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| **Heading: National Consultant for registration and certification of children/persons with disabilities in Myanmar (technical support for the pilot implementation of Certification and Registration System by using Remote Assessment Methodology)**  **Section in Charge**: Social Policy and Child Rights Monitoring  **How does the consultancy relate to work plan:**  **Activity 6: Certification/registration system:** Provide technical support and capacity building for the registration and certification system for P/CWDs in Myanmar  **Activity 7: Disability coordination support:** Technical support to DSW on disability coordination role for adoption of social model in Myanmar  **Outcome reference**: CP Outcome #5  Improved policy environment, budgets and systems for all children, especially the most excluded, guided by improved knowledge and disaggregated data  **Output reference**: Output #2 'By 2022, the government has enhanced capacity and improved systems to implement inclusive and integrated social programmes and social protection |
| 1. Background:   The social inclusion of children/persons with disabilities and promoting the rights of persons with disabilities is a longstanding priority in Myanmar’s development agenda. According to Article 7 of the Convention on the Rights of Persons with Disabilities, ratified by Myanmar, children with disabilities shall fully enjoy their human rights and fundamental freedoms on an equal basis with other children.  The recent inter-censual Survey (ICS)[[1]](#footnote-1) revealed that the prevalence of disability at national level is 12.8%. The prevalence is even higher in rural areas compared to urban area at 13.1% and 12.3% respectively. As per the ‘Myanmar’s Situation Analysis of Children with Disabilities’[[2]](#footnote-2), children with disabilities have very limited access to social services. Among the children with disabilities interviewed/covered by the ‘Myanmar’s Situation Analysis of children with disabilities’, many do not have access to any form of education; as many as 3 out of 5 children aged 6-15 with disabilities have never attended school, and less than one percent are enrolled in mainstream schools. Children with sensory impairments tend to be enrolled in special schools, some of these residential, rather than in mainstream schools. Schools and vocational training centres for children with disabilities are mostly located in urban areas; few services are available in rural areas. There are limited health and rehabilitation services specially adapted to children with disabilities; community based rehabilitation services are not commonly available, at the same time, many health professionals, particularly at the township and rural levels, do not have specific procedures for the identification of children with disabilities, including early detection and prevention services.  Based on the evidence and data, and with the objective to improve opportunities for persons with disabilities to contribute to the country’s development, the Ministry of Social Welfare, Relief and Resettlement/Department of Rehabilitation with the technical support of UNICEF has initiated the implementation of certification and registration of children/persons with disabilities in 4 pilot areas (Phaan and Kyainseikgyi townships in Kayin State, Nyaunglebin township in Bago Region and Hlaingtharyar township in Yangon Region) by using the social model assessment tools. Due to the onset of COVID-19, the implementation of the programme has been delayed. At the same time, the assessment of the persons/children with disabilities by using the social model tool during this critical time of COVID is crucial in synchronizing the regular social assistance programme with COVID-19 emergency cash transfer.  Thus, MSWRR/DoR, with the technical support of UNICEF, is transferring the programme modality of originally planned in-person assessment to remote assessment methodology with a web-based and mobile application software for assessment in certifying and registering persons/children with disabilities. To prepare for the implementation of the electronic platform, a whole of Kayin State has been considered as a scalable pilot project to employ digital registration and then to expand to other townships nationwide through the use of the application installed on laptops/tablets. The proposed system should be able to operate in offline mode without internet as well and to integrate with other systems for data integration (for example, data integration with other social protection programmes i.e. Social Management Information System (SMIS)).  The set-up of the certification and registration system of children/persons with disabilities is a major foundation to set-up the certification and registration system of persons/children with disabilities to recognize a person’s disability status and for the development of better services (health, social protection, inclusive education, livelihood, etc.) as per their situation and particular needs, as well as the barriers to the protection and promotion of their rights. A special focus will be paid towards the social inclusion and universal coverage of all Persons with Disability as envisage by the National Social Protection Strategic Plan (NSPSP 2014) and its medium term costed sector plan (2018).  To this end, UNICEF is recruiting a national consultant to support government in the set-up of certification/registration system and social model services in the pilot areas (Kayin State, Hlaingharyar township, and Nyaunglebin township). This exercise aims to strengthen the coordination process, build the capacity and record experiences for the gradual roll-out of operational Steps/procedures nationwide. Recommendations stemming from this exercise will contribute to the development of national guidelines for Certification/Registration System, familiarizing social model as well as the realisation of rights for children with disabilities. Dedicated technical support of this type is required as the Department of Rehabilitation, which is expected to play a significant role in the disability agenda, is also newly formed hence requires ongoing interactions and capacity building.  **Contribution to Intra- and Inter-sectoral linkages and Benefits**  The certification/registration system of persons/children with disability supports and strengthens various sectoral objectives across the lifecycle, enabling positive outcomes within the educational, health and economic spheres. With adequate complementary inter-sectoral interventions to provide disability-friendly services, the programme can substantially improve the quality of life for PWDs and better enable them to meaningfully participate in the growth and development of Myanmar. The aim is to strengthen disability-sensitivity across sector policies and plans. The NSPSP stipulates that: (a) children with disability from birth to 18 years, like other children, shall have the right to enjoy all the benefits of any other group; (b) families of children with disabilities shall be supported until age 18; (c) workshops or centres will be established for adult/elderly persons with disabilities; and (d) job facilities will be established for those who complete vocational training. The NSPSP also stipulates the development of an integrated social protection system to strengthen the linkages between public services.  **Major Functions of National Consultant**  In close coordination with officials of DOR (and DSW), it is expected that consultant will provide support in the following areas:   * Under the coordination lead of DOR, liaise with State government officials, and key line Departments (DSW/Health in particular) to coordinate on all matters relating to the pilot implementation of certification/registration of children/persons with disabilities. * Ensure a participatory and consultative approach in the set-up of certification/registration system among key line Departments/Ministries/Organizations of Persons with Disabilities (OPDs) working in the areas of social inclusion (certification/ registration, inclusive education, social work case management/protection, livelihood/vocational training, health services, etc.) * Coordinate a mapping exercise of existing social programmes (in Kayin State where the Certification/ Registration is to be initially rolled-out) relevant to social inclusion and identifying those that can be used in the building of integrated services with relevant adaptation * Provide recommendations on how to ensure continued, smooth coordination at a State/Region level in implementing certification/registration system and the continued monitoring indicators to record as a prototype of how to build a system and coordination within the State/ Region level context of Myanmar. It is expected that the experience and lessons learned from this process will contribute to informing national guidelines for Certification/Registration System and building integrated services complement to the System * Support DOR/DSW in matters relating to the process of Certification/Registration System and building integrated services as and when required |
| * Objectives of the consultancy:   The National Consultant for Social Inclusion, under the guidance of the UNICEF Myanmar Social Policy Specialist, to provide and contribute in the set-up of certification and registration system of PWDs/CWDs in Myanmar as well as the promotion of social model in Myanmar |
| 1. Geographic Area: The consultancy will be based 5 months in Phaan, Kayin State, 2 months in Myitkyina Kachin State, 1.5 month in Nyaunglebin, Bago Region and 1.5 month in Hlaingtharyar, Yangon Region with travel to Nay Pyi Taw and other States/Regions. (The duration of stay in those areas may vary as per the actual implementation of the programme and travel restriction of COVID-19.) |
| 1. Duration (including potential extension): The duration of the assignment will be 10-month from December 2020 to September 2021. It is required to work full-time regular office hours (with flexible arrangement as per COVID guidelines). Consultant will be entitled to a paid time-off of 1.5 days per month. |
| 1. Supervisor: Social Policy Specialist, UNICEF Myanmar Country Office |
| 1. Type of Supervision/support required from UNICEF:   The consultant is expected to work independently and provide the outputs according to set deadlines. Overall supervision will be provided by Social Policy Specialist of UNICEF Myanmar, with technical support from the Programme Specialist (Disabilities) at EAPRO. |

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| 1. Description of assignment: The detailed bi-monthly work-plans are to be developed as the consultancy commences. |

| **Tasks** | **End Product/ deliverables** | **Duration/**  **Deadline**  **(% of fee payable)** |
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| * Work closely with the MIS firm in developing the on-line/offline software in transforming paper-based certification/registration assessment questionnaires to web-based/mobile Application * Liaise with State government officials, DoR/DSW/ GAD/ OPDs and other relevant stakeholders in implementing the certification/ registration activities in Kayin State (for example: Sensitization of the Programme in the community; Operational Support; Monitoring; Keep Track on the printing supplies and progress of the implementation) * Support and facilitate trainings to Technical Core Group (TCG) on the remote assessment methodology of certification/ registration * Provide TOT trainings, with participation and support of TCG, on the remote assessment methodology of certification/registration * Provide day-to-day technical support in the implementation of certification/ registration of persons with disabilities in Kayin State * Monitor, supervise and provide support to TOTs and TCG for the continuous implementation of certification/registration in all 7 townships of Kayin State together (planning/scheduling, providing technical and direct implementation support) * Work collaboratively with an assigned official of DoR/DSW for on-job training in implementing the certification/ registration activities in Kayin State and progressively hand-over the day-to-day functions | * Detailed bi-monthly work plan * Training completion reports * Progress report on bi-monthly basis or when required according to the approved work plan | Month 1 and 2/ Jan 2021 (20%) |
| * Support mapping existing social programmes relevant and complement to social inclusion of CWDs (for example, inclusive education, SWCM protection, vocational training, etc.) in Kayin State. * Undertake the literature review (analysis of 3W: Who, What, Where based on MIMU data base coupled with key informant interviews to related State/Region and union officials of Social Services (Social Welfare, Education, Rehabilitation, Health, ECD/ECI, Rural Development, Labour, TVET, etc.) to (i) map the existing and planned social programs and policy context, institutional arrangements by both government and NGOs/CBOs (ii) plot the recommendations set in the By Law in the areas related to education (primary in particular), health, social welfare and protection services especially pertaining financial or service provision for persons/children with disabilities; (iii) examine the areas (opportunities, challenges) for the set-up of integrated services or strengthening the social inclusion of persons/children with disabilities. * Work collaboratively with an assigned official of DoR/DSW on the continuous implementation of certification/ registration activities in Kayin State * Monitor, supervise and provide support to TOTs and TCG for the continuous implementation of certification/registration in all 7 townships of Kayin State together (planning/scheduling, providing technical and direct implementation support) * Coordinate with UNICEF H&N colleagues in planning for the disability assessment/training in the EHO areas in Kachin State | * Detailed bi-monthly work plan * Mapping Matrix of existing and planned social programmes in Kayin State * Report on Literature Review and KII (~15 pages) * Progress report on bi-monthly basis or when required according to the approved work plan | Month 3 and 4/ March 2021 (20%) |
| * Work collaboratively with an assigned official of DoR/DSW/DOE/DOH/ GAD/OPDs/other relevant stakeholders on the continuous implementation of certification/ registration activities in Kayin State as well as coordinating for the set-up of integrated services or strengthening the social inclusion of persons/children with disabilities (based on the social mapping) * Coordinate with DoR/DSW/ GAD/ OPDs/TOTs/TCGs and other relevant stakeholders in implementing the certification/ registration activities in all pilot areas (Kayin State, Hlaingtharyar township and Nyaunglebin township) * Coordinate with UNICEF H&N colleagues in conducting disability assessment/training in the EHO areas in Kachin State * Monitor, supervise and provide support to TOTs and TCG for the continuous implementation of certification/registration in all pilot areas (planning/scheduling, providing technical and direct implementation support) * Analyze the certification/registration database and examine the social inclusion/access to social services (linkages of services) | * Detailed bi-monthly work plan * Report on integrated social services * Report on the database analysis * Report on the disability assessment/ training in the EHO areas in Kachin State * Progress report on bi-monthly basis or when required according to the approved work plan | Month 5 and 6/ May 2021 (20%) |
| * Monitor, supervise and provide support for the continuous implementation of certification/registration in all pilot areas (planning/scheduling, providing technical and direct implementation support) * Dissemination of the database-analysis and access to social services to State/Region and union level committees * Support in organizing coordination as well as technical review meetings in Kayin State 1) with State officials, TOTs and related stakeholders; 2) with TCGs on the experience sharing and coordination among key stakeholders * Update the SOPs/step-by-step manual based on lessons learned and recommendations from the Review Workshop * Support DOR/DSW in the set-up and implementation of Disability Grant (social cash transfer) programme in a progressive manner alongside the certification/registration process (programme design, capacity building, budget preparation and submission to MOPFI/M&E) * Coordinate with DoR/DSW/ GAD/ OPDs/TOTs/TCGs and other relevant stakeholders in planning for the expansion of the certification/ registration activities to other State/Region | * Detailed bi-monthly work plan * PPT/programme brief for committee meetings * Report on Technical review meetings * Updated SOPs/Step-by-step manual * Progress report on bi-monthly basis or when required according to the approved work plan | Month 7 and 8/ Jul 2021 (20%) |
| * Monitor, supervise and provide support for the continuous implementation of certification/registration in all pilot areas (planning/scheduling, providing technical and direct implementation support) * Support DoR/DSW/ GAD/ OPDs/TOTs/TCGs and other relevant stakeholders for the expansion of the certification/ registration activities to other States/Regions * Dissemination of SOPs/step-by-step manual to all stakeholders * Support DOR/DSW in the set-up and implementation of Disability Grant (social cash transfer) programme in a progressive manner alongside the certification/registration process (programme design, capacity building, budget preparation and submission to MOPFI/M&E) * Develop final report | * Detailed bi-monthly work plan * Report on the set-up and implementation of Disability Grant (social cash transfer) programme * Report summarizing lessons learnt and promising practices | Month 9 and 10/ Sep 2021 (20%) |
| The consultant will be required to provide *Ad hoc* support throughout the whole consultancy, as well as to participate and contribute in the related/relevant meetings at union level as and when required. | | |
| 1. Advertisement / Invitation / Request for Expression of Interest   The consultancy will be published both to the wider UN vacancy and UNICEF open vacancy to send direct solicitation of application and EoI. HR Unit will be responsible for publishing in UN and UNICEF websites. | | |
| 1. Selection process (EOI to be attached to TOR)   Interested candidates are required to complete the Expression of Interest Form circulated with the call for proposals, answering the technical questions included.  The consultant will be identified by UNICEF based on a competitive selection process, taking into account the candidate’s experience, the quality of the answers produced, and of the lump-sum requested.  If deemed opportune, UNICEF will require a personal interview with shortlisted candidates. | | |
| 1. Qualification and specialized knowledge/experience required for the assignment:  * University degree in Social Science, Public Administration, or related field. * Minimum 5 years of professional work experience in technical assistance related to social welfare services to government officials/relevant department. * Proven knowledge and experience of the social services system in Myanmar. * Proven ability to conceptualize, plan and execute complex processes across a wide range of stakeholders, advance ability to work quickly and under pressure. * Prior experience in social welfare services/social inclusion including gender and disabilities in Myanmar. * Proven ability to work both independently and as part of a team. * Language requirement: Excellent written and oral communication skills in English and Myanmar language. | | |

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| 1. Other conditions:   The selected consultant will be allowed to work in UNICEF premises (Hpa An, Myitkyina, Yangon Offices), but will have to utilize a personal laptop for his/her work.  **Life and health insurance**  UNICEF does not provide or arrange life or health insurance coverage for consultants and individual contractors, and consultants and individual contractors are not eligible to participate in the life or health insurance schemes available to United Nations staff members. Consultants and individual contractors are fully responsible for arranging, at their own expense, such life, health and other forms of insurance covering the period of their services as they consider appropriate. The responsibility of UNICEF is limited solely to the payment of compensation for service-incurred death, injury or illness as per the provisions detailed below.  **Insurance for service-incurred death, injury or illness**  Consultants and individual contractors who are authorized to travel at UNICEF expense or who are required under their contract to perform services in a UNICEF or United Nations office shall be provided with insurance coverage, through a UNICEF-retained third party insurance provider, covering death, injury and illness attributable to the performance of official UNICEF duties. Compensation in the event of service-incurred death, injury or illness shall be equivalent to amounts stipulated in the agreement between UNICEF and the insurance provider.  **Payment**  Payment of fees will be based on specified deliverables and travel costs/DSA will be reimbursed as per actual expenses (when prior approval has been received from the supervisor). Payments should be processed based on satisfactory delivery of the services/products as certified by the supervisor/ manager.  **Confidentiality:**  The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with UNICEF.  The contract signed with the consultant will include the other general terms defined by UNICEF. |
| 1. Nature of Penalty Clause to be stipulated in the contract:   UNICEF Myanmar reserves the right not to pay the Contractor or withhold part of the payable amount if one or more requirements established for this assignment is not met or deadline set for the accomplishment of the tasks is missed. |

1. Inter-Censual Survey, 2019. [↑](#footnote-ref-1)
2. Situation Analysis of Children with Disabilities in the Republic of the Union of Myanmar; jointly conducted by UNICEF and the Ministry of Social Welfare, Relief and Resettlement. [↑](#footnote-ref-2)