

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS**

<b>Title of Assignment</b>	National Consultancy: To carry out a situation analysis for people with disabilities in Malawi	
<b>Requesting Section</b>	Education & Adolescent Development and Participation	
<b>Location</b>	<p><b>Place of assignment:</b></p> <p>This assignment will be based in Lilongwe with a visit to Karonga, Lilongwe Rural East/West, Blantyre, Balaka and Nsanje education districts for data collection.</p> <p>The consultancy is not office-based; however, it will be expected for the consultant to attend related and scheduled meetings and briefing sessions at UNICEF and Ministry of Gender, Community Development and Social Welfare (MoGCDSW).</p> <p>Consultant will also be expected to participate in task team meetings virtually or in person at Ministry of Gender, Community Development and Social Welfare office in Lilongwe as scheduled.</p>	
<b>Contract Duration</b>	<b>4 months</b>	
<b>Estimated number of working days</b>	<b>65 days</b>	
<b>Planned Start and End Date</b>	<b>From: 15 May 2024</b>	<b>To: 14 September 2024 (including 1 month for review of final product)</b>

**BACKGROUND AND JUSTIFICATION**

The population of Malawi is nearly 17.6 million people (NSO, 2018); however, it is projected that by 2030, the overall population will reach 30 million people. Malawi has made remarkable progress to improve the well-being of different population groups. For instance, there has been a decline in the under-five mortality rate from 232 per 1,000 live births in 1990 to 55 per 1,000 live births in 2016; mother-to-child transmission of HIV was reduced by 84 per cent between 2000 and 2016; and the incidence of stunting growth fell from 47 per cent in 2010 to 37 per cent in 2016. While the country continues to register such progress, poverty remains widespread, with over 70 per cent of the population living on less than \$1.90 per day. According to 2018 Population and Housing Census (PHC) results, only 10 per cent of households have electricity and about 63 per cent of children suffer from multi-dimensional poverty, hence Malawi ranks 170 out of 188 countries on the Human Development Index (HDI). Among persons with disabilities, most of their social and economic indicators are even lower. This could be attributed to their continued exclusion from accessing basic social services and their limited participation in socio-economic activities.

Across the world, persons with disabilities face barriers of different forms in accessing essential services such as health, education, employment, and transport. These barriers include discriminatory or inadequate policies, procedures, and standards, negative attitudes, and inaccessible infrastructure, and information and communication technologies. As a result, they do not participate in making decisions that directly affect their lives. This status quo has forced persons with disabilities have worse health and socioeconomic outcomes than people without disabilities, including poorer health, lower education achievements, less economic and social participation, and higher rates of poverty.

A national representative study conducted by Eide and Munthali in 2018, estimates the prevalence of disability in Malawi to be 9.0 % among adults, aged 20 years or more, 3.2 percent among children 2 – 4 years old, and 3.3 % among children aged 2 – 17 years, while the overall prevalence from 2 years of age and above was found to be 5.6 %. The 2018 PHC found that about 10.4 percent of the population aged 5 years and older in Malawi had at least one type of disability and 10 percent were males and 11 percent females. Out of the 1,556,670 persons with at least one type of disability, 49 percent had difficulty in seeing, 24 percent had difficulty in hearing, 27 percent had difficulty in walking/climbing, 9 percent had difficulty in speaking. The report also shows that 16 percent of the persons with disabilities, had intellectual difficulties while 8.5 percent had problems with safe care. A total population of about 0.8 percent were persons with albinism.

## JUSTIFICATION

In 2018, the Government of Malawi (GoM) adopted a five (5) year National Disability Mainstreaming Strategy and Implementation Plan (NDMS&IP) for implementation until 2023. The strategy was developed to address barriers that exclude persons with disabilities from participating in national activities on an equal basis with others. It provides a framework for promoting public sector led equity and inclusive development through implementation of national and sectoral policies that take cognisance of the human rights and development needs of persons with disabilities in line with provisions of the Constitution, UN Convention on the Rights of Persons with Disabilities, and the Sustainable Development Goals. Development of this strategy was largely informed by a situation analysis of persons with disabilities that was conducted between 2011 and 2012. Findings of this study revealed glaring incongruences between national and sectoral policies and pieces of legislation on one hand, and access to services in the areas of health, education, livelihoods, and social inclusion by persons with disabilities and their families on the other. Such incongruences were noted to have contributed to lack of empowerment of persons with disabilities and lead to their marginalisation in social economic activities.

Having implemented the NDMS&IP for a five-year period, the Ministry of Gender, Community Development and Social Welfare (MoGCDSW), in collaboration with UNICEF, would like, therefore, to undertake a follow up study about persons with disabilities. This situation analysis will build upon the 2011/12 study to assist GoM and all

stakeholders to come up with a Successor Strategy that will advance implementation of policies and programmes that support realisation of human rights of persons with disabilities.

## **PURPOSE OF THE ASSIGNMENT**

This consultancy is meant to reveal access barriers to social services, living conditions, and incongruencies of policy and practice in provision of and access to services by persons with disabilities in Malawi. Using available data from among others, previous related studies, statistical data sets, and key informant interviews, the consultant will provide an analysis of the current situation of persons with disabilities in Malawi, with the purpose of further informing policy and programme adjustments.

## **SCOPE OF WORK/OBJECTIVES**

The overall objective of the consultancy is to conduct a comprehensive situation analysis of persons with disabilities in Malawi within an understanding of international trends and literature. The analysis will have a specific focus on their access to social services, social protection, and economic opportunities, and on any barriers affecting their ability to be fully included in their communities. The report will also include analysis and recommendations to inform further programming and policy development.

### **Specific Objectives Consultancy**

1. Generate the most up-to-date estimates of the prevalence and types of disability in Malawi, including disaggregated data from the national, regional, to district levels and analysis of inequalities by demographic and socio-economic characteristics between persons with disabilities and those without disabilities.
2. Generate evidence on the access of people with disabilities to social services such as education, health, and social welfare; on the participation and inclusion of people with disabilities in their local community; on the protective environment of people with disabilities at home, at school and in their communities – including a focus on the attitude of service providers and communities towards people with disabilities.
3. Undertake a comprehensive analysis of the existing programmes/initiatives in Malawi that targets people with disabilities, including existing procedures for identification of disability and referral to health facilities, as well as the availability at the health service level of protocols for prevention, treatment, and follow-up of identified cases and government and community-based rehabilitation services.

4. Provide an in-depth analysis of the barriers affecting the full social inclusion of people with disabilities, focusing on the enabling environment, the supply and demand sides of access to services, and qualitative issues. Also, evaluate the impact of the National Disability Mainstreaming Strategy and Implementation plan (NDMS&IP) on national policies and programme.

**Methodology:**

It is anticipated that the final methodology will utilize a mixed-methods approach, including quantitative and qualitative data. Among the methods to be included are:

**Interviews/Focus Group Discussions:**

The consultant will be expected to get primary data through conducting interviews, focused group discussions or surveys from samples populations and/or relevant stakeholders. It may be individuals, organisations working with or for persons with disabilities, community leadership, faith leaders or even political leaders. Qualitative interviews/focus groups will be used in communities to analyze in more detail individual experiences of people with disabilities and their families in accessing services such as health and education, their views of the quality of services, and the social inclusion of people with disabilities within their local communities. The consultant will collect data from the following education districts – Karonga, Lilongwe Rural East/West, Blantyre, Balaka and Nsanje. Qualitative interviews may also be undertaken with key informants both at the central and local level to explore elements related to the enabling environment - legal and policy regulations, budgetary allocation, existing mechanisms for people with disabilities to have their voices heard; service delivery – existing structures, barriers to access, prejudices, and attitudes.

**Literature/Desk review:**

The consultant is expected to conduct a comprehensive literature review to assess, among others: national compliance to global and regional standards and guidelines on persons with disabilities; domestication of global and regional treaties by the Government of Malawi (GoM) and how these have been translated into legal and policy frameworks and programmes; accountability, coordination and monitoring mechanisms at national and district levels; and national data on disability for the past 10-year period.

**Secondary Analysis of Various Datasets:**

The secondary sources of data will be used in the analysis to estimate the prevalence of disability and coverage and access to services. Data sources include the Malawi Population and Housing Census (MPHC, 2018), study

reports, data sets, and programmatic reports<sup>1</sup>. The study will also use administrative/programmatic data sources such as Child Protection Management Information System (CPIMS), Education Management Information System (EMIS), Health Management Information system (HMIS), data generated by various organisations and government programmes aiming at addressing issues related to disability. Survey data and reports such as Multiple Indicator Cluster Survey (MICS), Integrated Household Survey 4, (IHS4), the Living Conditions among persons with disabilities in Malawi will be utilized.

## REPORTING REQUIREMENTS

### **To whom will the consultant report (supervisory and any other reporting/communication lines):**

- The consultant will report primarily to UNICEF Malawi (Education Specialist) with the oversight of the Chief of Education and Adolescents programme with frequent coordination with the task team from Ministry of Gender, Community Development and Social Welfare (MoGCDSW) who are based in Lilongwe.
- The consultant will also consult and interact with various stakeholders such as Organizations of People with Disabilities (OPDs), Malawi Council for Disability Affairs (MACODA), other UN agencies, Ministry of Health and Ministry of Education.

### **What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:**

- Weekly progress/deliverable reports at to be submitted on the delivery dates stipulated.
- Regular discussions will be held face-to-face and virtually, and the consultant is expected to stay in touch via telephone, emails, and other online platforms.

### **How will consultant consult and deliver work and when will reporting be done:**

- The consultant will be based in Lilongwe will visit the following education districts for data collection: Karonga, Lilongwe Rural East/West, Balaka, Blantyre and Nsanje.
- The consultant will provide deliverable reports based on an agreed work plan and delivery schedule.

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<sup>1</sup> UN and international bodies such as UNICEF, the UN Educational, Scientific and Cultural Organisation (UNESCO), the World Health Organization (WHO) and the World Bank, Ministry of Gender, Children and Community Development and Social Welfare, the Federation of Disability Organisation in Malawi (FEDOMA), and Malawi Council for Disability Affairs(MACODA).

- In the first week of the assignment, the consultant will produce a work plan outlining the key deliverables in consultation with the contract supervisor. Where amendments arise during the month, a formal email will be shared and attached to the monthly report.
- The consultant will present the draft documents and the final report to UNICEF and Ministry of Gender as agreed during the time of engagement and as per the work plan.

#### EXPECTED DELIVERABLES

The consultant will have overall responsibility for the design and implementation of the data collection, analysis, and report writing and ensuring the quality of all deliverables. In addition, the consultant, specifically will be responsible for the following:

- Lead discussion with National Statistical Office (NSO), Federation of Disability Organisation in Malawi (FEDOMA), Malawi Council for Disability Affairs (MACODA) and Ministry of Gender, Children and Community Development on the process and how to carry out the situation analysis.
- Lead development of methodology and data analysis plan.
- Conduct a secondary analysis of the 2018 MPHC data, Multiple Indicator Cluster Survey (MICS), Integrated Household Survey number 4 (IHS4), administrative data (including humanitarian data and reports), such as Education Management Information System (EMIS) and Health Management Information System (HEMIS) and other selected disability survey data and reports.
- Present the findings and recommendations.
- Produce a report and district spatial maps on situation of all persons with disabilities and services.

In alignment with the scope of work described above, the consultant will be expected to perform the following activities and deliverables per the schedule and estimated dates below as well as any other activities as deemed necessary and related to the successful delivery of the assignment.

Table 1: Expected Deliverables against Task and Milestones`

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	Estimated cost-percentage payable
Inception Report (including methodology)	Inception report	5	21 May 2024	10%
Data collection and desk review	Desk review and data collection report	20	18 June 2024	20%
Data analysis and draft report, inclusive of spatial maps – desk review and secondary data analysis	Draft report	20	17 July 2024	20%
Validation Workshop and incorporation of comments	Validated report	2	19 July 2024	10%
Final report, inclusive of spatial maps, presentation material in PowerPoint and datasets	Final Approved report	10	2 August 2024	30%
User friendly summary report	User friendly summary report	8	14 August 2024	10%
TOTAL		65		100%

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant and the supervisor upon receipt and discussion of the inception report and which will be updated on a regular basis as needed.

#### PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR.
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstrating high standards in cooperation and communication with UNICEF and counterparts
- Adherence to UNICEF’s child safeguarding policy

## PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract of the satisfactory and quality completion and submission of deliverables and upon receipt of the respective and approved invoice. 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.

The consultancy cost will be based on an all-inclusive fee basis which will include all cost related to this assignment including, professional fee, travel and living cost, transportation cost (fuel, car hire, etc), stationary, communications etc. No other costs are payable under this consultancy.

## DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

### Academic qualification:

- A Master's degree in social science, Statistics, Demography, International Development, or Economics or related field.

### Work experience:

- At least ten (10) years as lead research/surveys experience in human rights and development and humanitarian settings is required.
- Experience in facilitating the development of a situation analysis or similar report on people with disabilities is preferred.
- Experience carrying out Focused Group Discussion with Organization of Persons with disabilities and persons and children with disabilities is preferred.

### Technical skills, knowledge, and strength areas:

- Familiarity with Washington Group methodologies of collecting data on disability is required.
- Familiarity with statistical analysis relevant to the scope of work is required.
- Skills and experience in using statistical analysis software packages, including STATA, SPSS, ArcGIS, SAS or excel is required.
- Working experience with the UN and experience in developing countries is an asset.
- Extensive technical knowledge, skills and expertise in disability research/surveys, evaluation design, concepts, and approaches are required.
- Strong analytical skills to support both qualitative and quantitative research is required.
- Keen attention to detail, especially related to documenting data and associated processes; and



- Active listening, proactive learning, and time management skills is required.

**Languages:**

- Excellent oral and written communication and report writing skills in English is required.
- Proficiency in oral Chichewa and other national languages including sign language is an added advantage.

**ADMINISTRATIVE ISSUES**

UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption, Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgement upon acceptance of the offer.

Before the issuance of the official contract, the individual consultant is requested to:

- complete the applicable mandatory trainings.
- ensure that the visa (where applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. The consultant is solely responsible for both the visa and own health insurance.
- the selected consultant is 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. The vaccine mandate, 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 candidates to disclose their disability during their application in case they need reasonable accommodation during the selection process and afterwards in their assignment.

Consultants must have their own equipment, tools and materials needed to perform their services. They will use their own laptops/computers, any application or system needed to complete the assignment.

The access to UNICEF email and system is restricted to UNICEF staff therefore consultants should not be granted access unless it is imperative to complete assignment. The need for email access will be determined in consultation with the contract supervisor and will require approval from management.

This assignment will be based in Lilongwe. The consultant will travel a round trip to the following education districts for primary data collection: Karonga, Lilongwe Rural East or West, Balaka, Blantyre and Nsanje.

The consultancy is not office-based; however, it will be expected for the consultant to attend related and scheduled meetings and briefing sessions at UNICEF and Ministry of Gender, Community Development and Social Welfare (MoGCDSW).

The consultant will provide own transport for the duration of this consultancy.

Consultant will also be expected to participate in task team meetings virtually or in person at Ministry of Gender, Community Development and Social Welfare office in Lilongwe as scheduled.

## CONDITIONS

- The consultancy contract will be over a 4 month period.,
- The candidate selected will be governed by and subject to UNICEF’s General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be based in Lilongwe and with travels to Karonga, Balaka, Blantyre, Lilongwe West /East, Nsanje for data collection.
- The consultant will be paid an all-inclusive fee (professional fee, travel, living costs, stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- The consultant is not entitled to additional payment for overtime, weekends or public holidays.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- The consultant will not have supervisory responsibilities or authority on UNICEF budget.
- Individuals engaged under a consultancy 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.

- Consultants 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.

## HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment.
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial  
Proposal.xlsx

4. References details from at least 3 supervisors, including the current supervisor.