

## TERMS OF REFERENCE

### Study on Social Protection for Children with Disabilities

#### Background and Rationale

TITLE	Socio-economic impact of disability on children and access to safety nets
LOCATION OF ASSIGNMENT	Kingston, Jamaica
TYPE OF CONSULTANCY	INDIVIDUAL / INSTITUTIONAL
LANGUAGE(S) REQUIRED	English
DURATION OF CONTRACT	7 months
CONSULTANT REPORTING TO	UNICEF: M&E Specialist & Social Policy Officer

The Social Protection System (SPS) in Jamaica takes a lifecycle approach in which there is a desired focus of the state at each stage of life. This focus emphasizes human capital development. For children 0-18, the strategy aims to: “promote optimal development of all children in all spheres necessary to ensure their well-being and enhance the potential for their eventual productive engagement in the labour market.”<sup>1</sup> From birth, the Jamaican nation is expected to be concerned with the productivity of its children. Despite having a fairly robust apparatus in the legislative structure, the executive functions and provision of services to children there are evident gaps in the operations, especially among those providers who serve children with disabilities and moreover, children whose families fall within quintile one (i.e., the poorest and most vulnerable within the Jamaican population).

In a recent Situation Analysis of Jamaican Children funded by UNICEF, a quarter of Jamaica’s children live in poverty and, as a result, are more likely to be ill, engaged in child labour, have reduced access to adequate water and sanitation facilities and to be exposed to violent discipline. Children enjoy some social protection from the state, with approximately 162,000 children receiving education grant cash transfer under the Programme of Advancement Through Health and Education (PATH); and just over 5,000 children with disabilities registered with the Jamaica Council Persons with Disabilities (JCPD).

Notwithstanding, a considerable number of children still fall outside of the formal targeting mechanism. Jamaica is in the process of completing its National Social Protection Strategy (NSPS), a multi-sector, comprehensive approach rooted in the country’s *Vision 2030*. The strategy aims at bringing together various policy strands for the protection and promotion of all Jamaican citizens. The strategy, which benefitted from technical support by UNICEF and other International Development Partners, has been highly consultative, drawing from public and private stakeholders across a number of social and economic sectors to define how Jamaica can best promote human capital development and economic participation of the poor and vulnerable and protect the entire population from shocks that negatively affect economic status and consumption patterns. The strategy also embraced the ‘social protection floor’ approach, which defines a set of provisions that protect certain minimum guarantees of basic income security and social services for the most vulnerable populations: children, workers, elderly and especially persons with disabilities for which efforts are far advanced to improve the full integration of PWD’s through the establishment of a National Disabilities Act and the relevant Codes of Practice.

Social protection programmes for children with disabilities are an essential component of the support required. These programmes must be tailored to the specific needs of every child and should ensure

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<sup>1</sup> (PIOJ 2014, 10)

support for the families to deal with the additional expenses incurred by the disability. Households which have children with disabilities spend much more in health care, on equipment and adaptations to housing. Another layer of cost is the missed earnings for the caregivers. Even if a family generates an income above the poverty threshold, their living conditions may often be compromised by the additional economic and social costs associated with the disability of the children.

### **Purpose of the Study**

UNICEF is partnering with the *Jamaica Council for Persons with Disabilities (JCPD)* to conduct a study to generate evidence for advocacy to i) enhance access of children with disabilities to essential support services and ii) increase access to appropriate safety nets and social support mechanisms for their families.

In order to achieve this, the study will assess additional expenditure incurred by families with children under five (5) years old with a disability, according to the wealth of the families and the type of disability. The study will also examine access to social protection programmes and safety nets by families with children under five (5) with a disability (cash or “in kind” transfers) and basic services such as early stimulation.

### **Specific Objectives of the Study**

1. Assess the type of care accessed by children under five years old with a disability, based on the current offering of services in Jamaica.
2. Assess the impact of this care on the family’s expenditure (health and non-health related), including the family’s coping strategies and the social and economic impact of these costs.
3. Estimate the expenditure that families would incur for the required treatment of congenital disability in the first four years of a child’s life, considering the current offering of services.
4. Assess the degree to which families who have children with disabilities access social safety net programmes and identify the main bottlenecks for accessing these.
5. Provide recommendations for including/adjusting disability considerations in the implementation of mainstream safety nets, including programme design and reduction of physical, communication and social barriers that impede access to these programmes.

### **Methodology**

The study will be conducted based on a purposive sample of children with disabilities that are part of the database of the Jamaica Council for Persons with Disabilities. The sample of families of children with disabilities will be drawn based on the type of disability and background characteristics considered to be relevant for the study. Details on the sample and the methodology to be followed will be developed by the consultant in the Inception Report.

### **Deliverables, Timeline and Payment Schedule**

The duration for the contract is for a total period of performance not exceeding 210 days, starting on the date of the signature of the contract.

Payments will be made by UNICEF upon its review and approval of the deliverables submitted by the consultant. The payment and deliverable schedule will be as follows:

Deliverable	Disbursement	Due
Inception report that includes a detailed methodology plan for data collection and analysis, specifying sampling methodology, scope of the study, level of disaggregation and draft content outline of the final report	10%	Ten days after contract signing
Progress report of data collection and main findings	20%	35 days after Inception Report approval
Draft report submitted to UNICEF for review and conduct a consultation process of two weeks with MLSS, JCPD and key stakeholders	40%	45 days after Progress Report
Final report (including an executive summary) incorporating feedback received by experts and Country offices and a presentation with the main findings.	30%	60 days after Progress Report

The final report should not exceed 60 pages, and should include the following:

- Executive summary
- Description of the methodology implemented
- Description of the results
- Tables and graphs with the results
- Key findings and recommendations

Changes to the agreed dates for deliverables must be mutually agreed in writing by UNICEF and the consultant. UNICEF reserves the right to impose a **penalty of payment** on the following conditions: a) unsatisfactory delivery; and b) unjustifiable late completion of deliverables (by five days or more), through a 10% deduction of the cost of the assignment

**Key competencies, technical background and experience required.**

- Advanced university degree (Masters, ABD or PhD) in economics, social sciences, public policy or international development policy.
- Five (5) years of professional experience in research, policy or technical assistance related to social policy and/or social protection.
- Experience in qualitative or quantitative data analysis and access to experience fieldwork to support data collection.
- Strong knowledge of social protection policy debates and evidence required.
- Demonstrated ability to produce clear, succinct policy and communication materials.
- Previous research experience on disability access to services is an asset.
- Excellent written and oral communication skills in English required;
- Ability to work independently and respond to feedback in a timely and professional manner;
- Excellent organizational skills, attention to detail, and ability to contribute to a team.

**For every child, you demonstrate.....**

UNICEF's core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results.

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, race, sexual orientation, nationality, culture, appearance, socio-economic status, ability, age, religious and ethnic backgrounds to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.

**Evaluation Criteria**

Candidates will be evaluated based on a cumulative methodology, i.e. the award of the contract will be made to the candidate whose offer has been evaluated and determined as:

1. Responsive/compliant/acceptable, and
2. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Technical component score	Max. 80 points
Economical component score	Max. 20 points
TOTAL score	Max. 100 points

Only candidates obtaining a minimum of 65 points (of the total technical points) will be considered for the financial evaluation.

For the technical assessment candidates must send:

- 1) curriculum vitae
- 2) short methodological note suggested for the consultancy (maximum 3 pages) with timeline based on their availability. The proposal should include details on how the consultant intends to conduct fieldwork in a timely manner.
- 3) Financial proposal and timeline for completing the assignment.
- 4) Three contact references from previous work experience.

**Technical Evaluation**

Technical Criteria	Technical Sub-criteria	Maximum Points
<b>Education</b>	Advanced university degree (Masters, ABD or PhD) in economics, social sciences, public policy or international development policy.	10
<b>Work Experience</b>	5 years of professional experience in research, policy or technical assistance related to social policy and/or social protection.	15
<b>Knowledge</b>	Local knowledge or capacity to access to local information from Jamaica context is required.	10
	Strong research skills	10
	Technical proposal submitted	35
<b>Total Maximum obtained for Technical Criteria</b>	(Note: the total maximum score must be equivalent to the weight assigned to the technical score)	<b>80</b>
<b>Minimum score for technical compliance</b>		<b>65</b>

### Financial Proposal

A financial proposal that includes total cost and the timeline for completing the assignment

The total amount of points allocated for the economic component is 20. The maximum number of points will be allotted to the lowest price proposal and compared among those consultants which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price;

Max. Score for Financial proposal \* Price of lowest priced proposal

Score for price proposal X = -----  
Price of proposal X

### **HOW TO APPLY**

For Institutions:

Interested and suitable parties are invited to submit in separate emails, technical proposal and budget proposals on or before **23:59 Kingston Jamaica time, 31 March 2021**, to the following email address: jam-procurement@unicef.org

Detailed TOR will be posted on our website: <http://www.unicef.org/jamaica/>

**Technical Proposals should be submitted titled “Technical Proposal – Study on Social Protection for Children with Disabilities”**

**Financial Proposal should be submitted titled “Financial Proposal – Study on Social Protection for Children with Disabilities”**

**Documents should be attached in PDF format only; no physical proposals will be accepted at the Office.**


For Individuals:

**Individuals will be required to complete mandatory trainings after being awarded the consultancy and will be required to complete mandatory trainings, sign and submit key documentation and provide proof of health insurance before signing the contract to commence services.**

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

To apply, **click** on the Apply link found either at the beginning or at the end. Submit the CV and the supporting documents that include the methodological note and the financial proposal and the 3 references. In case of doubts please send your queries to Charlene [Buckley \(cbuckley@unicef.org \)](mailto:cbuckley@unicef.org) at least 3 working days before the deadline.

Example:



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TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR/  
CONSULTANCY

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