

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title	Funding Code	Type of engagement	Duty Station:
Consultant for Facilitating the Training of Trainers (ToT) on Disability Inclusion for Frontline Workers	SC180821 WBS5200/AO/06/884/00 1/015	<input checked="" type="checkbox"/> Consultant	Hanoi, Vietnam
<p>Purpose of Activity/Assignment:</p> <p>To recruit an individual consultant who will support the capacity building of UNICEF and OPDs to become trainers who can advocate for and implement inclusive practices within their organizations and communities. The consultant will adapt the UNICEF Global Disability Inclusion Training Package to the Vietnam context and needs and co-facilitate a ToT workshop on Disability Inclusion for frontline workers in Viet Nam. The consultant will play a crucial role in ensuring that the training content is inclusive, culturally appropriate, and accessible for various types of disabilities.</p>			
<p>Background:</p> <p>Viet Nam has shown a strong commitment to safeguarding the rights of persons with disabilities, including children by ratifying two significant international treaties: the Convention on the Rights of the Child (CRC) in 1990 and the Convention on the Rights of Persons with Disabilities (CRPD) in 2015. According to the General Statistics Office of Vietnam, by 2016, an estimated 6.2 million people in Vietnam were living with disabilities, with approximately 11% of them being children. In line with its commitments, the government has made substantial strides in enacting laws and policies to support the inclusion of persons with disabilities and developing action plans, such as the Prime Minister's 2018 initiative to promote access to community-based protection, care, and education services for children with disabilities.</p> <p>Despite this progress, children with disabilities in Vietnam continue to face challenges in accessing essential services, particularly in inclusive education, social services, and child protection. For example, only 2.9% of schools have accessible infrastructure, and just 10% of schools have sanitation facilities suitable for persons with disabilities. These barriers hinder the participation of children with disabilities in everyday community life and limit their opportunities for educational and social integration.</p> <p>To address these ongoing challenges, UNICEF, in collaboration with CBM Global, developed the Disability Inclusion Training Package for Frontline Workers. This training package aims to promote a human rights-based approach to disability, aligning with the principles of the CRC and CRPD. It is designed to equip frontline workers with the skills and knowledge necessary to make services more inclusive for persons with disabilities.</p> <p>The training package includes six video modules, each accompanied by facilitator materials, as well as focus briefs and a comprehensive user guide. These resources provide frontline workers with insights into stigma, discrimination, accessibility, the human rights-based approach to disability, and practical actions to improve disability inclusion. The package is designed to be adaptable to various contexts and to support the integration of disability inclusion into existing services.</p> <p>Purpose and Objectives</p> <p>The consultancy has the following key objectives:</p> <ul style="list-style-type: none"> • Localization of the Training Package: Adapt the globally developed Disability Inclusion Training Package to reflect the local context in Vietnam, ensuring that it meets the needs of persons with disabilities and is aligned with Vietnamese laws and cultural sensitivities. • Co-facilitation of the ToT Workshop: Lead the facilitation of the 2-day ToT workshop, co-delivering with UNICEF staff to equip participants with the skills needed to roll out disability inclusion training to frontline workers in their respective sectors. <p>Location</p>			

The consultant will be based in Hanoi, with potential for remote engagement for certain tasks. The ToT workshop will take place in Hanoi, and the consultant will be required to be physically present during the 2-day workshop.

Methodology

The consultant will employ a structured, participatory, and inclusive approach to ensure the successful localization and facilitation of the ToT workshop on Disability Inclusion.

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](#)

Budget Year: 2024-2025	Requesting Section/Issuing Office: Social Policy and Governance Section	Reasons why consultancy cannot be done by staff:	
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 Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input checked="" type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Anjanette Saguisag, Social Policy Chief	Start Date: 22 November 2024	End Date: 22 December 2024	

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	
<p>Task 1: Localization of Training Materials:</p> <ul style="list-style-type: none"> • Work with UNICEF VCO, OPD representatives and stakeholders to adapt the Disability Inclusion Training Package (including videos, facilitator guides, and focus briefs) to ensure it is relevant and appropriate for the Vietnamese context. • Ensure that all localized materials are accessible for persons with disabilities, considering adaptations such as sign language interpretation and visual aids. • Attending remote meetings with UNICEF and CBM to discuss the localization of materials. 	<p>Localized training materials (videos, facilitator guides, focus briefs) adapted to the Vietnamese context.</p>	<p>29th November 2024</p>	
<p>Task 2: Development of ToT Materials:</p> <ul style="list-style-type: none"> • Work with UNICEF staff to co-develop the agenda for the 2-day ToT workshop, ensuring that it is aligned with the training objectives and tailored to the needs of participants. • Coordinate with CBM to ensure that technical support is available during the facilitation of the ToT, and that international best practices are applied. 	<p>Finalized agenda for the 2-day ToT workshop, aligned with the training objectives</p>	<p>6th December 2024</p>	
<p>Task 3: Co-facilitation of ToT Workshop:</p> <ul style="list-style-type: none"> • Co-lead the facilitation of the 2-day ToT workshop, providing hands-on guidance to participants, and ensuring that the training sessions' objectives are met, including the reflection of the real-life experiences of persons with disabilities. • Foster a participatory learning environment by using inclusive teaching methods and facilitating active discussions and collaboration among participants. 	<p>Successful facilitation of 2-day ToT workshop, including delivery of training sessions and engaging participants</p>	<p>17th -18th December 2024</p>	
<p>Task 4: Post-Workshop Report</p> <ul style="list-style-type: none"> • Final report summarizing workshop outcomes, lessons learned, and recommendations for future training 	<p>Final report summarizing workshop outcomes, lessons learned, and recommendations for future training</p>	<p>22th December 2024</p>	

Minimum Qualifications required*:
 Bachelors Masters PhD Other

Disciplines:
 Social Work, International Development, Disability Studies, Education, Public Health, or Inclusion Studies.

Knowledge/Expertise/Skills required*:

Experience in Disability Inclusion:

- At least **5 years of experience** working in disability rights or inclusion, with a focus on capacity building.
- At least **5 years of experience** working with OPDs or in facilitating disability-related projects.

Training and Facilitation Expertise:

- Strong expertise in designing and facilitating training programs in diverse, multi-stakeholder environments.
- Demonstrated ability to use participatory and inclusive teaching techniques (e.g., role-playing, case studies, group discussions) to engage participants from different sectors (e.g., education, health, social work).

Localization and Adaptation Skills:

- Experience in adapting training materials to local contexts, ensuring that they are culturally sensitive, accessible, and relevant to the needs of persons with disabilities.
- Understanding of accessibility requirements for training, including sign language interpretation and visual aids.
- Familiarity with national policies and international frameworks related to disability inclusion, such as the CRPD.

Communication and Coordination Skills:

- Excellent written and verbal communication skills in both Vietnamese and English.
- Strong collaboration and coordination abilities,

Cultural and Contextual Understanding:

- Deep understanding of the Vietnamese cultural context, particularly the challenges and needs of persons with disabilities.
- Ability to engage with diverse groups and foster inclusive environments in both training and collaboration settings.

Evaluation Criteria (This will be used for the [Selection Report](#) (for clarification see [Guidance](#)))

A) Technical Evaluation (Maximum 75 Points)

Educational Background (15 points):

- Master’s degree in Social work, International Development, Disability Studies, Education, Public Health, or Inclusion Studies.

Relevant Work Experience (40 points):

- 5+ years of experience working in disability rights or inclusion with a focus on advocacy, policy development, or capacity building.
- 5 years of experience working with OPDs or facilitating disability-related projects.
- Demonstrated experience in adapting training materials to local contexts and delivering ToT workshops.
- Understanding of Vietnamese policies and international frameworks related to disability inclusion (e.g., CRPD) and experience working with government agencies.

Skills and Competencies (20 points):

- Strong skills in training facilitation, using inclusive and participatory teaching techniques.
- Excellent communication and coordination skills, with fluency in both Vietnamese and English.
- Proven ability to collaborate with diverse stakeholders, including OPDs, UNICEF, CBM, and government ministries.

B) Financial Proposal (Maximum 25 Points)

All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.

Please clearly indicate currency of financial proposal (mandatory in VND for local vendors).

Award Criteria:

The contract will be awarded to the candidate with the highest total score, based on these criteria, ensuring that the selected consultant possesses the necessary educational background, relevant experience, and technical skills.

<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>

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¹ 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.

The selected candidate is solely responsible to ensure that the visa (applicable) and 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.