**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS**

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| **Title:**  **International consultant for disability inclusion financing exercise** | **Funding Code:**  N/A | **Duty Station:**  Phnom Penh |
| **Purpose of Activity/Assignment:**  The purpose of the assignment is providing an overview of the effort of the government Of Cambodia and donors in financing disability inclusion in line with CRPD in the last 5 years as well as exploring the financing gap and pathways towards resourcing acceleration of inclusion by 2030.  **Background elements:**  In preparation for the Global Disability Summit 2025, a collective of stakeholders including IDA, UNICEF OHCHR, WHO, ILO, UNPRPD, UN Women, GIZ, LSHTM, CIP and IDDC are working together with the financial support of Germany to elaborate a global report to provide policy makers, OPDs and development partners pathways and priority steps on how to accelerate inclusion of the diversity of persons with disabilities in different contexts.  The Global Disability Inclusion Report seeks to support dialogue of all stakeholders involved in the Global Disability Summit 2025, the 2025 review of SDGs and the social summit. It will foster a process that enhances mobilization of a diverse group of stakeholders. A key focus of this report will be on resourcing and financing disability inclusion. | | |
| **Scope of Work:**   1. **Budget analysis of disability-related expenditure across sectors**   This analysis will contribute to a cross-country expenditure mapping that will be summarized in Chapter 2 of the Global Disability Inclusion Report. It will also provide important context for the costing of financing gaps in Chapter 5. This will include expenditures for programs specifically dedicated to persons with disabilities as well as expenditures for disability specific component of mainstream program and services. Key sub-activities will include:   * **Mapping the main disability-related programmes** that should be included in the budget analysis (i.e. those that require dedicated expenditure). This will include all programmes specifically targeting persons with disabilities, as well as components within broader programmes that are disability-specific (such as topped up cash benefits for households with persons with disabilities). These programmes should be identified by a review of key literature and consultation with OPDs. * **Collation and review of budget documents** to identify expenditure on these programmes. Data should be collated for as many budget years as reasonably possible. * **Direct data requests to sector Ministries** to collate disaggregated that may be absent from published. This may need to be accompanied by interviews with Ministry staff to ensure accurate interpretation of data. Data should be collected for as many years as reasonably possible. * **Entering expenditure data into budget analysis matrix** that will be used for cross-country comparison. This should include listing sources of data and providing background data files. * **Review of implications for equity**, i.e. the extent to which existing expenditure benefits particular groups (e.g. types of disability, according to socio-economic status)   **Identifying programmes to be included in costing of financing gaps**  This activity seeks to establish the programmes that will be included in the costing of financing gaps. The key logic is that the costing should seek to reflect ambitions for programmes that can support inclusion which have already been identified in national policy processes but have not yet been implemented/financed (or have only been partially implemented).   * Collation and review of key legal, policy and strategic documents that describe programmes that should be implemented to support the inclusion of persons with disabilities. This may include disability related laws, policies, strategies and action plans, as well as those for sub-sectors (social protection, health and education) which make specific reference to persons with disabilities. * Development of an inventory listing key programmes described in these documents that are not yet (fully) implemented. * Review of historical, ongoing or planned costing activities undertaken across sectors (for example, by WHO and CHAI in the space of health care, rehabilitation and assistive devices, or by UNICEF in the space of inclusive education). * Scoping of potential parameters for such schemes including:   + Reference points and sub-components of unit costs (e.g. existing or proposed cash benefit levels, costs of purchasing and maintaining assistive devices, wage costs and overheads for service delivery staff)   + Reference points for programme coverage. Where possible, this should draw on data from national disability assessment and determination systems. Data requests should be made to agencies managing such systems to collate data on the population included, disaggregated by age, sex, nature of disability (degree/type etc.) and support needs.  1. **Costing the financing gap to accelerate inclusion**   Based on the analysis of the previous two activities, this will involve ending the financing gap for a variety of nationally relevant programmes which can accelerate inclusion up to 2030. The main activity will involve undertaking costing drawing on the parameters scoped and defined under the second activity. For the costing methodology, different approaches will be taken across sectors, namely:   * For basic disability social protection (Cash+Concessions+support services), the costing will use an interactive and adaptable costing model developed by UNICEF for the specific purpose of costing social protection schemes. * For other areas (health and education), different approaches will be taken based on the country’s context, and particularly based on the level of activity of key international organizations and national governments on costing. In some cases, this may involve drawing on (and potentially updating) costings previously undertaken in the country. In others, it may involve drawing on (and potentially adapting) costing approaches currently being developed.  1. **Mapping of financing mechanisms for accelerating inclusion**   This activity will seek to understand the different financing mechanisms that are used to resource programmes supporting inclusion of persons with disabilities. This includes reviewing any disability-specific financing mechanisms, and wider factors in sector-financing that may influence the resourcing of inclusion. This should involve a review of key literature, and interviews with key stakeholders. Key questions for consideration include:   * Are there any disability-specific financing mechanisms – such as disability funds * Are there any instruments used within national budget processes for allocation of budgets for persons with disabilities, such as a specific line on disability, or some form of disability marker for assessing inclusivity * To what extent are services across different sectors financed from central government budgets, or from those of local governments (question of fiscal decentralization) * In systems with greater fiscal decentralization, is disability factored into how disbursements from central government are determined * What is the contribution of overseas development assistance (including both grants and loans) to financing existing programmes supporting inclusion. * Are there any coordination mechanisms in place for budgeting and financing disability-related programmes? This could include, for example, systems for different Ministries to co-finance services used across government (such as sign language interpretation)  1. **Development of consolidated country analysis of resourcing accelerated inclusion of persons with disabilities**   Based on the activities described above, a consolidated country analysis of resourcing accelerated inclusion of persons with disabilities will be developed primarily with the purpose of supporting ongoing policy development. This will involve:   * **Consultation with stakeholders** to share preliminary findings from above activities for the purpose of validation, and refinement of costing scenarios. * **Development of draft consolidated country report.** This should aim to be around 20 pages with annexes describing key data sources where relevant. The report should be structured according to the four areas in the activities above. * **Presentation/validation and finalization of the report.** | | |
| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” 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   If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):   |  | | --- | |  |   More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | |
| **Consultant sourcing:**  National  International  Both    **Competitive Selection:**  Advertisement  Roster  Informal competitive (Low Value Contract)    **Single Source Selection:**  (Emergency - Director’s approval) | | |
| **Supervisor:** Chief of Social Policy section of UNICEF Cambodia | **Start Date:** 15 September 2024 | **End Date:** 15 December 2024 |

| **Work Assignments Overview** | **Deliverables/ Outputs** | **Delivery deadline** | **Estimated Budget**  **(Percentage of payment)** |
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| 1.1 Budget analysis of disability-related expenditure across sectors | Completed national Excel budget analysis template, including data sources and provided alongside data files that are referenced. | 15th October | 25% |
| Summary note (4-5 pages) providing key insights from budget analysis |
| 1.2 Identifying programmes to be included in costing of financing gaps | Completed matrix (template to be provided) outlining key programmes outlined in legal, policy and strategic frameworks across sectors, and potential parameters for their costing. |
| 2. Costing the financing gap to accelerate inclusion | Completed costing exercises, in the form of finalized Excel models indicating final costing results. | 1st November | 25% |
| 3. Mapping of financing mechanisms for accelerating inclusion | Summary note (5-10 pages) describing costing results | 15th November | 25% |
| 4. Development of consolidated country analysis of resourcing accelerated inclusion of persons with disabilities | Consolidated country report (20 pages)  Presentation of report in multi-stakeholder validation workshop | 15th December | 25% |

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| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** |
| Bachelors  Masters  PhD  Other  Enter Disciplines:   * Masters degree in Development Economics, Public Policy, Public Finance Management (PFM) or similar field | * At least 8 years of solid experience in public finance management and disability inclusion * Proven record of PFM work related to disability inclusion and social policy * Excellent skills in working with a complex group of different stakeholders * Excellent report writing and presentation skills * Experience in working with UNICEF and in the EAP region would be an asset |
| **Submission of applications:**   * Letter of Interest (cover letter) * CV or Resume * Performance evaluation reports or references of similar consultancy assignments (if available) * Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment. | |
| **Evaluation Criteria (This will be used for the** [**Selection Report**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7B86E327DF-70C8-4D8F-AC97-D7616AC383E4%7D&file=Selection%20Report%20Template.xlsx&action=default&mobileredirect=true) **(for clarification see** [**Guidance)**](https://unicef.sharepoint.com/:w:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7BB3E3517A-8BBF-4368-90FE-7DBCD31544EA%7D&file=Guidance%20on%20Completing%20the%20Selection%20Matrix%20for%20Consultants%20and%20Individual%20Contractors.docx&action=default&mobileredirect=true)  A) Technical Evaluation (100 points with weighted score of 70%)   * Academic Background (Masters in Public Policy, PFM or similar field) – 20 points * Professional Experience in similar field of PFM and disability inclusion – 30 points * Experience in working with UNICEF in EAPR – 20 points * Recent engagement in similar assignments with UNICEF and highly satisfactory performance rating – 30 points   B) Financial Proposal (100 points with weighted score of 30%)  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 score of 70 points in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.  The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview. | |
| **Administrative details:**  Visa assistance required:  Home Based  Office Based: | **If office based,** seating arrangement identified:  IT and Communication equipment required:  Email/O365 access required:  Internet access required: |

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 for ensuring 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](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) 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.