

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: UNPRPD Situation Analysis and Programme Proposal with M&E Plan	Funding Code: 4980/A0/05/700/001/0 14 SC220688	Type of engagement <input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Lusaka Zambia (both on site and Homebased)
Purpose of Activity/Assignment: Conduct a country situation analysis on the rights of persons with disabilities and support quality assurance in proposal writing based on the UNPRPD guidelines and framework			
Scope of Work: <p>Zambia ratified the United Nation Convention on the Rights of Persons with Disabilities (UNCRPD) in 2010 and domesticated it in 2012 through the National Disability Act No.6. The National Disability Policy of 2012 also aims to create an enabling environment for an inclusive society focused on equal access for all to basic services such as education, health, water and sanitation, and employment. Despite the country having a clear disability policy and legal framework, challenges faced by persons with disabilities in the country persist as a result the country is uncertain whether to achieve its Sustainable Development Goals (SDGs) targets in relation to disability and the UNCRPD core commitments without leaving anyone behind.</p> <p>Arising from these perceived challenges, the United Nations Zambia are in the process of applying for programme support from the United Nations Partnership for the Rights of Persons with Disabilities (UNPRPD). To this end, UNICEF is embarking on a situation analysis of the rights of persons with disabilities in Zambia to inform the country proposal In close collaboration with ILO, UNDP, and UNFPA, UNICEF is, therefore, recruiting a consultant to:</p> <ul style="list-style-type: none"> • Plan, facilitate and report on an Induction Workshop – The purpose of the Induction Workshop is to provide basic training on the Convention on the Rights of Persons with Disabilities (CRPD) and disability inclusive SDGs, UNPRPD’s cross-cutting Approaches, preconditions for disability inclusion, and elements of the situational analysis. The Induction Workshop will ensure that all stakeholders are informed and prepared to participate in the Situational Analysis. Note: all the materials to be used will be provided • Conduct a Situational Analysis – The purpose is to engage stakeholders in a broader analysis on contextual factors affecting CRPD and SDG implementation and the preconditions for disability inclusion in order to inform the design of the UNPRPD programs and ensure they are based on the national needs that respond to national challenges, the pre-conditions include equality and non-discrimination, inclusive service delivery, accessibility, CRPD-complaint budgeting, accountability and governance while paying specific attention to cross cutting issues such as participation, inequalities and Gender. Note: The Guidance note for the situation analysis will be provided • Assist in quality assurance for the programme proposal – Drawing on learning from the Induction Workshop and Situational Analysis, the Full Proposal will outline the programme outputs, as well as the structure and nature of the multi-stakeholder partnership that will drive the implementation of the program. In addition, the Full Proposal will include a full program budget whose template will be shared after completion of the Induction Workshop and Situational Analysis. Therefore, the consultant will be required to help the UN agencies to ensure quality assurance of the proposal and develop the M&E framework of the proposal or programme document. A second workshop is foreseen, where the draft situation analysis is validated and the drafting of the programme document supported by the consultant. 			

Deliverables

1. Induction workshop report
2. Full and validated situation analysis report
3. Quality assured proposal (programme document including all annexes) and M&E plan for the programme

Note: The consultant is expected to travel to at least 3 provinces (one district in each province) in the process of executing the exercise. This is to enable wide collection of data from different perspectives in the country. The consultant is therefore expected to strike a balance between urban and rural areas in sampling respondents and targeted geographical areas.

2.0 Methodology

Desk review/literature review : This will include formal and non-formal data and sources of information. UNCTs should use connections and networks to access formal data sets and where feasible/relevant analyse data from these. The consultant will focus on the review of various reports such as the [CRPD state reports](#) and [SDG reporting](#) by countries and non-governmental actors, and CRPD committee, at this point he/she will also rely on other country reports for CEDAW, Child Rights Convention. Internet searches and non-formal data should also be considered, with clear reference to sources. This should include program evidence and analysis, grey literature, and studies.

Focus group discussions, in this the consultant will focus on organisations of persons with disabilities representing age and gender and diverse groups of persons with disabilities (or self-help groups or individuals if formal groups are not representing all diverse groups), government stakeholders at central and local levels, public service providers, other relevant civil society and NGOs, UN agencies and other relevant donors or development banks in the country, as well as academia and research centres. 8 individuals is a maximum in a focus group. Meetings with larger groups need to be organised with smaller group discussions and group facilitation.

Key informant interviews (with above stakeholders as relevant) will be critical in getting the overall government and cooperating partners policy on disability

Short e-mail questionnaires could be considered to solicit views of a larger group of respondents to triangulate the findings from interviews or as a response to the Covid-19 restrictions that may limit the opportunities to hold meetings.

Stakeholder mapping and coordination mechanisms. Before the induction workshop is done, the consultant is required to do stakeholder mapping exercise

Always remember to talk to women/men and marginalised groups or individuals separately, before inviting them to bigger meetings, where they might feel intimidated or may not be able to participate meaningfully due to language or other barriers.

Stakeholder Consultation: the consultant will need to conduct a stakeholder consultation exercise for the proposal development process to ensure wide Multi-stakeholder involvement to the proposal development process.

Candidates are to prepare all-inclusive financial proposals that include travel cost two times to/from Zambia (economy class), travel costs within Zambia (estimating total distance of 4000km road travel to and from implementation districts) and DSA according to international civil service commission rates for 24 days field work in Zambia (14 days in Lusaka at two occasions and 10 days in the selected implementation districts). One visit will organise the inception workshop, followed by field work for the situation analysis (10 days

Lusaka, 10 days elsewhere). The second visit will combine the validation of the situation analysis with support to the drafting of the programme document (4 days Lusaka).

Note: The consultant is required to consider disability accommodation and accessibility requirements in the financial proposal

Note: all the needed guidelines for the situation analysis, standard indicators for the M&E plan and materials for the induction workshop will be provided

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:

The consultant will be required to engage with OPDs in the situation analysis stage during the consultancy period (64 days), the number of hours are mainly determined by the design of the tools.


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](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2022	Requesting Section/Issuing Office: Social Policy and Research (SPR)	Reasons why consultancy cannot be done by staff: The consultant is required based on the guidelines from the UNPRPD on instituting the inception phase and the agreement reached by UNICEF with the participating UN-Agencies (ILO, UNFPA and UNDP). Existing staff in the SPR section do not have all the relevant technical capacities to take on the assessment in one person, but it is required to have one lead person conducting the exercise.
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: The UNPRPD invitation to submit a proposal and provision of relevant budget materialized only after the Mid Year Review.		
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: <i>Chief Social Policy and Research</i>		Start Date: <i>2nd January 2023</i>	End Date: <i>31st May 2023</i>	Number of Days (working) <i>64 days</i>
Work Assignment Overview				
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget	
Inception Report	-Inception report from the desk review, detailing the tools to be used for data collection and analysis, stakeholders mapped etc	9 th to 25 th January	10 days	
Induction workshop conducted	-Stakeholder mapping -Induction workshop report	26 th January to 05 th February	4 days	
Situation analysis conducted	-Draft report for the situation analysis -Validation exercise for the report -Final validated report	06 th February to 18 th March 2023	30 days	
Quality assurance of programme document and M&E Plan	Quality assured programme document M&E Plan developed	19 th March to 31 st May 2023	20 days	

Estimated Consultancy fee	US\$ 750	64 Days	US\$48000
Travel International	US\$ 4000		US\$4000
Travel Local (please include travel plan)	US\$ 3000		US\$3000
DSA (if applicable)	US\$ 273 (Lusaka) x14 = 3822 US\$ 74 (Elsewhere) x10 =740 Total US\$ 4562		US\$4562
Total estimated consultancy costsⁱ	US\$ 56,470		US\$59,562
<p>Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Social Sciences, Social/Public Policy Management, Economics or related social Protection.</p>	<p>Knowledge/Expertise/Skills required:</p> <ol style="list-style-type: none"> 1. Minimum of 8 years experience in research and M&E in fields relevant to the scope of work 2. Strong track record in coordinating multi-sectoral approaches programming needs of children with disabilities 3. Demonstrated understanding and familiarity with country disability policy and legislative framework 4. Adequate understanding of the development context in Zambia. Familiarity with and understanding of the United Nations framework in Zambia is a strong asset 5. Excellent communication and facilitation skills and excellent report writing skills. 6. Demonstrated ability to deliver quality results within strict deadlines, through a proven track record. <p>Note: Persons with disabilities are encouraged to apply</p>		
<p>Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/></p> <p>Consultant required to attend induction workshop in person</p>		
<p>Request Authorised by Section Head</p>  <p>Daniel Kumitz Chief Social Policy and Research 28th November, 2022</p>	<p>Request Verified by HR:</p>		

Representative (for Sections reporting to the Rep)

ⁱ 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.