

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	Consultancy for Expansion of Disability Inclusion Portfolio of UNDP Cambodia
UNDP Practice Area:	Disability/Governance
Cluster/Project:	Programme Results Unit
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh (Cambodia), field visits in several Cambodian provinces and home-based
Post level:	International Specialist
English required:	English
Contract Duration:	30 consultancy days, from 3 rd Sept 2018 to 26 th November 2018

2. Background information

Inclusion of females and males with disabilities is of paramount priority for UNDP Cambodia. UNDP has worked comprehensively in cooperation with the Royal Government of Cambodia, CSO and relevant stakeholders- for the inclusion of persons with disabilities (4.5 years).

Under the Disability Rights Initiative Cambodia (DRIC) Programme, funded by the Department of Foreign Affairs and Trade (DFAT) of the Australian Government, UNDP has worked during the last 4 years and a half to support the Cambodian Government for the implementation of the Convention of the Rights of Persons of Disabilities and to support Disabled People's Organizations to raise the voice and protect the rights of persons with disabilities. Currently, UNDP is implementing the joint programme with UNOHCHR 'Access to Justice for persons with disabilities' to improve legal response to persons with disabilities. In addition, UNDP Cambodia is seeking to increase the inclusion of people with disabilities into climate change budget processes through the 'Cambodia Climate Change Alliance' with support from the regional Governance of Climate Change Finance Project, as persons with disabilities have specific vulnerabilities and needs in relation to climate change and natural disasters, while a further proposed UNDP regional initiative is under formulation which would address disability inclusion across climate change policy and processes more broadly.

Ongoing portfolio of UNDP Cambodia to promote gender equality and women's empowerment has a distinct focus on inclusion of five disadvantaged groups of women and girls, being females with disabilities one of the five groups.

UNDP Cambodia needs the assistance of an international short-term consultant to strengthen and expand its portfolio for disability inclusion, with particular focus on economic empowerment of

people with disabilities (primary objective) and ending violence against women and girls with disabilities.

3. Scope of Work

The objective of the assignment is to support UNDP Cambodia for the development of a program proposal which will be primarily focused on inclusion of males and females with disabilities, with a secondary potential focus on Ending Violence Against Women with Disabilities (EVAWD). Consultancy will also support UNDP Cambodia in resource mobilization from potential donors, including development partners and the Royal Government of Cambodia.

The program proposal is to be aligned with the priorities of UNDP Cambodia and relevant partners ministries and government institutions of UNDP Cambodia on the issue: Ministry of Social Affairs, Youth and Veterans Rehabilitation (MoSAVY), Disability Action Council (DAC) and Ministry of Women’s Affairs (MoWA). Program proposal is to build on the work, achievements and lessons learnt of UNDP in Cambodia under the DRIC Programme and other UNDP interventions on disability inclusion, gender equality and EVAW.

The proposal will be developed by the consultant under supervision of UNDP Cambodia and in close consultations with the Royal Government (mainly the Ministry of Social Affairs, Veterans and Youth Rehabilitation; Disability Action Council; Ministry of Women’s Affairs; and Ministry of Economy and Finance), Disabled People’s Organizations (DPOs), relevant CSOs, and other UN agencies (i.e. WHO, UNICEF, UNFPA, UN Women) and development partners (i.e. DFAT).

The consultant will provide regular ongoing feedback to UNDP Cambodia and share information about different stakeholders’ views and positions with the goal of identifying synergies, avoiding overlaps with other development partners’ interventions and ensure that added value and comparative advantages of UNDP remain central in the program proposal.

Although consultant is expected to provide a final draft proposal, this proposal might still be adjusted after end of consultancy based on further negotiations between UNDP Cambodia, the Royal Government and relevant partners.

4. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required by UNDP Cambodia
1	Inception report with detailed methodology and workplan in response to scope of work.	2 days	5 th Sept 2018	Ms. Mao Meas, Disability Inclusion Specialist Mr. Rodrigo Montero, Gender Specialist Ms. Amara Bou, Programme Analyst Ms. Rany Pen, Head of Programmes

2	First draft program proposal	23 days	5 th Nov 2018	Ms. Mao Meas, Disability Inclusion Specialist Mr. Rodrigo Montero, Gender Specialist Ms. Amara Bou, Programme Analyst Ms. Rany Pen, Head of Programmes
3	Final draft program proposal	5 days	26 th Nov 2018	Ms. Mao Meas, Disability Inclusion Specialist Mr. Rodrigo Montero, Gender Specialist Ms. Amara Bou, Programme Analyst Ms. Rany Pen, Head of Programmes
Total # of Days:		30 working days		

5. Institutional Arrangement

The consultant will be directly supervised by the Disability Inclusion and Gender Specialist of UNDP Cambodia, under overall guidance from UNDP Cambodia's Programmes Unit. S/he will also work closely with relevant government officials from line ministries, UN agencies, DPOs, CSOs and other development partners (i.e. DFAT).

Payments will be released based on confirmation of satisfactory outputs from the Disability Inclusion Specialist, Gender Specialist, Programme Analyst and Head of Programmes. Meetings and appointments during consultant's mission will be coordinated and arranged by UNDP Cambodia and by the consultant when needed. Logistics support will be provided by UNDP Cambodia.

6. Duration of the Assignment

The timeframe is for 30 working days spreading over the period from 3rd Sept 2018, to 26th Nov 2018. A more detailed work plan of the assignment will be further elaborated in collaboration with the UNDP Disability Inclusion Specialist, Gender Specialist and Programmes Results Unit and incorporated into the inception report once the Consultant is selected.

7. Duty Station

The consultancy comprises 17 days of mission work in Phnom Penh (Cambodia) and 6 days of field

consultations and interviews in several Cambodian provinces (number and name of provinces to be determined by UNDP Cambodia). Consultancy also includes 7 days of home-based work performed for preparation (including draft of inception report) as well as finalization of final report, which shall require correspondence by email and telephone/Skype as well.

The travel related expenses for the mission work (except transportation during field visits to Cambodian provinces) should be included in the price proposal of the Consultant.

Selected individual contractor who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the *Basic Security in the Field (BSIF) training* if training has not been undertaken previously by consultant.

<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>

prior to travelling. CD ROMs must be made available for use in environments where access to technology poses a challenge.

8. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> • Advanced university degree (Master Degree) in disability inclusion, social sciences, public administration, management, international development or another relevant field.
Experience:	<ul style="list-style-type: none"> • At least 7 years of relevant working experience in formulation of programs/proposals in international development with demonstrated success in resource mobilization. • Previous experience in development/implementation of programs for inclusion of persons with disabilities. Additional experience on gender and/or ending violence against women is considered a good asset. • Previous working experience in Cambodia and knowledge of Cambodian institutional context is considered a strong asset. • Experience in UNDP and/or other UN agencies is an added value.
Competencies:	<ul style="list-style-type: none"> • Good facilitation and presentation skill. • Demonstrated ability to communicate effectively with various partners including the Government, UN and other development donors and high-quality liaison and representation capacity. • Commitment to UNDP’s mission, vision and values. • Excellent organizational and time management skills. • Strong interpersonal skills, ability to work with people from different backgrounds to deliver high-quality products. • Be flexible and responsive to changes and demands. • Be client oriented, loyal to UNDP, discreet and open to feedback. • Excellent computer literacy

Language Requirement:	Excellent verbal and writing English language skills.
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9. Evaluation:

Individual consultants will be evaluated based on cumulative analysis method, against combination of technical and financial criteria. Maximum obtainable score is 100, out of which the total score for technical criteria equals to 70 and for financial criteria to 30. Offerors not meeting any of minimum qualification requirements will be automatically disqualified. Only offerors obtaining minimum 35 points as a result of the desk review will be considered as qualified offerors and invited for the interview. Those offerors passing 70% threshold of maximum obtainable scores as a result of the technical evaluation (desk review and interview) will be shortlisted and requested to provide financial proposal.

Financial Proposal:

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount. Maximum 30 points will be assigned to the lowest price offer. All other price offers will be scored using the following formula (inverse proportion): $\text{Financial score} = 30 \times \frac{\text{lowest price offer}}{\text{suggested price offer}}$. All envisaged travel costs must be included in the financial proposal as well.

Technical Evaluation Criteria	Obtainable Score
Advanced university degree (Master Degree) in disability inclusion, social sciences, public administration, management, international development or another relevant field.	10
At least 7 years of relevant working experience in formulation of programs/proposals in international development with demonstrated success in resource mobilization. Experience in UNDP and/or other UN agencies is an asset.	30
Experience in development/implementation of programs for inclusion of persons with disabilities. Additional experience on gender and/or ending violence against women is considered an added value.	30
Previous working experience in Cambodia and knowledge of Cambodian institutional context.	30

Total Obtainable Score:	100
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10. Payment Milestones

The consultant will be paid on a lump sum basis under the following installments:

No	Outputs/Deliverables	Payment Schedule	Payment Amount
1	Upon satisfactory delivery of inception report with detailed methodology, outline of report and workplan in response to scope of work	11 th Sept 2018	20%
2	Upon satisfactory delivery of first draft proposal	12 th Nov 2018	50%
3	Upon satisfactory delivery of the final draft proposal	3 rd Dec 2018	30%

11. Annexes

Relevant documents, reports and relevant reading materials to be provided upon successful selection of Individual Consultant.

12. Approval

Signature:

Name:

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Rany Pen

Title/Unit/Cluster:

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Assistant Country Director -
Programme Unit

Date:

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