

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

<b>Title:</b> SitAn on Children with Disability	<b>Funding Code:</b> WBS: 1800/A0/07/885/004 /001	<b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	<b>Duty Station:</b> Paramaribo. Suriname
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**1. BACKGROUND/CONTEXT**

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The Government of Suriname supported by its partners is focused on achieving the Sustainable Development Goals, including those focused on the rights of children and adolescents. Suriname has a small population based on the 2012 Housing and Population Censuses i.e., about 560,741 of which 35.2 per cent are children i.e., persons under the age of 18 years. Suriname is categorized as upper-middle-income country with a human development index of 99 of 191.

However, according to the Inter-American Development Bank (IDB), more than 26% of Suriname’s population was (monetarily) poor in 2017, based on the Suriname Living Conditions Survey, conducted in 2016 and 2017 (SSLC 2016/17). Nearly half (48%) of the people living in the rural interior of the country are estimated poor, revealing high discrepancies based on geographic location. Moreover, multidimensional poverty among children 0-17 years reaches 36.2%, with high variability across age groups and areas of residence. Children living in rural areas (39.8%), and especially in the rural interior (79.1%), face much higher multidimensional deprivation rates in comparison with children living in urban areas (26.6%). According to the preliminary results of the second wave of the SSLC, carried out in 2022, the multidimensional poverty is about 43%, with high deprivations on health-related indicators, overcrowding, school backwardness and housing.

Although Suriname is classified by the World Bank as a high-middle-income country, the living conditions and income of about half of the population do not reflect this welfare level. The current estimated GDP per capita is USD 4,784.5 but there are huge disparities at the district level. Besides the inequality among households of different geographical areas, the deterioration of the economy affected households at the national level. Between 2015 and 2022 the purchasing power of all households has declined significantly. International commodity shocks, and the high fiscal and debt burden have weakened the financial-economic situation and social security system. The government has set out its policy strategy, based on its homegrown recovery plan, support from the IMF, and its medium-term policy framework aligning with the Multi-annual Development Plan 2022-2026.

These Terms of Reference are for an individual Consultant to conduct a Situation Analysis (SitAn) on children living with disability in Suriname. This SitAn will utilise a rights-based, gender sensitive, equity-focused and risk informed approach and will provide an accurate understanding of the current situation of children living with disability in Suriname, which is critical to inform (primarily) national strategies for at-scale programming. The Government of Suriname – The National Monitoring Commission for persons with a disability is partnering with UNICEF to conduct this Situation Analysis on Children with disabilities.

**SCOPE and Objectives**

This Situation Analysis on Children with disabilities will be conducted in Suriname and will assess key issues and deprivations affecting children with disabilities. It will examine inputs, achievements, and bottlenecks

across all sectors, within the context of age-groups identifying those barriers that prevent children with disabilities from benefiting from interventions and services. It will also consider interventions and situations that strengthen and support the lives of children with disabilities. Besides, it will determine where the policy and or activities are good and could be strengthened. By adopting a people-centered approach, the Situation Analysis is expected to identify some noticeable gaps in cross-fertilization between stakeholders that work with/for children with disabilities. Given the importance of gender roles and relations between girls and boys, such considerations will be incorporated as an analytical approach in the SitAn to highlight gender disparities.

The scope and key actions of the SitAn is further defined below:

- Develop a deep understanding of the situation of children and adolescents living with disabilities (CWD), by analyzing the policies and strategies, social and economic trends affecting them (data disaggregated by age, gender, urban/rural, ethnicity, socio-economic status, etc.). The SITAN will be rights-based and aligned with the Convention on the Rights of Persons with Disabilities (CRPD)<sup>5</sup>.
- Identify and analyze the barriers and bottlenecks that prevent CWD from benefiting from social services across sectors and enjoying their rights. Specially focusing on undertaking an analysis of the policy environment and identify what children with disabilities themselves and their caregivers see as the pressing needs in their country and community.
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- Provide government and non-government partners with comprehensive evidence-based analysis on CWD for result-based decision-making, so the priorities CWD are integrated into the socio-economic development agenda. If possible, evaluate the capacity of stakeholders, including government and civil society, to provide inclusive and accessible services.
- Identify critical data gaps and contribute to the generation of evidence that can improve the monitoring of the rights of CWD.

The questions the Situation Analysis on children with disabilities intend to answer, include:

#### **POLICY**

- Has the government signed or ratified the CRPD?
  - a. If yes, analyse if national legislations and policies are compliant with the CRPD, and to what extent the government is taking steps to realize the rights of children and women with disabilities. Refer to CRPD Concluding Observations as a reference for compliance.
- To what extent are the rights of children with disabilities and their families articulated in national policies?
- What is the government's approach to the education of children with disabilities in policy and practice (i.e., inclusive education, integrated education, or special schools)?

#### **BARRIERS**

- How do child rights deprivations manifest themselves in the case of disability?

- To what extent are children with disabilities and their caregivers excluded from participation in society based on social and cultural practices and beliefs?
- To what extent do children with disabilities have the same level of participation as children without disabilities?
- What are the immediate, underlying, and structural barriers and bottlenecks to the well-being of children with disabilities and to accessing and utilizing basic social services and other critical resources?
- How do outcomes and barriers differ when comparing children with disabilities and children without disabilities?
- How do outcomes and barriers differ across subgroups of children with disabilities (e.g., girls, indigenous children, or adolescents) by geographical areas, during humanitarian situations and in development contexts?
  - 6a. Which are the most deprived groups of children and parents with disabilities in terms of access and facing negative attitudes?
  - 6b. What forms of deprivation and exclusion do they face?
  - 6c. What are the determining factors that give rise to and perpetuate their exclusion?
- It is important to note that children with disabilities may face some specific barriers depending on the nature of their disability.

#### **STAKEHOLDERS & ENABLING ENVIRONMENT**

- What capacities (financial, technical, and institutional) exist at the national, subnational and community levels to address the inclusion of children with disabilities?
- What existing social, institutional, and political factors (e.g., social norms, institutional capacities at all levels of government, accountability and coordination mechanisms, policy, and legal frameworks) could potentially support the creation of an enabling environment for the realization of the rights of children with disabilities?

#### **PROGRAMMES & SERVICES**

- To what extent are the physical, communications and information environments accessible for people with disabilities?
- To what extent are mainstream services and programmes inclusive of and accessible to children with disabilities?
  - a. Have health, WASH, nutrition and education services and programmes taken measures to be more inclusive?
- To what extent do social protection measures exist and are inclusive of and reach children with disabilities and their families?
  - a. To what extent are families of children with disabilities aware of these social protection measures?
- Are specialized services for children with disabilities available in the country (such as rehabilitation and provision of assistive devices)?
- How are the voices of children with disabilities and their families or their representative organizations incorporated into the design and planning of national/local strategies and programmes?
- How satisfied are children and their families with the current services and programmes?

#### DATA & EVIDENCE

- To what extent is disability-disaggregated data collected in the country (at the national, subnational and community levels), such as in administrative data systems?
- To what extent is the data used for decision-making?
- Is there relevant research, evidence or best practice programme approaches available in the region?
  - a. How can the country programme draw upon and align to these?

#### METHODOLOGY

The process of developing the Situation Analysis on Children with Disability will make use of multiple methodologies and techniques and will identify and utilize existing data (studies, evaluations, KAP and other surveys, market, and supply chain, etc.), as well as recommend additional data needed to fill critical gaps. This SitAn, to the extent practicable, will follow the relevant guidance on the New Generation SitAn<sup>1</sup> and focus on understanding the situation of children with disabilities, with clear causality. It will, through the lenses of children's rights, seek to assess what is working and the actions needed to take results for children with disabilities to scale.

A purposive sample will be determined, from the groups that work with, and or provide support to children living with disability. This will include children with disability, parents, guardians, staff, and managers of facilities that support children with disabilities, schools/learning institutions, decision-makers across Government sectors at the national and subnational levels, business sector, and community leaders and members. This mixed-method assignment will draw on good practices of similar SitAn, and global guidelines and regional guidance. A local Steering/technical committee will provide sectoral perspective/guidance and political space and buy-in.

The SitAn will progress through the following three levels:

#### **Phase 1: Desk review, interview with key personnel from NDMG and UNICEF, develop, research instruments, and submission of the inception report.**

**Desk review:** The desk review and analysis will include disability surveys, annual reports, routine statistics and other reports from Government of Suriname, internationally agreed conventions, Studies, and analytical work, Reports from Programme Reviews and Evaluations and administrative data.

- **Inception Report** to be submitted on the 25<sup>th</sup> October 2024. The inception report will include an analytical framework) and a work plan with timelines. This report will be reviewed by NDMG, UNICEF, and other agreed stakeholders.
- **Development of research instruments:** In-depth interview (IDIs) and Focus Group Discussion (FGD) guides. The draft data collection tools will be pretested before finalization.
- Meetings with other national stakeholders.

#### **Deliverable 1:**

- *Inception report with detailed work plan, tools, and template for final deliverables.*

<sup>1</sup> [UNICEF Programme Policy and Procedures Manual](#) (PPPeM), [the Core Guidance: New Generation Situation Analysis](#), [UNICEF Toolkit: New Generation Situation Analysis](#), and the [Technical Note on Emergency Risk-Informed Situation Analysis](#).

## **Phase 2: Data collection**

The consultant is expected to conduct IDIs and FGDs with key personnel of NDMG, CSOs, facilities that care for children with disabilities, community leaders and UNICEF. The consultant is also expected to:

- conduct IDI with key stakeholders from the public and private sectors; development partners including UNICEF; religious and other community leaders and relevant civil society organisations, to collect relevant quantitative and qualitative data.
- conduct FGDs with representatives of Civil Society, children with disabilities and their parents/guardians.
- Conduct consultations to gather perceptions of the attainment of the rights of children with disabilities and the barriers and facilitators to the attainment of rights.
- Prepare and submit a progress report by the 30<sup>th</sup> November 2024.

## **Data Management**

- ensure the absolute safety of all data (No data collected and or reviewed for this SitAn or data to which the consultant is privileged during the time of the SitAn process, as a direct or indirect result of being the consultant for this SitAn, can be shared and or used by the consultant, neither can s/he approve the use of the whole or any part of it, for personal or professional purposes, without approval, in writing, from NDMG and UNICEF jointly).
- Report may only be published with the express consent of NDMG and is to be used to develop national policy and programmes.

## **Deliverable 2:**

- Draft SitAn report
- Draft regional profiles (factsheets) and case studies
- Draft Policy priorities and brief.
- Draft action and implementation plan
- Draft PowerPoint presentation.

## **Phase 3: Data Analysis, sharing of findings and writing of the report.**

- For the qualitative data generated by the conduct of IDIs and FGDs, the grounded theory methodology will be used, involving verbatim transcription, coding of data, development of themes, comparing of themes and recording of findings based on the analytical and conceptual frameworks for the development of a rights-based, equity-focused SitAn. For the quantitative data, conduct trend analyses (MICS), univariate and bivariate analyses will be conducted and presented in charts, graphs, and maps, where relevant, with strong evidence of triangulation.
- Using an analytical framework, undertake the causal analysis, role pattern analysis, and capacity gap analysis to better understand the causes of inequities and the determinants that facilitate or hamper the realization of the rights of children with disabilities.
- Based on the 10 determinants for effective coverage, bottleneck, and barriers analysis will be conducted in the main problem areas in terms of the rights of children with disabilities.
- The main findings will be presented by the consultant to the National Disability Monitoring Group (NDMG) and UNICEF and NDMG stakeholders, and enough time will be allocated for comments.
- The writing of the report should be done in constant communication with UNICEF/NDMG and NDMG, through UNICEF's Social Policy Specialist.
- The final report will be approved by NDMG and UNICEF.

## **Deliverable 3:**

All final deliverables must be submitted in a way that is ready for printing – i.e., print-ready versions. The SITAN should be accessible and inclusive for individuals with disabilities, adhering to accessibility standards

such as compatibility with screen readers, alternative image text, clear formatting, and easy navigation. Thus, ensuring that all individuals, regardless of ability, can engage with and benefit from its content.

- Final SitAn report
- Final regional profiles (factsheets) and case studies
- Final Policy priorities and brief.
- Final PowerPoint presentation.

#### Deliverables

Deliverable	Main components	# of days	Per cent of Fee	By when?
Inception report	Work plan; analytical framework; desk review report; data collection schedule; data collection instruments (FDG, IDI, consent forms, etc.) and outline of the final report.	10 days	30	Oct. 25
Draft SitAn Report and PPT	Conduct SitAn and draft report; provide regional profiles (factsheets) and case studies; programme and advocacy strategies; Conduct oral presentation of key findings. (Findings and provisional recommendations should be presented using a PowerPoint presentation)	25 days	50	Nov. 30
Final Report	Print-ready versions of final report, final district profiles (factsheets) and case studies, final Policy priorities and brief and final PowerPoint presentation. reflecting the comments on the drafts, together with the Executive Summary	10 days	20	Dec. 15

#### Ethical Consideration

To ensure that the key ethical principles for the conduct of studies involving human subjects are followed, especially for primary data collection, each potential respondent will be given full information about the evaluation including the purpose and potential benefits of the evaluation, their rights, and how the information collected will be used. They will also be informed that all data will be kept confidentially being only accessible by members of the assessment team. Verbal consent will be collected from all those who agree to participate. All participants will be informed of their right to discontinue their participation at any point. Approaches for ensuring confidentiality will be described to all potential participants.

#### Accountabilities:

##### UNICEF and NDMG will:

- Form an SitAn steering committee.
- Meet initially with the Consultant.
- Review the inception report and provide feedback for adjustment.
- Review data collection instruments and provide feedback.
- Support the data collection process as much as possible.
- Review draft report.
- Review and approve the final report before final payment is made.

##### The Consultant will:

- Meet initially with UNICEF to discuss in detail the consultancy and timelines.
- Review all necessary documentation.
- Submit inception report which will include the desk review report, instruments for data collection, the work plan for the SitAn on children with disabilities, and the outline for the final report.

Incorporate feedback from the steering committee and finalize inception report and pretest instruments, before proceeding to the data collection phase.

- Make logistical arrangements and conduct data collection exercises with support from UNICEF.
- Prepare and submit a draft final report and present a synopsis of the findings to UNICEF.
- Prepare and submit a comprehensive final report.
- The consultant shall act in a manner within the laws of the country of Suriname and the core values (CRITAS) of UNICEF.

**NB:** UNICEF shall assume no liability for the health and safety of the consultant; nor will assume responsibility for the loss or damage of equipment or transport vehicles or any injury done to a third party used in conjunction with this work.

### PROFILE OF THE CONSULTANT

These terms of reference are for an individual consultant with at least 8 years of experience in conducting mixed method data generation exercises especially for/special needs groups. The following characteristics are required and desirable.

#### *Required:*

This consultancy is for person who must possess the following competencies:

- A master's degree in social sciences (sociology, anthropology), research; Social Policy; or related fields relevant to this assignment.
- At least 6 years of proven experience in social research (qualitative and quantitative) and report writing for Situation Analyses/mixed-method data generation exercises.
- Contextual technical knowledge required i.e., knowledge of children's issues in Suriname, related to health, education, protection learning and development, adolescents and participation water and sanitation, etc.
- Excellent interviewing, facilitation, and coordination skills.
- Ability to conduct causality analyses.
- Excellent Knowledge of and demonstrated competency in Human Rights-Based Approach to Programming (HRBAP) and Results-based Management (RBM)
- Sound understanding of the Convention on the Rights of the Child (CRC), Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), the Convention on Persons with Disabilities (CRPD) and the relevant Sustainable Development Goal (SDG).
- Excellent developmental, writing and presentation skills in English and Dutch.
- Familiarity with the local political, economic, and cultural environment would be an asset.
- Strong computer skills especially in Microsoft office package, quantitative and qualitative data analysis capacity; excellent interpersonal skills.
- Must have local capacity to have a representative sample size conduct in depth interviews.

#### *Desirable:*

- Previous work experience with the United Nations System.
- Experiential knowledge of the Suriname context.

### APPLICATION REQUIREMENTS

Interested persons are asked to apply by September 30, 2024, online (link will be provided in Advertisement). Please ensure the application is completed thoroughly and the following is shared with the expression of



interest. Successful candidates will be notified by the UNICEF Human Resources officer once the recruitment and selection process is completed.

- A technical proposal for the assignment.
- A financial proposal for the assignment

The *technical proposal* should include a detailed methodological proposal, a CV, **examples of similar work led by the consultant** and other relevant information to ensure the quality of the presented proposal and minimise the disqualifications.

The *financial proposal* should be a lump sum and should include consultant’s fee, and all other costs related to the consultancy.

<b>Estimated Consultancy fee</b>	<i>(Lumpsum)</i>		
Travel International			
Travel Local (please include travel plan)			
DSA (if applicable)			
<b>Total estimated consultancy costs<sup>i</sup></b>			
<b>Minimum Qualifications required:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines	<b>Knowledge/Expertise/Skills required:</b> As stated in section 7 above		
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>		

**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**  YES  NO



<b>Budget Year:</b> 2024 If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):	<b>Requesting Section/Issuing Office:</b> Social Protection and Inclusion	<b>Reasons why consultancy cannot be done by staff:</b> This task requires an expert	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify			
<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
<b>Consultant selection method:</b> <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		<b>If Extension, Justification for extension:</b>	
<b>Supervisor:</b> Social Policy Specialist	<b>Start Date:</b> October 14, 2024	<b>End Date:</b> December 20, 2024	<b>Number of Days:</b> 45

**Conditions and remarks:**

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.

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. Successful individuals will be required to produce the following:

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- Certificate of good health
  - Proof of Health Insurance
  - Statement of good standing
  - Designation of beneficiary form
  - Fully inoculated
  - Mandatory training certificates from UNICEF's e-learning platform (prior to commencement of the Assignment)