

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<p>International Consultant: To document strategic approach, good practices, and lessons learnt from UNICEF Cambodia’s work on disability inclusion</p>	<p>Funding Code: N/A</p>	<p>Duty Station: Remote/Home-based</p>
<p>Background</p> <p>The Royal Government of Cambodia (RGC) has come a long way towards promoting and creating an equitable and inclusive society. Key efforts include establishment of Disability Action Council as the national coordination and advisory mechanism in 2009; adoption of a Policy on Inclusive Education 2018 followed by its operational plan to ensure access to quality education for children with disabilities; disability identification mechanism and information management system for strengthening social protection system; ratification of the Convention on the Rights of Persons with Disabilities (CRPD) in 2012; and the Law on the Protection and the Promotion of the Rights of Persons with Disabilities (2009) is being reviewed currently to align with human-rights based model. While much has achieved over the years, there is still a lot more to do to achieve RGC’s vision of disability-inclusive Cambodia.</p> <p>In Cambodia, children with disabilities experience multiple and intersecting forms of vulnerability, not only stemming from their lower access to education, health care and support services, but also due to stigma and discrimination, and their disproportional likelihood of poverty. According to 2019 Population Census, 1.2 percent of Cambodia’s population aged 5 to 14 years is estimated to be living with some form of disability, and 4.9 percent of the general population was found to have a disability in 2019. Children with disabilities face discrimination and are thus constrained in accessing health and education services. They are twice as likely to be out of school than children without disability. Only about 20 percent of children 6-11 years with a disability attend school. These factors are further compounded by low parental expectations for children with disability, leading to their education not being prioritised. Low-income families unable to meet the cost of support or services for their children with disabilities are likely to abandon them or place them in institutional care. Data from the Cambodia Socio Economic Survey (CSES) 2009 to 2014 indicate that the poverty rate among households that have members with disability was 18 percent compared to 13.6 percent for households without any members with disability. When the cost of disability incurred by households was included in the analysis, the poverty rate for households having a member with disability increased to 34 per cent¹.</p> <p>Boys and girls with disabilities can also face different challenges depending on how gender-based discrimination and disability intersect. Compared to boys with disabilities, girls with disabilities are less likely to receive care and food in the home, to receive health care and assistive devices, and to receive vocational training that would enable them to find employment. Inaccessible water, sanitation and hygiene facilities at school can discourage any girl from getting an education, especially during menstruation, but the difficulties are often compounded for girls with disabilities. Additionally, while research suggests that all children with disabilities experience narrower opportunities than their peers without disabilities, family expectations for girls with disabilities are often lower than those for boys with disabilities².</p>		

¹ Gender Programmatic Review 2022 – UNICEF Cambodia

² United Nations Children’s Fund, Seen, Counted, Included: Using data to shed light on the well-being of children with disabilities, UNICEF, New York, November 2021.

Furthermore, there is limited information and understanding of the overall rights of children with disabilities among duty bearers and care givers. There is also a lack of a child-friendly and disability inclusive legal system and absence of grievance mechanisms and access to legal assistance and recourse³.

Contributing towards RGC's vision of a disability-inclusive Cambodia, UNICEF Cambodia, in its new Country Programme (CP) 2024-2028, will invest in strategic, thematic, and cross-sectoral actions that ensure children with disabilities, have the support, resources, and opportunities that other children are able to easily access. Guided by [UNICEF's Disability Inclusion Policy and Strategy](#) (DIPAS 2022-2030), the new CP will focus on the following six cross-sectoral priorities:

- Prevention of stigma, discrimination, neglect, and violence against children with disabilities, and promotion of diversity and inclusion.
- Improvement of disability-inclusive infrastructure, data availability and utilization, services, programmes, and coordination platforms, including for mental health and psychosocial support.
- Access to comprehensive community care and support services, including through the disability-inclusive social protection measures.
- Access to assistive technology (AT) and relevant services.
- Disability inclusive action in climate risk situations across humanitarian and development spectrums.
- Full and meaningful participation of Children and Adolescents with Disabilities.

Purpose

To produce a high-quality publication on UNICEF Cambodia's outputs and results in disability inclusion, building on the disability identification mechanism for disability-inclusive social protection and other services like primary health care, ongoing research in inclusive education, and disability priorities identified for the new Country Programme (CP) 2024-2028. This publication should provide a framework to inform the cross-sectoral disability-inclusive programming and interventions in the new CP.

Objective

The main objective of this publication is to highlight UNICEF Cambodia's work on disability inclusion and inform future priorities, in ensuring progress towards the goals of 2022-2030 UNICEF Disability Inclusion Policy and Strategy (DIPAS). Specifically, but not limited to, the publication must include/ highlight the following:

- Overview of UNICEF Cambodia's key initiatives on disability inclusion across sector programmes, and results achieved for children and people with disabilities over the past years (2019-2023), supported by evidence-based analysis. Reflect on good practices, lessons learned, and innovations considered across those experiences
- Strategic focus of UNICEF Cambodia's work on disability inclusion in the new Country Programme (CP) 2024-2028 by highlighting key priorities and interventions and results to achieve towards the goals of DIPAS in the new CP.
- Highlight key gaps/bottlenecks/challenges of high significance that need to be addressed for achieving results for children with disabilities.
- The publication must serve dual purposes – (a) for informing programming including through cross-sectoral convergent approach, and (b) for increased visibility of disability inclusion in UNICEF Cambodia's

³ Country Case Studies – UNICEF EAPRO January 2023

work. Furthermore, this publication should also be handy for policy advocacy and resource mobilisation efforts.

Scope of Work:

1. Inception Phase (6 days)

- Undertake literature/desk review of key documents including but not limited to: UNICEF DIPAS 2022-2030, UN Disability Inclusion Strategy, UNICEF Strategic Plan 2022-2025, Strategy Note on Disability Inclusion in new CPD, Inclusive Education research report (preliminary findings), Draft National Action Plan for Inclusive Education (2024-2028), National Social Protection Policy Framework, Disability Identification Mechanisms Data Analysis Report, General Population Census of Cambodia 2019 Thematic Report of Disability in Cambodia, EAP Country Case studies – Empowering children with disabilities and their legal representatives for effectively claiming their rights.
- Conduct 5-6 Key Informant Interviews (KIIs) with key government counterparts including MoSAVY, MoEYS, Disability Action Council (DAC), GS-NSPC and Cambodia Disabled Person’s Organization (CDPO).
- Develop a detailed workplan with specific outputs and timelines.
- Draft an outline for the publication paper with specific aspects and present to UNICEF team for comments, feedback, and endorsement.

2. Drafting/Writing Phase (12 days)

- Drafting the publication paper on the agreed outline, within 5000 - 5500 words excluding the bibliography.
- Work closely with Office Disability Focal Point and Deputy Representative Programmes for guidance/ additional information/support that may be required.
- Conduct KII with Programme Sections for information and clarification.
- Prepare a PowerPoint presentation of the zero draft (in a summarized form) and present to UNICEF- for the sense-making purpose and initial comments on the structure, format, templates, and visuals used in the draft.
- Based on the initial feedback, develop a full draft.

3. Review and Finalization Phase: (4 days)

- Submit the fully developed draft for UNICEF’s review. This draft must ensure that UNICEF’s publication requirements and digital accessibility requirements are duly adhered to UNICEF Standards for which guidance will be provided by UNICEF.
- Produce a final draft by systematically addressing all comments from UNICEF.
- Prepare a PPT set of approx. 25 slides summarizing the full publication including recommendations for next steps.

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 <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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): <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"> </div>		
More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates		
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: Emerged as new priority in preparation for the new CPD.		
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Roster <input type="checkbox"/> Informal competitive (Low Value Contract) Single Source Selection: <input type="checkbox"/> (Emergency - Director's approval)		
If Extension, Justification for extension: Not applicable		
Supervisor: Education Specialist and Cross-sectoral Disability Focal Point	Start Date: October 2023	End Date: Mid-December 2023

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget (Percentage of payment)
Deliverable 1: Inception Phase	<ul style="list-style-type: none"> ▪ Literature review and Key Informant Interviews (KIIs) conducted. ▪ Workplan and publication outline drafted, presented, discussed, and agreed. ▪ Inception report submitted – which must include all of the above. 	31 Oct 2023 (6 working days)	30%
Deliverable 2: Drafting/Writing Phase	<ul style="list-style-type: none"> ▪ Zero draft paper produced on the agreed outline, key aspects and number of pages. ▪ Zero-draft presented to UNICEF team for initial comments and feedback. 	15 Nov 2023 (12 working days)	40%

	<ul style="list-style-type: none"> Based on comments/feedback on zero-draft, full draft produced. 		
Deliverable 3: Review and finalization phase	<ul style="list-style-type: none"> Fully developed draft submitted /presented for UNICEF’s review and comments. Final draft produced after addressing all comments from UNICEF. PPT slide set of approx. 25 slides summarizing the report including recommendations for next steps submitted. 	15 Dec 2023 (4 working days)	30%

Minimum Qualifications required*:	Knowledge/Expertise/Skills required *:
<input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other <ul style="list-style-type: none"> Advanced University Degree in Social Science, Philosophy, Research, or related technical field 	<ul style="list-style-type: none"> A minimum of 10 years of professional experience in social development. Relevant experience at international/national level in disability related issues and assignments. Clearly demonstrated ability to conceptualize development issues and write high-quality technical and analytical reports/papers. Extensive experience in self-directed work and remote teamwork. Excellent writing skills in English language. Computer literacy and presentation skills.
*Minimum requirements to consider candidates for competitive process	*Listed requirements will be used for technical evaluation in the competitive process
Submission of applications:	
<ul style="list-style-type: none"> 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 consultancy daily fee and medical health insurance for this assignment. 	

<p>Evaluation Criteria</p> <p>A) Technical Evaluation (100 points) weight: 70%</p> <ul style="list-style-type: none"> ▪ Quality and completeness of the technical proposal (including cover letter): 30 points ▪ Qualifications: 20 points ▪ Adequacy of the applicant’s experience to the requirements of the assignment: 30 points ▪ Samples of previous work: 20 points <p>B) Financial Proposal (100 points) weight: 30%</p> <p>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 of 70 points in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</p> <p>The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores.</p>	
<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>Email/O365 access required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>

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.