

ZAPD with support from UNICEF developed a functional disability assessment tool aimed at aligning the disability assessment process to the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) requirements and standards. This tool was aimed at.

- Aligning the assessment approach to the Persons with Disabilities Act 2012 which reflects the UN CRPD
- Reflecting changing view of disability as not primarily a medical condition but rather a functional limitation that restricts participation and access to services.
- Addressing the fact that medical assessment can be done only by medical professionals and the workforce is not enough to meet demand.
- Achieving increased number of people who can be assessed through strengthened decentralised assessment process

The existence of two separate disability assessment tools in the country has made it difficult to harmonise data in the Disability Management Information System (DMIS) and the Zambia Integrated Social Protection Information System (ZISPIS). Furthermore, the existence of the two tools has created uncertainty on the levels of disability determined by either of the two tools.

Arising from the lessons learnt and findings of a rapid disability card issuance exercise conducted by ZAPD and the MCDSS with support from UNICEF and ILO (under the UNJPSP II) for persons with disabilities on the SCT, consensus has been reached among stakeholders for the need to harmonise the two disability assessment tools into a single disability assessment instrument to be used in the country. Therefore, a Consultant is needed to help facilitate and coordinate the process and consolidate the inputs from all stakeholders. Throughout this assignment, the Consultant will be required to work closely with ZAPD and MCDSS and ensure meaningful consultations with the Ministry of Health (MOH), Organisations for/ of Persons with Disabilities and other key Government and non-Government Stakeholders. Specifically, the consultant will perform the following tasks:

1. Conduct Desk Review of the Existing Tools, Local and International, to adopt best practices in line with the UNCRPD.
2. Conduct Stakeholder Consultative Meeting/s to facilitate submission of inputs.
3. Consolidate the inputs provided by the stakeholders from the Consultative Meetings.

4. Facilitate a Pretest of the Harmonized Tool in Two Districts
5. Conduct a Validation Meeting for the Harmonized Tool.
6. Submit the Harmonized Tool to the MCDSS and ZAPD for adoption as a Standard Tool.

Deliverables

1. Inception report detailing the process to be utilized and clearly showing the differences and similarities between the two tools and drawing lessons from other international best practices.
2. Draft report from the task execution including draft Harmonized Tool
3. Final report of the exercise comprising of the final Harmonized Disability Assessment Tool

Methodology.

The methodology will include the desk review of the Functional Disability Tool and the Medical Assessment Tool, stakeholder engagement (OPDs, ZAPD, MCDSS, MOH, MOE etc..), piloting of the draft harmonized tool in two districts, internal stakeholder validation (UNICEF, UNDP, ILO, ZAPD and MCDSS), validation of final product by all parties who were part of the exercise, presentation of the final product to the Government through MCDSS and ZAPD.

Desk Review of the Tools

The Consultant will need to subject the two tools to a desk review to help develop a technical understanding of the Functional and Medical Assessment Tools, while also recognizing other international best practices in line with the UNCRPD. From this review the Consultant will put up the inception report for the exercise. In the process of this component of the exercise, the Consultant should ensure the review is informed by the life cycle and human rights lenses, checking how applicable the tools are to all persons with disabilities within their diversity, applicability to children and alignment to the UNCRPD principles.

Stakeholder Engagement and Consultation

Critical to the exercise is the stakeholder engagement and consultation exercise, through this exercise, the Consultant will ensure adequate representation of the stakeholders to provide inputs to the exercise. When conducting this exercise, the Consultant will need to introduce the two disability assessment tools to the participants pointing out the designs of the tools, how they approach the disability assessment by clearly outlining the similarities and differences. The Consultant will also make a reference presentation on international best practices in line with the UNCRPD to provide more insight to the participants. After which the participants will be asked to provide comments on each disability assessment tool and identify areas to be added to the functional assessment tool. The consultant is expected to devise methods which will be used to engage all participants in the exercise and show how the process will be conducted. All participants in the engagement exercise will be brought to one central place through a one-to-two days' workshop to provide inputs, this is to allow for strengthened and meaningful engagement of stakeholders.

Piloting (pre-testing) of the Harmonized Tool

After conducting the stakeholder engagement and consultation meeting, the Consultant will consolidate the inputs and develop a draft tool which will then be tried in one district to be guided by ZAPD and MCDSS. This exercise will allow the Consultant to identify areas which require further attention in the tool and how applicable and usable is the tool being harmonized. the Consultant will then use the experience from the pilot to further align the Harmonized Tool which will be used in the internal stakeholder validation exercise.

Key Stakeholder Validation

The consultant will need to conduct an internal stakeholder validation meeting of the draft harmonized tool, this is meant to allow key institutions like UNICEF, ILO, UNDP, ZAPD, MCDSS, MOH, and MOE to look at technical concerns of the tool to ensure adherence to UNCRPD principles including adherence to the life cycle approach of disability assessment and determination. The exercise will provide an opportunity for the key stakeholders to familiarize themselves with the harmonized tool and own the final tool.

Validation of Final Product

After conducting the key stakeholder engagement exercise and consolidation of concerns from the meeting, the consultant will then hold a validation meeting with all stakeholders in the disability sector. In addition to the key stakeholders engaged, the consultant will ensure adequate representation of OPDs, Non-Governmental Organization (NGOs), district and sub-district structures of all engaged ministries and institutions.

Child sensitive disability assessment

In finalizing the tool, the consultant will be required to ensure that the tool incorporates the child assessment module developed by UNICEF. This is to ensure the actualization of a holistic and cost-effective disability assessment tool usable by medical and other social-services personnel at all levels of society.

Presentation of the Final product.

Upon exhausting all the processes, the consultant will then send the final report of the exercise to UNICEF and provide the final validated disability assessment tool to the MCDSS and ZAPD.

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):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

[TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS](#)

Budget Year: 2022	Requesting Section/Issuing Office: <i>Social policy and Research (SPR)</i>	Reasons why consultancy cannot be done by staff: The work will need technical insights and time to consolidate the final output and manage interactions between and among stakeholders	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Social Policy Specialist	Start Date: 1 st November 2022	End Date: 10 st December 2022	Number of Days (working) 40 days
Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Anticipated Number of Working Days
Conduct a desk review for the functional and medical disability assessment tool	Inception report	1 st November 2022 (10 days)	
Stakeholders engage and consultation	Report and Revised tool	14 th November r 2022 (8 Days)	
Pilot the draft harmonised tool	field testing report	21 st November 2022 (6 days)	

Budget Year: 2022	Requesting Section/Issuing Office: <i>Social policy and Research (SPR)</i>	Reasons why consultancy cannot be done by staff: The work will need technical insights and time to consolidate the final output and manage interactions between and among stakeholders		
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:				
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment		
If Extension, Justification for extension:				
Supervisor: Social Policy Specialist	Start Date: 1 st November 2022	End Date: 10 st December 2022	Number of Days (working) 40 days	
Key stakeholder validation	Harmonised tool with inputs from key stakeholders	26 th November 2022 (5 days)	43.9%	
Stakeholder validation	Final report and Validated harmonised disability assessment tool	4 th December 2022 (10 days)	24.9%	
Assessment tool presentation to MCDSS and ZAPD	Disability Assessment tool	10 th December 2022 (1 day)	9.2%	

Estimated Consultancy fee			
Travel International (if applicable)	NOT APPLICABLE		
Travel Local (please include travel plan) To test the final disability assessment tool in one districts	The draft harmonised tool tested in the field to identify applicability in the actual situation		
DSA (if applicable)			
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Social science, Public Health, Gender and Equity studies, Special Education,	Knowledge/Expertise/Skills required: Bachelor’s degree in social sciences, Public health, special education, inclusive development or any other disability related field, Masters will be an added advantage 1. 5 years’ experience disability inclusion programming will be an added advantage 2. Strong track record in reviews of tools and systems in needed 3. Proper understanding of Zambia’s disability assessment processes 4. Excellent communication and facilitation skills in large groups. 5. Excellent report writing skills. 6. Demonstrated ability to deliver quality results within strict deadlines, through a proven track record		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>		

ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed 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

Text to be added to all TORs:

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.