

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title:	Funding Code	Type of Engagement	Duty Station:
International consultancy to undertake Feasibility Study on Management Information System for Disability Registration in Sierra Leone		<input checked="" type="checkbox"/> International Consultant	Home Based – with two trips to Sierra Leone

Background

While nearly 60% of the population in Sierra Leone live below the national poverty line, children and adults with disabilities are less likely than others to have access to education, health services and employment and are facing disability related costs and barriers that prevent them to seize opportunities and increase their vulnerability to shocks. Through the ratification of the CRPD and the ongoing revision of the Persons with Disabilities Act (PWDA), the Government of Sierra Leone acknowledges the specific and additional challenges faced by persons with disabilities across the life cycle and is committed to prioritize persons with disabilities. Under the PWDA, the National Commission for Persons with Disabilities (NCPD) is tasked to “formulate and develop measures in collaboration with the Ministry of Social Welfare, designed to achieve equal opportunities for persons with disability by ensuring as far as possible that they are afforded equal access to community and social services” and to create and manage a national disability certificate and information system to allow identification of persons with disabilities and facilitate targeting and access to services and support included in the Act and beyond.

Since 2022, The Ministry of Social Welfare and the NCPD, in close consultation with MoH, other MDAs and OPDs in accordance with the PWDA have been leading the development of a revised disability assessment and determination (DAD) mechanism to issue disability certificate/card and build a national registry, with the support of UNICEF and the UN Partnership on the Rights of Persons with Disabilities (UNPRPD). The process included one national consultation and a series of technical workshops aiming at building a common understanding of the key requirements of CRPD compliant DAD mechanisms, get insights of international trends and practices and develop a consensus on preferred scenario for Sierra Leone.

Stakeholders agreed on the core principles guiding the development of a mechanism as accessible, comprehensive and reliable as possible:

- **Accessibility** to the mechanism all over the country at local which imply the use of local level worker from health, social welfare education among others.
- **Comprehensiveness** to collect as much information as possible, not only about impairment but also functional limitation, support needs, barriers and participation to guide policy and service delivery.
- **Reliable**, trustworthy and transparent both for government MDAs that will grant benefits based on the card but also for OPDs and persons with disabilities who need to clearly understand how decision is made and who should have access to effective complaint mechanism.

Building on extensive discussion and best available international practices to propose and pilot a decentralized system with

- disability assessment done at village and chiefdom level by Assessment team composed of local health workers, social workers, teachers and when relevant OPDs/NGOs staff,
- verification and approval at district level by a district disability certification committee and
- card issuance, overall oversight and monitoring at national level by the national disability certification board (depending on the new PWDA).

The system would be entirely digitized and supported by a disability management information system.

To date, the main principles guiding disability assessment and determination, the provisional design of the mechanism and the core elements of the training of assessors and their profile to be piloted, have been agreed

and documented. The pilot will be launched in June in two districts to test the proposed approach, process and tools for assessment at local level.

In parallel, UNICEF has been supporting multistakeholder consultations on the costed policy options for a basic package of benefits in relation to the PWDA and the future disability card.

Further work is needed to consolidate the national-level components including on the disability determination criteria and as well as the institutional elements needed to scale up the mechanism once piloted and validated, especially the management information system.

Against this background, the Government of Sierra Leone, through the Ministry of Social Welfare (MSW), and UNICEF seek a consultant to carry out a feasibility assessment of the development and implementation of Management Information System for the disability registration and disability card and its interoperability with other relevant systems (such as Health, education, social protection, CRVS) to improve the registration and management of data related to persons with disabilities.

Objectives of the Study

The primary objectives of the feasibility study are to:

1. Assess the current data management related to disability registration process and benchmark with health, education and social protection MIS in Sierra Leone.
2. Identify the financial, technical, and operational requirements for developing and implementing a disability MIS in line with the current proposal for disability registration being piloted that will be interoperable with other MIS as relevant.
3. Provide possible options of institutional arrangement between MDAs for the development, implementation and interoperability of the DMIS in line with the draft PWDA and the current and reasonably expanded potential capacities of MDAs.
4. Provide recommendations on the design, implementation, and management of the MIS.

Scope of Work:

The consultant will undertake the following tasks:

1. Assessment of Current State/Review of Existing Process:
 - a. Document current processes for disability registration, data collection, storage, and management.
 - b. Document the scope and strength of the social protection, education and health MISs with regards to identification of persons with disabilities (and their households) and their needs.
 - c. Identify strengths, weaknesses, opportunities, and threats (SWOT analysis) of the current system.
 - d. Identify current practices and concerns related to data protection.
2. Stakeholder Consultation:
 - a. Engage with key stakeholders, including government agencies, NGOs, disability organizations, and persons with disabilities to understand their needs and expectations.
3. Needs Analysis
 - a. Requirements Gathering:
 - i. Identify and document the broad requirements for the DMIS in line with the PWDA and the proposal of disability assessment and certification being currently piloted.
 - ii. Assess the capacity and readiness of MSW, NCPD, MoH, NaCSA and other relevant entities to adopt and use the MIS.
4. Gap Analysis:
 - a. Compare the current state with the identified needs to highlight gaps and areas for improvement required.
5. Technical Feasibility
 - a. Solution Exploration:

- i. Identify and evaluate potential technical solutions (off-the-shelf, custom-built, open source, etc.).
 - ii. Assess the compatibility of potential solutions with existing ICT infrastructure in Sierra Leone.
 - b. Technical Requirements:
 - i. Define technical specifications and requirements for the MIS, including hardware, software, network, and security needs.
 - c. Financial and Operational Feasibility
 - i. Cost Analysis: Estimate the total cost of ownership, including development, implementation, training, and maintenance costs.
 - d. Operational Considerations: Assess the operational impact, including staffing, training needs, and change management and sustainability of the MIS post-implementation.
- 6. Risk Assessment
 - a. Identify potential risks associated with the development and implementation of the MIS.
 - b. Propose mitigation strategies for identified risks.
- 7. Recommendations and Roadmap
 - a. Strategic Recommendations:
 - i. Provide possible options of institutional arrangement between MDAs for the development, implementation and interoperability of the DMIS in line with the draft PWDA and the current and reasonably expanded potential capacities of MDAs.
 - ii. Provide actionable recommendations on the best approach to develop and implement the MIS.
 - iii. Propose a phased implementation plan with clear timelines and milestones.
 - b. Roadmap Development:
 - i. Develop a detailed roadmap for the design, development, and implementation of the MIS.
 - ii. Include key activities, deliverables, and responsible parties.

Deliverables

The consultant(s) will deliver the following:

1. Inception Report: Outlining the methodology, work plan, and timelines.
2. Interim Report: Detailing the findings of the current state assessment and needs analysis.
3. Draft Feasibility Report: Including technical, financial, and operational feasibility analysis, risk assessment, and preliminary recommendations.
4. Final Feasibility Report: Incorporating feedback from stakeholders on the draft report and providing comprehensive recommendations and implementation roadmap.
5. Presentation of Findings: A presentation summarizing key findings and recommendations to stakeholders.

Management of the Contract

This is an individual consultancy for a 45-days assignment over a period of four months. The Consultant will work remotely with an estimated 12 days of travel to Sierra Leone on two separate trips.

Consultants are expected to provide their own work tools including laptop and other communication tools required.

Mode of Submission of Applications

Interested candidates should submit a technical proposal, outlining their understanding of the ToR and approach to the feasibility study.

Candidates will also be required to submit a financial proposal which will quote a lump-sum inclusive of fees, travel costs and communication costs. Financial proposals may be negotiated.

<p>Consultant sourcing:</p> <p><input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both</p> <p>Consultant selection method:</p> <p><input type="checkbox"/> Competitive Selection (Roster)</p> <p><input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)</p>		<p>Request for:</p> <p><input checked="" type="checkbox"/> New SSA – Consultant Contract</p> <p><input type="checkbox"/> Extension/ Amendment</p>													
<p>If Extension, Justification for extension:</p>															
<p>Supervisor:</p>	<p>Start Date:</p> <p>1 October 2024</p>	<p>End Date:</p> <p>20 January 2025</p>	<p>Number of Days (working)</p> <p>45 days</p>												
<p>Work Assignment Overview</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Tasks/Milestone:</th> <th style="width: 20%; text-align: left;">Deliverables/Outputs:</th> <th style="width: 10%; text-align: left;">Timeline</th> <th style="width: 20%; text-align: left;">Estimated Budget</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>Inception meeting with UNICEF and national stakeholders including Government and OPDs</p> <p>Develop inception report</p> </td> <td style="vertical-align: top;"> <p>Inception Report: Outlining the methodology, work plan, and timelines.</p> </td> <td style="vertical-align: top;"> <p>Month 1</p> </td> <td style="vertical-align: top;"> <p>10% of total contract sum</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>1. Assessment of Current State/Review of Existing Process:</p> <ul style="list-style-type: none"> a. Document current processes for disability registration, data collection, storage, and management. b. Document the scope and strength of the social protection, education and health MISs with regards to identification of persons with disabilities (and their households) and their needs. c. Identify strengths, weaknesses, opportunities, and threats (SWOT analysis) of the current system. d. Identify current practices and concerns related to data protection. <p>2. Stakeholder Consultation:</p> <ul style="list-style-type: none"> a. Engage with key stakeholders, including government agencies, NGOs, disability organizations, and persons with disabilities to understand their needs and expectations. <p>3. Needs Analysis</p> <ul style="list-style-type: none"> a. Requirements Gathering: <ul style="list-style-type: none"> i. Identify and document the broad requirements for the DMIS in line with the PWDA and the proposal of </td> <td style="vertical-align: top;"> <p>Interim Report: Detailing the findings of the current state assessment and needs analysis.</p> </td> <td style="vertical-align: top;"> <p>Month 2</p> </td> <td style="vertical-align: top;"> <p>25% of total contract sum</p> </td> </tr> </tbody> </table>				Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimated Budget	<p>Inception meeting with UNICEF and national stakeholders including Government and OPDs</p> <p>Develop inception report</p>	<p>Inception Report: Outlining the methodology, work plan, and timelines.</p>	<p>Month 1</p>	<p>10% of total contract sum</p>	<p>1. Assessment of Current State/Review of Existing Process:</p> <ul style="list-style-type: none"> a. Document current processes for disability registration, data collection, storage, and management. b. Document the scope and strength of the social protection, education and health MISs with regards to identification of persons with disabilities (and their households) and their needs. c. Identify strengths, weaknesses, opportunities, and threats (SWOT analysis) of the current system. d. Identify current practices and concerns related to data protection. <p>2. Stakeholder Consultation:</p> <ul style="list-style-type: none"> a. Engage with key stakeholders, including government agencies, NGOs, disability organizations, and persons with disabilities to understand their needs and expectations. <p>3. Needs Analysis</p> <ul style="list-style-type: none"> a. Requirements Gathering: <ul style="list-style-type: none"> i. Identify and document the broad requirements for the DMIS in line with the PWDA and the proposal of 	<p>Interim Report: Detailing the findings of the current state assessment and needs analysis.</p>	<p>Month 2</p>	<p>25% of total contract sum</p>
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<p>Present the draft report to UNICEF and stakeholders. Incorporate technical feedback into the report.</p>	<p>Final Feasibility Report: Incorporating feedback from stakeholders on the draft report and providing comprehensive recommendations and implementation roadmap.</p> <p>PowerPoint Presentation of Findings: A presentation summarizing key findings and recommendations to stakeholders.</p>	<p>Month 3</p>	<p>40% of total contract sum</p>

		45 days	
Fees			
International travel and visa costs		2 roundtrips	
Travel Local		12 days	
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines:</p> <p>Master’s degree in computer sciences, informatics, or related field – or bachelor’s degree with a 6+ years of significant experiences in MIS development.</p> <p>Administrative details: Visa assistance required: <input checked="" type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/></p>	<p>Knowledge/Expertise/Skills required:</p> <p><i>Skills and Experience:</i></p> <p>1. Technical Expertise:</p> <ul style="list-style-type: none"> - Proven experience in designing and implementing Management Information Systems in social sector - Knowledge of ICT infrastructure and systems in developing countries, experience in Sierra Leone or similar country context is a strong advantage but not required <p>2. Domain Knowledge:</p> <ul style="list-style-type: none"> - Understanding of disability issues and registration processes. - Experience working with government and non-governmental organizations in similar contexts. <p>3. Analytical Skills:</p> <ul style="list-style-type: none"> - Strong analytical and problem-solving skills. - Experience in conducting feasibility studies and developing strategic recommendations. <p>4. Communication Skills:</p> <ul style="list-style-type: none"> - Excellent written and verbal communication skills. - Ability to engage effectively with diverse stakeholders. <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/></p>		

ⁱ 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.

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.