

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: SitAn on Children with Disability	Funding Code:	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Georgetown, Guyana
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1. BACKGROUND/CONTEXT

The Government of Guyana and its partners are focused on achieving the Sustainable Development Goals, within the context of the Low Carbon Development Strategy 2030. Guyana’s real GDP growth in 2022 is 56 per cent. Guyana’s long-term development strategy - the Low Carbon Development Strategy 2030, reflects principles of a ‘green agenda’ within safe and secure borders and highlights the need for resilient development for all. It is based on the delivery of quality social protection education and health care, new economic opportunities, justice, and political empowerment while protecting the environment. Guyana requires significant human capital development and institutional strengthening in all sectors.

The Social Protection and Inclusion Programme in Guyana aims at supporting the achievement of Government of Guyana’s priorities for children with disabilities, under the leadership of Ministry of Human Services and Social Security. It also supports the realization of UNICEF strategic goal area 5: Every child, including adolescents, has access to inclusive social protection and lives free from poverty; the Convention on the Rights of the Child (CRC) Article 4 & 26¹ and the sustainable Development Goal number 10 which calls for reducing inequalities in income as well as those based on age, sex, disability, race, ethnicity, origin, religion or economic or other status within a country. This SDG (10) supports the realisation of SDG 1, 2, 3, 4 and 8.

Persons with disabilities can be exposed to additional vulnerabilities and may have different needs to persons without disabilities. The 2002 National Population Census of Guyana recorded 48,419 persons, or about 6.4 percent of the total population, living with some form of disability. At the time of the census, approximately 88 percent of disabled persons were 15 years and over and the remainder below age 15 years. The Census also found that there were also slightly more females living with a disability as compared to males. Although another census was carried out in 2012, the recorded figure of approximately 25,000 persons was considered preliminary and was not accepted as official. A survey undertaken in five rural regions between 2016 and 2018 found physical/mobility disability to be the most prevalent category of disability, followed by visual/seeing disability, hearing/speech disability, and learning/cognitive disability.

These Terms of Reference are for an individual Consultant to conduct a Situation Analysis (SitAn) on children living with disability in Guyana. 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 Guyana, which is critical to inform (primarily) national strategies for at-scale programming. The Government of Guyana - MoHSSS is partnering with UNICEF to conduct this Situation Analysis on Children with disabilities.

¹ Article 4:.... with regard to economic, social and cultural rights, States Parties shall undertake such measures to the maximum extent of their available resources and, where needed, within the framework of international co-operation, to recognize for every child the right to benefit from social security; and Article 26(1) States Parties shall recognize for every child the right to benefit from social security, including social insurance, and shall take the necessary measures to achieve the full realization of this right in accordance with their national law

SCOPE and Objectives

This Situation Analysis on Children with disabilities will be conducted in the 10 administrative regions of Guyana 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. 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 of the SitAn is further defined below:

1. This SitAn will assess key issues affecting Guyana's children with disabilities and the findings will inform the relevant analyses.
2. The SitAn will assess internal or external economic shocks affecting children with disabilities. These will inform the preparation of position papers and other supplementary documents.
3. Provide evidence to inform collective actions for children with disabilities.
4. Analyze the current database of children with disabilities and ensure the identified gaps are addressed

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

- Where are the majority of children with disabilities located and what types of disabilities do they have?
- Which are the most vulnerable groups of children with disabilities and why? Where are they located?
- Which rights of children with disabilities are unfulfilled and why?
- What kinds of challenges do these groups face? What are the determining factors/bottlenecks and underlying causes that give rise to and perpetuate the identified challenges?
- What are the immediate, underlying, and structural barriers and bottlenecks to children with disabilities accessing and utilizing basic social services and other critical resources and why?
- What risks (conflict, natural hazards, climate, environment, etc.) exist that are likely to affect the patterns of impoverishment of children with disabilities, exacerbate or create barriers and bottlenecks and why?
- 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) impede or could potentially support the creation of an enabling environment for the realization of the rights of children with disabilities? What exists for them, where they reside?
- Have the 'drivers' of inequity among children with disabilities changed over time? If so, how has that been accomplished? If not, why not? Does the policy environment proactively address disparities among children with disabilities through legislation, policies, and budgets? What gaps are there in policy response and implementation?
- What capacities exist at national, sub-national and community levels for children with disabilities to participate in analytical processes that examine the causes and consequences of shortfalls and inequities and to what extent are children with disabilities involved in such efforts and with what results?
- What programme interventions and resource mobilization and allocation options should be considered in the future, to address specific dimensions of inequity and pervasive vulnerabilities among children with disabilities?
- Are children with disabilities enrolled in the education system? If not, why? Can they benefit from any existing programs?

- Do children with disabilities have access to support and assistive aids, care givers and relevant resources? Is there a vulnerability index in place and a matrix for measurement/assessment?

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 SitAn² 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. Ideally, including 30% of the estimated number of children with disabilities. 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 MoHSSS and UNICEF, develop, research instruments, and submission of the inception report.

Desk review: The desk review and analysis will include disability surveys, annual reports, and routine statistics from the National Commission Disabilities (NCD) and other partners, and other surveys, reports from Government of Guyana, internationally agreed conventions, Studies, and analytical work, Reports from Programme Reviews and Evaluations.

- **Inception Report** to be submitted on the 10th of March 2024. The inception report will include an analytical framework) and a work plan with timelines. This report will be reviewed by MoHSSS, 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*

Phase 2: Data collection

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

² [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](#).

- 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 10th of April, 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 MoHSSS and UNICEF jointly).
- Report may only be published with the express consent of MoHSSS 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 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 5-MICS 6), 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 UNICEF/MoHSSS stakeholders, and enough time will be allocated for comments.
- The writing of the report should be done in constant communication with UNICEF/MoHSSS through UNICEF's Social Policy Specialist.
- The final report will be approved by MoHSSS and UNICEF

Deliverable 3:

- 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	March 15
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)	40 days	50	May 15
Final Report	Final Report incorporating the comments on the draft report, together with the Executive Summary	10 days	20	June 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 MoHSSS 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 finalise 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 Guyana 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 10 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; Education; or related fields relevant to this assignment.
- At least 5 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 Guyana, 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) and Sustainable Development Goal (SDG).
- Excellent developmental, writing and presentation skills in English.
- 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 Guyana context.

APPLICATION REQUIREMENTS

Interested persons are asked to apply by April 28, 2023, 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 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.

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

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

Budget Year: 2023	Requesting Section/Issuing Office: Social Protection and inclusion	Reasons why consultancy cannot be done by staff: This task requires an expert	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Social Policy Specialist	Start Date: March 4, 2024	End Date: June 30, 2024	Number of Days: 60

Estimated Consultancy fee			
Travel International			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines	Knowledge/Expertise/Skills required: As stated in section 7 above		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input 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"/>		

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:

- 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)