

Individual Consultancy: Technical Assistance for the development of the Thematic Paper on Disability based on the 2019 General Population Census of Cambodia (GPCC 2019)



UNICEF Cambodia

1. Background

The 2019 General Population Census of Cambodia (2019 GPCC) was conducted from 3 to 13 March. The Provisional Population Totals show that *de facto* population of Cambodia on March 3rd 2019 stood at 15,288,489. Once all the census questionnaires are stored in an electronic data file, the definitive population will be known. At this point, the Royal Government of Cambodia and the National Institute of Statistics of Cambodia are committed to development of a number of Thematic Reports, using an appropriate conceptual framework, that will provide in-depth, more nuanced and multidimensional analysis of the well-being of specific cohorts of Cambodia's population, including persons with disability, with a view of informing relevant policies and programmes.

The United Nations estimates that over one billion people globally live with some form of disability. The data made available through the Cambodia Inter-Censal Population Survey 2013 indicate that the number of persons with disabilities in Cambodia were 301,629, equivalent to 2.06% of the total population of 14,676,591. Children with disabilities, aged between 0 and 14 years, constitute 10.63 % of all persons with disability. The Kingdom of Cambodia has ratified the Convention on the Rights of Persons with Disabilities on 20th December 2012 and has adopted the Asia and Pacific Decade of Persons with Disabilities 2013-2022, Incheon Strategy "Make the Right Real", in 2013. The Royal Government of Cambodia's commitment to the well-being and social inclusion of persons with disability has been further consolidated in the National Disability Strategic Plan 2014-2018, extended to cover the period 2019-2023. In 2008, the Cambodia General Population Census for the first time included the module on disability, thus expanding the availability of information on persons with disability. The 2019 Census also includes a module on disability, administered for persons above 5 years of age and including domains considered essential to determine disability status in a way that can be reasonably measured using a census and in a way that would be appropriate for international comparison: walking, seeing, hearing, speech and cognition.

Within the context of the country's commitment to the fulfillment of the rights of the persons with disability, the United Nations Children's Fund (UNICEF) in collaboration with the United Nations Population Fund (UNFPA), seeks to engage a census thematic analysis expert to assist the NIS in writing a high quality analytical report on disability. The consultant will be engaged to work fully in support and in direct collaboration with the National Institute of Statistics/Ministry of Planning (NIS/MoP). The

consultant will be expected to ensure capacity building for NIS and other line ministries staff on census analysis and reporting.

2. Purpose

Purpose: Strengthen national capacities to develop a high quality analysis and a thematic report on the status and well-being of persons with disability, in line with the international standards and procedures.

Specific Objectives of the consultancy:

- Provide technical assistance to the National Institute of Statistics (NIS) to present, analyze and interpret data on disability and produce a Thematic Report on Disability in Cambodia using the National Census 2019.
- As part of the assignment, build capacities among of the NIS staff involved in the preparation of the in-depth reports to undertake complex analysis and develop reports.

3. Work Assignments

Specific tasks under the assignment include:

- Undertake the review of the available literature, the national policy context and available data sets, and establish a conceptual framework and format for the development of the Census 2019 Disability Thematic Report for Cambodia.
- Following the established conceptual framework and format, analyse the available data sets using relevant and most up-to-date demographic and statistical tools.
- Develop the draft and final thematic report following the pre-agreed format and methodology established for all thematic reports of the Cambodia 2019 Census, including the mandatory external review.
- Prepare and deliver presentations of the preliminary and final findings and report.
- Closely collaborate with NIS experts and provide them with hands-on training on data analysis and report development.

In developing the Thematic Report on Disability, consultant will follow the overarching methodological framework agreed upon with NIS (see Annex 1) while proposing additional elements for the analysis, if applicable, to respond to specific characteristics of the population analysed. The conceptual analytical framework will take into consideration the goals and objectives under international and national policy frameworks on persons with disability against which the current status and trends will be discussed. In designing the conceptual framework for the analysis, the consultant is encouraged to take into consideration possibilities to establish a measure of multidimensional well-being for persons with disability.

The proposed format for the report is specified bellow. Consultant is encouraged to propose additional contents and/or revise the propose format.

- I. Introduction:
- II. Methodology, concept and definitions (theoretical considerations):
- III. Cambodia – country context on disability
- IV. General characteristics of persons with disability

- V. Household characteristics of households with person with disability
- VI. Living standard and disability
- VII. Education and disability
- VIII. Economic activity and disability
- IX. Disability and migration
- X. Disability and key determinants of vulnerability - vulnerability profile of persons with disability in Cambodia
- XI. Children and young people in Cambodia and disability
- XII. Gender and disability
- XIII. Analysis of trends
- XIV. Analysis of differentials
- XV. Conclusions and policy implications
- XVI. References
- XVII. Appendices
- XVIII. Tables

Analysis of trends: Given complexity of proposed analysis and availability of data, consultant will review and evaluate available data sources and propose the key domains against which it will be possible to undertake the trend analysis. The analysis of trends should be, to the extent possible, built into the above thematic chapters of the thematic report.

Analysis of differentials: The main following differentials will be used for data analysis and presentation of data within the report: sex, urban/rural, age: four-year age groups should be used to disaggregate where possible. Where possible, the data will be analysed and presented at Provincial level. The methodology chapter of the report will elaborate on the selection and consideration of the differentials for the analysis.

External assessment of the report: In order to elevate the quality, the final draft of the paper will be assessed by an external reviewer, following a double-blind peer review approach.

4. Qualifications or Specialized Knowledge/Experience Required

Qualifications and Experience

The assignment is expected to be carried out by international consultant with the following qualifications:

Qualification and Skills: At least Master's degree, preferably in demography, economics, development studies, statistics or, in its absence, an equivalent working experience of minimum of 15 years in these fields;

General professional experience: Minimum ten (10) years of relevant and proven professional experience in demography, economics, development studies, statistics, involving data analysis and report writing;

Specific professional experience: Minimum five (5) years' experience in demographic analysis, analytical report writing for census, population-based survey, or large-scale research, preferably in developing countries and preferably related to data analysis and analytical reporting on disability; Direct experience in developing the Census Thematic Reports on disability is an asset.

Knowledge and Skills

- Demonstrated proficiency in census and survey data processing software systems such as SAS, SPSS, STATA, CSPRO or REDATAM. Knowledge and experience with demographic software packages such as Mortpak, PAS and SPECTRUM would be an added advantage;
- On-the-job training/coaching skills,

Competencies

- Leadership skills in multi-cultural environments; strong communication skills and reporting and writing abilities (consultant's candidates will be asked to include a list his/her of publications/final reports);

Languages

- Excellent writing and speaking skills in English

5. Location

The Consultant will work remotely given current Covid-19 context. The consultant will be expected to ensure continuous communication with NIS and other stakeholders during the consultancy. Consultant will establish a daily schedule of meetings to facilitate close collaboration with NIS.

6. Duration

This consultancy is expected to conclude in 3 months starting from 30 November and ending on latest by 28 February 2021. Within this period, the consultant is expected to dedicate 54 working days for the completion of the assignment.

7. Deliverables

1. Inception report. It is a skeleton of the thematic report based on the on the guideline presented above. This report will consist essentially of a brief summary of the possible contents of the sections of the guideline. It should also contain tentative tables and graphs to be included. The report will be prepared with the assistance of the NIS staff assigned to the consultant as research assistant and assessed by one NIS high level staff and the CTA of the census.
2. First draft of the thematic report. After the assessment of the inception report the consultant, with the support of the NIS staff assigned as a research assistant, will prepare a complete initial draft of the thematic paper. The first draft will be presented by the consultant (in person or remotely) to selected stakeholders for comments and inputs.
3. Second draft. The second draft will reflect the comments and inputs by stakeholders involved in the review of the first draft.
4. Final Draft. After finishing the second draft, the consultant will send it to the NIS, which will send it to the external reviewer who will suggest further improvements to the paper, if any. The expert will introduce the suggested modifications and submit the final version of the in-depth thematic report. The paper will be reviewed for grammar, style, and any possible typing errors. This final draft of the paper will be translated into Khmer.

- Final report. Consultant will revise the final draft based on the comments by the reviewer.

Refer to Annex I and the format of the Thematic Report under Chapter 3

No.	Deliverable	Number of Working Days	Date for submission
1.	Inception report	10	5 December
2.	First draft of the thematic report	24	5 January
3.	Second draft of the thematic report and ppt. presentation	10	25 January
4.	Final draft	5	5 February
5.	Final report and summary report	5	25 February

8. Reporting Requirements

Inception report: Word file document, maximum 20 pages

First draft of the thematic report: Word file, not longer than 150 pages (inclusive of appendices and tables)
Ppt. presentation of the findings of the first draft and presentation to key stakeholders

Second draft of the thematic report: Word file, not longer than 150 pages (inclusive of appendices and tables)

Ppt. presentation of the findings of the first draft and presentation to key stakeholders

Final draft: The final draft reflects comments of the stakeholders

Final report: Final formatted report, including final tables and appendices

Summary report: Word document, maximum 20 pages

In order to elevate the quality, the final draft of the paper will be assessed by an external reviewer, following a double-blind peer review approach. The draft paper will be sent to a reviewer for a review and suggested modifications. The papers will be returned to NIS which, in turn, will send it to the author. The expert will have 2 weeks to review it. The revised paper will be sent again to NIS, which will send it to the reviewer for a final approval. Unsolved discrepancies between reviewer and author will be solved by NIS.

9. Payment Schedule linked to deliverables

<i>Deliverables</i>	<i>Payment (including business travel fee) be directly linked with satisfactory deliverables</i>	<i>Reporting Requirements for each deliverable</i>
Deliverable 1: Inception report	20 %	Word file document, maximum 20 pages
Deliverable 2: First draft of the thematic report	30%	Word file, not longer than 150 pages (inclusive of appendices and tables) Ppt. presentation of the findings of the first draft and presentation to key stakeholders
Deliverable 3: Second draft of the thematic report and ppt. presentation	20%	Word file, not longer than 150 pages (inclusive of appendices and tables)
Deliverable 4: Final draft	20%	The final draft reflects comments of the stakeholders

Deliverable 5: Final report and summary report	10%	Final formatted report, including final tables and appendices; Summary report: Word document, maximum 20 pages
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** The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

10. Administrative Issues

Consultant will be working remotely. Consultant will ensure continuous communication with UNICEF focal point and particularly with the National Institute of Statistics experts assigned to collaborate with the consultants, based on agreed schedule and workplan taking into consideration potential time differences. In this regard consultant will ensure the most effective ways of communication with the NIS and other stakeholders using internet communication tools such as Skype, Zoom, etc. as well as email.

The consultant will ensure that appropriate tools are available for data transfer and exchange (given the nature of the assignment).

The consultant will ensure possession of the required census and survey data processing software systems and demographic software packages as required.

11. Contract supervisor

The consultant will work under the direct supervision of the Chief of Social Policy Section, UNICEF Cambodia.

Consultant will work under close guidance of the Director General of NIS/MoP and in close collaboration with the UNFPA Census focal point, the Chief Census Advisor placed in NIS and other census experts. Consultant is expected to work closely with the NIS staff to provide on-the-job training on data analysis and interpretation as well as report writing during the period of assignment.

12. 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.

13. 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 other miscellaneous costs for this assignment as per work assignment.

The deadline for applications is 11/10/2020.

14. 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:

1. Technical Proposal, including a cover letter, updated CV, and copies of 2 relevant evaluations of work performed earlier by the consultant.
2. Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fee, and any other required cost related to the assignment.

No financial information should be contained in the technical proposal.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification (max. 100 points) weight 70 %

- Degree Education in relevant field (see chapter 3) (25 points)*
- Knowledge of census and survey data processing software systems and on-the-job training (20 points)*
- Experience in demography, economics, development studies, statistics, involving data analysis and report writing (20)*
- Specific experience in demographic analysis, analytical report writing for census, population-based surveys (15 points)*
- Quality of past work in similar assignments (20 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.]

Annex I

1. GENERAL ORGANIZATION AND CONTENT OF THEMATIC PAPERS.

The thematic papers should be comprehensive. Following, are the components expected that the thematic papers should include. This is a general guideline and, according to the subject, the author may change the structure and organization; however, it is desirable that all paper include the content implicit in this guideline. The document should cover the following components:

1. Introduction

- General relevance of the topic,
- Relevance of the topic to Cambodia,
- Contribution of census data to study the topic,
- Brief preview of the content of the paper,
- Objectives regarding development planning and policy implications.

2. Literature Review (theoretical considerations)

- International levels and trends,
- The situation in Cambodia,
- Discussion of determinants of levels and trends according to the relevant literature,
- Propositions, hypotheses or model to analyze the case of Cambodia.

3. Analysis of the theme according to the 2019 Census

- Discussion of the specific data sources
- Analysis of data

If special statistic or demographic methods are used (for example indirect methods to estimate fertility or mortality), briefly, describe them and place methodological details and intermediate results in an appendix

4. Analysis of trends

- Sources of data for past trends and evaluation
- Analysis of trends

5. Analysis of differentials

- Relevance of the differential selected
- Analysis of differentials
- Summary of key results

6. Special analysis

- This section includes an additional analysis that the author may consider relevant (for example the analysis of the spatial distribution of illiteracy, or child labor, or rural out-migrants in cities, etc.)

8. Policy implications of the results