

TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

UN Partnership on the Rights of the Person With Disability (UNPRPD) Project Technical Consultant

BACKGROUND

In the Pacific UNICEF works in Cook Islands, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, Niue, Palau, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu: These 14 Pacific Island countries are home to 2.3 million people. This year, UNICEF, on behalf of three Resident Coordinator Offices in the region, will lead the inception phase of a ten-country initiative to promote the rights of persons with disabilities in line with the UNCRPD. Countries include the Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Palau, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

Of these ten countries six have ratified the UN Convention on the Right of Persons With Disability, where four have not. The overarching vision of the initiative is for the rights of persons with disabilities to be respected, protected, and fulfilled and for all persons with disabilities to participate in society fully and actively on an equal basis with others. The mission is to support countries to accelerate the implementation of the CRPD and disability inclusive SDGs for all persons with disabilities with the full involvement of the Organizations of Persons with Disabilities (OPDs). The principal outcome is for countries to develop and implement policies, plans, budgets, programs and services with the meaningful participation of OPDs in line with the CRPD obligations and commitment to the SDGs.

OBJECTIVE / SCOPE OF WORK

The purpose of this assignment is to enhance the understanding of the rights of persons with disabilities among key national stakeholders, such as participating UN organizations, government stakeholders, OPDs, and civil society, and additional stakeholders, such as development partners. In doing so, the capacities to implement disability inclusive development approaches in the region are strengthened.

Scope of work:

1. Engage in Induction Workshop

- Develop training materials for a 6-day training based on UNPRPD Fund's standardized training materials in consultation with Pacific Disability Fund (PDF) who will deliver the training:
 - Convention on the Rights of Persons with Disabilities (CRPD) and disability-inclusive SDGs
 - UNPRPD's cross-cutting approaches
 - Preconditions for disability inclusion
 - Elements of situational analysis
- Support the PDF in delivering the training for key stakeholders, including UN Organizations, government actors, Organizations of Persons with Disabilities (OPDs), and other civil society actors.
- Ensure active participation of persons with disabilities in the training.
- Document the training including pre- and post-assessment.

2. Conduct Situational Analysis

- Follow the UNPRPD Fund's template to develop a comprehensive review of the national context.

- Organize and facilitate consultative meetings with national implementation partners and stakeholders.
- Develop data collection protocols, undertake data collection, perform data analysis, and write the final report.
- Analyze contextual factors affecting UNCRPD and SDG implementation, as well as preconditions for disability inclusion.
- Identify gaps in disability inclusion within ongoing national processes and programs.
- Provide recommendations for further in-depth analysis where needed.
- Establish a foundation for mutual understanding and working relationships among UN entities, government, OPDs, and other stakeholders.
- Ensure the analysis can serve as an advocacy tool and inform policy planning.

ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS PAYMENT SCHEDULE PER DELIVERABLE

| INDICATIVE ACTIVITIES | DELIVERABLES | ESTIMATED TIME TO COMPLETE | PAYMENT (%) |
|--|--|----------------------------|-------------|
| <p>i) Deliver Induction workshop in Samoa</p> <p>1. Coordinate Induction Workshop: Arrange and conduct necessary meetings with relevant stakeholders, confirm training dates, discuss and finalize logistical requirements, and ensure all preparations are in place for successful workshop delivery, including coordination with the Pacific Disability Forum and other key partners.</p> <p>2. Deliver Induction Workshop: Conduct the six-day induction training for key stakeholders with proper logistical support, facilitating sessions on CRPD, disability-inclusive SDGs, and UNPRPD approaches, engaging participants in interactive learning activities, and managing any arising issues to maintain the quality and effectiveness of the training.</p> <p>3. Produce Training Report: Draft and finalize a comprehensive report on the induction workshop, including details on participation, key discussions, outcomes, challenges faced, lessons learned, and recommendations for future training sessions, incorporating feedback from relevant stakeholders.</p> | <p>Deliverable 1: Coordination of Induction Workshop Deliverable: Comprehensive Workshop Plan</p> <ul style="list-style-type: none"> • Detailed agenda for the six-day workshop, List of confirmed participants and their roles, Logistical arrangements (venue, materials, accommodation if necessary), Roles and responsibilities of all involved parties. <p>Deliverable 2: Delivery of Induction Workshop: Workshop Implementation Package</p> <ul style="list-style-type: none"> • Daily attendance sheets, Completed pre- and post-workshop assessment forms from participants, All training materials and handouts used during the workshop, Photo documentation of the workshop (with appropriate consent), Summary of daily feedback from participants <p>Deliverable 3: Production of Training Report Deliverable: Final Training Report</p> <ul style="list-style-type: none"> • Executive summary, Detailed description of workshop proceedings, Analysis of pre- and post-workshop assessments, Key outcomes and action points, Challenges faced and solutions implemented, Lessons learned and best practices identified, Recommendations for future workshops, Annexes (including | | |

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| | | attendance lists, assessment forms, and relevant workshop materials) | | |
| ii) | Conduct a situational analysis. | | | |
| 4. | Develop and implement data collection protocols, ensuring safe and protected data storage throughout the process. | Deliverable 4: Develop and implement data collection protocols: Data Collection Plan | | |
| 5. | Conduct stakeholder mapping and hold consultative meetings with identified national implementation partners and key stakeholders. | <ul style="list-style-type: none"> Detailed data collection methodology, Data collection tools (e.g., survey instruments, interview guides), Data storage and protection protocol | | |
| 6. | Gather and analyze data, including desk review and field data collection as appropriate. | Deliverable 5: Conduct stakeholder mapping and consultative meetings: Stakeholder Engagement Report | | |
| 7. | Organize and facilitate validation workshops to verify findings with stakeholders. | <ul style="list-style-type: none"> Comprehensive stakeholder map, Summary of consultative meetings, including attendees, key discussion points, and outcomes | | |
| 8. | Draft and revise the situational analysis report: | Deliverable 6: Gather and analyze data: Data Analysis Report | | |
| | <ul style="list-style-type: none"> Submit first draft to UNICEF and the regional coordination group for review Incorporate feedback and submit the final report | <ul style="list-style-type: none"> Raw data sets (appropriately anonymized), Preliminary findings and analysis | | |
| 9. | Prepare and submit an End of Consultation Report, including plans for the launching of the final report. | Deliverable 7: Organize and facilitate validation workshops: Validation Workshop Report | | |
| 10. | Compile and submit a comprehensive folder containing all materials, reports, and relevant information gathered throughout the consultancy. | <ul style="list-style-type: none"> Workshop agenda and materials, List of participants, Summary of feedback and validation outcomes | | |
| | | Deliverable 8: Draft and revise the situational analysis report Deliverables: a) First Draft of Situational Analysis Report; b) Final Situational Analysis Report (incorporating feedback) | | |
| | | Deliverable 9: Prepare End of Consultation Report and launch plan: End of Consultation Package | | |
| | | <ul style="list-style-type: none"> End of Consultation Report, Launch plan for the final report, including proposed date, target audience, and dissemination strategy | | |
| | | Deliverable 10: Compile and submit comprehensive documentation: Project Documentation Folder | | |
| | | <ul style="list-style-type: none"> Digital folder containing all project materials, including raw data, analysis files, reports, and any other relevant documentation. | | |
| | | | | TOTAL 100% |

QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

Bachelors Masters PhD Other

The lead consultant must have a university Degree in social sciences field, including community development and human rights law; with 3 years of experience in disability work

or

Technical Certificate in community development, disability inclusion; with 5 years of experience in the disability work.

Qualifications:

- Demonstrated experience in working in the area of disability inclusive development and in UNCRPD implementation and/or monitoring.
- Demonstrated experience in producing and/or delivering training to a wide variety of people and organisations in the Pacific. Audiences can include youth, OPDs, CSOs, government and technical working groups.
- Demonstrated ability to develop research analysis tools, reports, and programme proposals within deadlines.
- Demonstrated ability to deliver quality results within deadlines.
- Fully proficient computer skills including use of relevant graphic software and other applications.
- At least three years of experience in research and delivering quality programme proposals to donors within deadlines.
- Knowledge and experience of more than one year of working with people with disabilities and their OPDs will be an advantage.

Competencies:

- High level interpersonal and relationship-building skills
- Ability to communicate effectively with persons of various cultures and disciplines
- Ability to identify risks and to develop strategies to mitigate them
- Ability to determine and review priorities and meet deadlines
- Management & leadership skills including coaching and mentoring
- Diplomatic skills to liaise with counterparts and different stakeholders
- Good analytical, negotiating, and advocacy skills

CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

The consultant will be supervised on a day-to-day basis by the UNICEF disability Focal Point in Suva Office in collaboration with UNICEF Disability Field Office Focal Point/Chief of Field Office. Technical guidance will be provided by the UNPRPD team and Resident Coordinators Office team. Final approval of deliverables for payment will be done by the UNICEF Pacific Chief of Social Policy based on advice of UNICEF Pacific Disability Focal Point in Suva.

The consultant is expected to travel with-in the country for in-person work: including in-person engagement in key meetings and consultations, and may work remotely the remainder of the time when carry-out drafting of the Situational Analysis. When working remotely, the consultant is expected to be available for discussions as required during working hours. All costs associated with travel within the country are to be budgeted in the financial proposal for inclusion in the total contract value.

ADMINISTRATIVE ISSUES

- 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 to ensure that the health insurance 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.
- No contract may commence unless the contract is signed by both UNICEF and the consultant/ contractor.
- Consultant/Contractor will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of offer and before the signature of contract.

GUIDANCE FOR APPLICANTS

This Consultancy is open to individual experts only. Candidates are requested to an archivement orientated CV and cover letter

- Candidates are asked to submit a separate financial offer along with their application. The financial proposal should include a lump sum amount for all the deliverables and should incidcate a clear break down for the following:
 - Monthly / Daily fees– based on the deliverables in the Terms of Reference above
 - Miscellaneous:to cover communications, and other costs.