**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONTRACTORS**

|  |  |  |
| --- | --- | --- |
| **PART I** | | |
| Title of Assignment | Individual Contractor – Technical support to disability inclusive social protection in ESAR | |
| Section | Social Policy and Research | |
| Location | Home-based with 3-4 multi-country field missions to ESAR Country Offices (travel permitting) | |
| Duration | 10 months | |
| Start date | **From:** 01/03/2021 | **To:** 31/12/2021 |

**Background and Justification**

**A majority of governments in Eastern and Southern Africa Region (ESAR) demonstrate commitment to the rights of children and persons with disabilities, as illustrated through the high rate of ratification of the Convention of the Rights of Persons with Disabilities (CRPD).** However this commitment has often not resulted in concrete social policies or actions, while many social policies implicitly mention inclusion of persons with disabilities, they do not contain concrete measures to address the specific needs of persons with disabilities nor do they successfully promote their inclusion into society.

**This is especially illustrative in national social protection policies and programmes in ESAR, where often programmes state a concrete objective to include persons with disabilities as part of their target population.** In particular, many social assistance programmes target persons with severe illness, disability or categorized as ‘labour constrained’, unable to generate enough income to support their families and therefore in need of social protection. However coverage of children and persons with disabilties remain low and programmes are not designed in an inclusive manner that ensure fully participation. Targeting is usually done at a community level, by implementers who are not trained in disability assessment or identification, as a result eligibility to qualify under a disability is left to subjective visual assessment or reliant upon a medical determination that, by nature, excludes many. As a result, many persons will disabilities are not receiving the social assistance benefits that they are eligible for. Governments have exhibited a desire to improve upon disability assessment and determination, moving from medical identification of disability to the more inclusive ‘social model.’

**Additionally, while critical for informing policy and programming, comprehensive and comparable data on disability is extremely limited across many countries in the Region.** The collection and management of data on the prevalence of disability among the population remains problematic, due mainly to the lack of harmonised tools for collection of data, differing methods for determination, as well as due to the stigma and marginalisation still associated with disability. More often than not, this results in highly underrepresentative data, both in the general population as well as in social assistance beneficiary management systems and social protection registries. Capacity of government officials and civil society as well as some UNICEF staff is also limiting meaningful inclusion of persons with disabilities into national social protection programmes.

**The UNICEF – Norway Partnership Framework For Disability has recently enabled a regional Disability Inclusive Social Protection Project to commence in five country offices in ESAR (Kenya, Madagascar, Mozambique, Zambia and Zimbabwe)** with the objective to improve disability inclusion in national social protection systems. This project, implemented from January to December 2021, will serve as a model for the region, supporting governments to improve disability assessment and identification modalities for cash transfer programmes, improving inclusiveness in cash transfer design and implementation and stregthening capacity of government and civil society staff to implement inclusive programming.

**Scope of Work**

1. ***Goal and Objective*:** Under the direct supervision of the UNICEF Eastern and Southern Regional Office (ESARO) Social Policy Specialist (Social Protection), the contractor will promote successful implementation of the regional disability inclusive social protection project. This project includes several countries undertaking reviewing/designing disability assessment and identification for social protection programmes, increasing inclusiveness of persons with disabilities in ongoing cash transfer payments (COVID response, ECT and SCTP), piloting a children with disabilities cash transfer programme, reviewing national policies and programmes for disability inclusion and building the capacity of government, civil society and UNICEF staff on inclusion of children with disabilities.

The contractor will provide targeted technical support to the 5 COs in the region implementing the project to achieve the project objectives. At the regional level, the contractor will support tracking progress of COs against commitments, fund utilization and aggregating reporting of progress in line with guidance from the Disability Section in UNICEF HQ. The contractor will also support the RO in its mapping of disability inclusion across social protection in the region, review and revision of TRANSFORM training curriculum and other technical assistance as required.

1. ***AWP areas covered:*** The assignment will contribute to the Social Policy and Research section’s Output 2: ESAR country offices have enhanced capacity to design, implement, scale-up, monitor and evaluate social protection, public finance for children and child poverty analyses.
2. ***Tasks and Deliverables:***

The contractor is expected to undertake the following:

1. Technical support to ESAR COs in developing disability inclusive processes and successfully executing the disability inclusive social protection project including: 1) Review and input into disability assessment and identification modalities for targeting national cash transfer programmes; 2) Provide guidance for improving disability inclusion in COVID and emergency related social protection responses at country level; 3) Identify programme process improvement to make national cash transfer programmes more accessible to persons with disabilities; 4) Review and input into assessments of national cash transfer programmes including sharing global guidance and benchmarks for strong disability inclusion; 5) development of succinct guidance notes based upon global best practice and CO experience.
2. Support RO to monitor progress of disability inclusive SP project in the region including: 1) Monitor CO project implementation and fund utilization; 2) Develop and aggregate progress reports in compliance with reporting requests from UNICEF HQ and the donor.
3. Assist in design and management of the regional baseline assessment on disability inclusion in national social protection policies and programmes: 1) Review deliverables from contractors on quality and approach; 2) Support development of a regional action plan based upon findings and recommendations of baseline assessment; 3) Support dissemination of findings and relevant advocacy activities to improve disability prioritization in CO SP workplans; 4) development of a 5-year regional action plan based upon assessment findings.
4. Support review and revision of TRANSFORM social protection training curriculum with a focus on integration of disability inclusion throughout curriculum.

The contractor will work full-time for UNICEF ESARO on average 21 working days per month for the duration of the contract.

1. ***Work relationships:***The contractor will report to the Social Policy Specialist, UNICEF ESARO and will work in close collaboration with Social Protection Specialists in Country Offices as well as the Social Protection Disability Specialist in the Social Policy Section, PD, HQ.
2. ***Outputs/deliverables:*** The individual contractor is expected to produce the outputs and be paid according to the table below:

|  |  |  |
| --- | --- | --- |
| **Outputs** | **Payment** | **Deadline** |
| Monthly progress report which includes details on:   * technical support provided to ESAR COs * summary of inputs made into RO baseline study * guidelines and documents produced (to be provided in an annex to the report). | Monthly payment | 31/03/2021 |
| Monthly progress report which includes details on:   * technical support provided to ESAR COs * summary of inputs made into RO baseline study * guidelines and documents produced (to be provided in an annex to the report). | Monthly payment | 30/04/2021 |
| Monthly progress report which includes details on:   * technical support provided to ESAR COs * summary of inputs made into RO baseline study * guidelines and documents produced (to be provided in an annex to the report). | Monthly payment | 31/05/2021 |
| Monthly progress report which includes details on:   * technical support provided to ESAR COs * summary of inputs made into RO baseline study * guidelines and documents produced (to be provided in an annex to the report). | Monthly payment | 30/06/2021 |
| Monthly progress report which includes details on:   * technical support provided to ESAR COs * summary of inputs made into RO baseline study * guidelines and documents produced (to be provided in an annex to the report). | Monthly payment | 31/07/2021 |
| Monthly progress report which includes details on:   * technical support provided to ESAR COs * summary of inputs made into RO baseline study * guidelines and documents produced (to be provided in an annex to the report). | Monthly payment | 31/08/2021 |
| Monthly progress report which includes details on:   * technical support provided to ESAR COs * summary of inputs made into RO baseline study * guidelines and documents produced (to be provided in an annex to the report). | Monthly payment | 30/09/2021 |
| Monthly progress report which includes details on:   * technical support provided to ESAR COs * summary of inputs made into RO baseline study * guidelines and documents produced (to be provided in an annex to the report). | Monthly payment | 31/10/2021 |
| Monthly progress report which includes details on:   * technical support provided to ESAR COs * summary of inputs made into RO baseline study * guidelines and documents produced (to be provided in an annex to the report). | Monthly payment | 30/11/2021 |
| Final report:   * technical support provided to ESAR COs * summary of inputs made into RO baseline study * guidelines and documents produced (to be provided in an annex to the report). | Monthly payment | 31/12/2021 |

Expected outputs to be produced include:

1. Guidance note on disability assessment and identification for cash transfer programmes - May 2021
2. Guidance note on integration of disability inclusive design and implementation of cash transfer programmes - July 2021
3. Regional webinar on disability inclusive SP (best practices and lessons learned) – latest Sept 2021
4. Mid- and end-year reporting inputs for UNICEF – Norway Partnership Framework – June and December 2021
5. Based upon RO assessment, draft 5-year regional action plan on improving disability inclusive social protection – latest November 2021

**Payment Schedule**

Payment will be made on a monthly basis, upon submission of a short monthly summary report and invoice at the end of each month. Specific outputs will be provided as an annex to this report, in the estimated timeframe provided above. Payments will be made against the monthly invoice only after approval of deliverables by the contract manager.

**Desired competencies, technical background and experience**

The contractor should have the following profile:

**Qualification:**

* Advanced university degree (Masters) from an accredited academic institution, in a discipline related to social protection, disability, human development, economics, public policy or other relevant technical field.

**Experience and competencies:**

* A minimum of 5 years of experience in the field of inclusive social protection, substantive experience in low and middle income countries required, preference given to experience in sub-Saharan Africa (SSA).
* A minimum of 3 years experience in disability related issues desired, preference given to disability inclusion in social sectors and/or social protection and familiarity with social model of disability assessment and identification.
* Strong technical experience in design, implementation, or evaluation of national social protection cash transfer programmes, preferably in SSA or resource poor environments.
* Clearly demonstrated ability to conceptualize development issues and write high quality technical reports, analytical materials and guidelines.
* Proven ability to communicate and work in a multi-cultural environment and provide remote organizational support to government officials.
* Excellent writing and oral skills in English (fluency required) with French (basic) desired.

**Core Values:**

* Care
* Respect
* Integrity
* Trust
* Accountability

**Core Competencies**

* Builds and Maintains Partnerships
* Demonstrates self-awareness and ethical awareness
* Drive to achieve results for impact
* Innovates and embraces change
* Manages ambiguity and complexity
* Thinks and acts strategically
* Works collaboratively with others

**Administrative issues**

The contractor will work remotely with planned travel of minimum 3 multi-country visits to the region (travel restrictions allowing). Communication and coordination will be done via email, Skype or Zoom with an agreement reached between ESARO and the contractor to ensure a minimum 3 hour window is available for direct calls and meetings in respect of the time difference between ESAR and the contractor’s location. The contractor will provide his/her own computer and administrative support throughout the assignment, however a UNICEF email address may be issued to facilitate official communication between the contractor and COs.

*The contractor is expected to be home based with potential travel to 5 countries (Kenya, Madagascar, Mozambique, Zambia and Zimbabwe) depending on COVID-19 travel restrictions in 2021 (4-6 days in each) for which the UNICEF office would cover DSA and travel costs. Travel will be in economy class. If the Contractor is required to quarantine while traveling, UNICEF will pay for the quarantine if not organized by the host country*

**Conditions**

As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary.

The candidate selected will be governed by and subject to UNICEF’s General Terms and Conditions for individual contracts.

**Risks**

|  |  |  |
| --- | --- | --- |
| Risk | Likelihood | Risk Mitigation |
| CO delay in Framework implementation over 2021 | Moderate | Contractor will work with SP Specialist to develop a progress tracker, inclusive of a plan for funding reallocation should benchmarks not be met. |
| Travel restrictions do not allow for in-person work presence in Nairobi and/or missions to COs | Likely | The contractor must make arrangements to facilitate efficient remote work and reliable communication with ESARO and COs. It is expected that the contractor will agree to working hours that account for time differences between ESAR and their own location with at least 3 hours available daily for direct calls and meetings. Communication and coordination will be done via email, Skype or Zoom. It is expected that the contractor will provide his/her own computer and administrative support throughout the assignment. |

**How to Apply**

Contractors are invited to submit an expression of interest through the UNICEF recruitment website. Applications must be submitted online by 22 February, 2021.

Expression of Interest must include:

* Fully completed online profile or P11
* Cover letter describing your qualifications and past experiences relevant to the assignment (maximum 2 pages) and a clear indication of the monthly fee in USD to complete the assignment. (note: applications submitted without monthly rate will not be considered). Travel should not be included in the application as these expenses will be accommodated for by UNICEF outside of this contract.
* Curriculum vitae (CV) inclusive of names and contacts of three references (note: applications without references will not be considered)

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, 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 be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.