

## **TERMS OF REFERENCE**

### **Individual Consultant**

#### **1. Project Information Summary**

<b>Assignment Title:</b>	Research on Employment Challenges of Young Persons with Disability in Cambodia
<b>Cluster/Project:</b>	Programme Unit / United for Youth Employment Programme in Cambodia
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Individual Contractor (IC)
<b>Duty Station:</b>	Home Based and with travel to Cambodia for a maximum of 25 working days
<b>Expected Place of Travel:</b>	Five provinces
<b>Contract Duration:</b>	55 working days in between 24 Oct 2018 - 10 Jan 2019

#### **2. Project Description**

In Cambodia, youth (aged 15-30 years), make up 33 percent of the population, and represent a significant portion of the labour force.<sup>1</sup> An estimated 300,000 young Cambodians<sup>2</sup> enter the labor market every year, but often do not have the required skills to meet job requirements. Thus, it is crucial to equip youth with quality education, and establish a link between employers and job seekers. The United Nations Joint Programme on Youth Employment (UNJP) intends to provide policy advocacy to the Royal Government of Cambodia to facilitate young people's entry to the labour force while reducing inequalities, particularly for the disadvantaged and vulnerable groups, and ensuring that young women and men are better able to meet labour demand in the country. One such disadvantaged group among youth is persons living with disabilities (PWDs). According to the 2012 Cambodia Socio Economic Survey, people living with disability make up about 5 percent of the country's population.<sup>3</sup> There is no available estimates of number of young PWD population.

The World Report on Disabilities (2011) suggests that almost all jobs can be performed by persons with disabilities and when appropriate workplace support is in place, they are productive and committed employees.<sup>4</sup> Despite this, PWDs face many social, economic and cultural challenges. Most of them live in poverty with little to no opportunity to enjoy a dignified life. Persons with disabilities face many barriers to meaningful and productive employment - such as lack of physical access to places of employment, limited access to information of where and how to apply for jobs, employers' lack of knowledge of PWD's skills, abilities and availability, and stigma related to disability.

According to the Phnom Penh Center for Independent Living, there are no nation-wide statistics available on the employment rate of PWDs, but it is expected to be very low. The primary reason for this is that the main law related to employment of people with disabilities, Article 35 from the

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<sup>1</sup> Ministry of Education, Youth and Sport, National Policy on Development of Cambodian Youth

<sup>2</sup> UN Country Team's Common Advocacy Point, 2011

<sup>3</sup> Cambodia Socio Economic Survey 2012, National Institute of Statistics, Ministry of Planning

<sup>4</sup> World Report on Disabilities, WHO and World Bank, 2011

Disability Law and Prakas 108,<sup>5</sup> is not fully complied with, and there are no penalties for non-compliance. Discrimination and low educational attainment also contribute to low employment rates for PWDs. People with disabilities have very limited job prospects, and those that are employed work in low paying jobs. They often fail to meet employers' expectations, especially in rural areas with limited economic opportunity.<sup>6</sup> While there are both private and public organizations that assist those seeking employment opportunities, persons with disabilities (PWDs) often do not have access to such services.

Clearly, there is a huge information gap about PWDs in Cambodia. The proposed project aims to fill this gap by examining this cohort, their unique set of skills, and the barriers to employment they face, with the ultimate goal of recommending a plan of action to organize strategic intervention to better the employment situation of PWDs in Cambodia.

### **3. Scope of Work**

The sub-decree on "Determining the quota and form of recruitment of Persons with Disabilities" adopted in 2013 demands that 1% of the total employee population of private sector companies with more than 100 employees should be PWDs. For public sector entities, this quota is 2% of the total employee population. Currently, the quota system is being reinforced by the Disability Action Council in both public and private sectors to ensure compliance.

The research aims at documenting employment challenges faced by young persons with disability including the employers' perspectives and identifying successful incentives and motivations that can be used to promote employability for young PWDs. Specifically, the research will undertake the following:

- Provide a literature review and analysis about the current situation of youth with disabilities in Cambodia in terms of access to employment and skills training
- Document the common skills and qualification of young persons with disabilities
- Identify and analyze the day-to-day barriers to employment experienced by young persons with disabilities in the private and public spheres
- Explore employers' perception on employment of young persons with disabilities
- Analyse the extent to which public and private institutions comply with the PWD related quota system of the government
- Identify the enablers, incentives and motivations of both young persons with disabilities to seek and remain in employment and the employers to implement the quota system and provide young PWDs with jobs
- Propose areas for strategic intervention to improve employability of young persons with disabilities.

### **4. Expected Outputs and Deliverables**

The final output of this project is the development of an evidence-based policy and advocacy recommendations to reinforce the implementation of employment quotas for young people with disabilities. Key outputs of this project are:

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<sup>5</sup> Sub Decree 108 on Determining the Rate and Formality of Recruitment of Disable Person, Royal Government of Cambodia

<sup>6</sup> The Disabled in Cambodia, Phnom Penh Center for Independent Living (PPCIL) website

- A research report for publication (maximum 60 pages including a 2-page executive summary, excluding annexes)
- A policy brief with practical policy recommendations (maximum 6 pages)
- A PowerPoint presentation with associated presenter notes on the research report

No.	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Inception of report including a detailed workplan and methodology and outline of research report	5 days	29 Oct 2018	Youth Employment Specialist, UNDP Programme Analyst and ACD-Programme
2	First draft of research report after literature review and field work, to be presented to relevant stakeholders and UNDP for comments	30 days	6 Dec 2018	
3	-Second draft of research report including feedback from UNDP and stakeholders. -First draft of policy brief	10 days	20 Dec 2018	
4	Final research report, policy brief, and power point presentation submitted to UNDP for endorsement	10 days	10 Jan 2019	
Total # of Days		55 days		

## **5. Institutional Arrangement**

The consultancy will be performed under the direct supervision of the UNDP Project Manager/Youth Employment Specialist, UNDP Cambodia. The consultant will work closely with the Cambodian Disabled People's Organisation (CDPO), the UNDP Programme Analyst in charge of UNJP on Youth Employment, relevant policy analysts and the UNJP on Youth Employment project team.

The consultant will contact informants directly, with support from CDPO if needed. They shall maintain regular communication and report on/submit the above deliverables to the Project Manager/Youth Employment Specialist and CDPO for comments. After each deliverable is submitted, feedback will be provided within two-weeks' time. Each deliverable is subjected to approval by UNDP Assistant Country Director of Programme for release of payment.

## **6. Duration of the Work**

The assignment is expected to be performed within approximately 55 days starting from 24th October 2018 – 10th January 2019.

## **7. Duty Station**

The duty station of this assignment is a combination of home-based work, research in Phnom Penh and additional travel to up to five provinces in Cambodia. During the assignment, the

consultant will be expected to undertake at least two missions to Cambodia. The first mission is anticipated to last approximately 20 working days to conduct research in Phnom Penh and five selected provinces which are to be identified, and the second mission will last approximately 5 working days (excluding travel time) to present the draft report and conduct validation workshops with key stakeholders in Phnom Penh. The dates for the missions will be agreed upon between the consultant and UNDP Cambodia. The consultant will arrange their own travel to Cambodia and local transportation in Phnom Penh. The project manager/personnel will arrange the local transportation to the provinces.

The consultant will also perform duties from their home country through email, telephone or Skype correspondence.

Selected individual(s) travelling to the Country Office (CO) to undertake this assignment in the country (Cambodia) is(are) required to undertake the *Basic Security in the Field (BSIF) training* prior to travelling. CD ROMs will be made available for use in environments where access to technology poses a challenge. <sup>i</sup>

#### **8. Minimum Qualifications of the Individual Consultant**

<b>Education:</b>	Advanced university degree (at least Masters) in a discipline relevant to disability, human resource development, anthropology, development studies, youth development, laws and regulations, and other related interdisciplinary fields
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum seven years of professional experience in research and design of disability, youth employment, and social issues.</li> <li>• Experience in analyzing employment related social and economic issues faced by youth living with disability</li> <li>• Experience in working with multilateral organizations and the UN system preferred.</li> <li>• Experience in working with government, the private sector and youth in Asia, preferably in Cambodia</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>• Expertise in new developments, concepts and theories in labour economics, employment vulnerability, informal economy etc.</li> <li>• Expert knowledge of advanced concepts in disability, education, training, youth development, employment, socio- economic development and a broad knowledge of related disciplines, as well as an in-depth knowledge of relevant organizational policies and procedures</li> <li>• Good understanding of the governance and traditional institutions, and the culture of Cambodia</li> <li>• Persuasive, convincing or influencing abilities</li> <li>• Previous experience working with communities and a positive, constructive attitude</li> <li>• Excellent oral and written communication skills</li> <li>• Results oriented</li> <li>• High standards of integrity, gender sensitivity, age sensitivity, discretion and confidentiality</li> </ul>
<b>Language Requirements:</b>	Fluency in English is required

### **9. Criteria for evaluation of level of technical compliance of Individual Contractor**

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
Advanced university degree (at least Masters) in a discipline relevant to disability, human resource development, anthropology, development studies, youth development, laws and regulations, and other related interdisciplinary fields	20
Minimum seven years of professional experience in research and design of disability, youth employment, and social policy/fields	30
Experience in working with government, private sector and youth in Asia, preferably in Cambodia	20
Experience in analyzing social and economic issues of youth with disability in terms of employment (to be measured by previous publication)	30
<b>Total Obtainable Score:</b>	<b>100</b>

### **10. Payment Milestones**

<b>No.</b>	<b>Deliverables/Outputs</b>	<b>Payment Schedule</b>	<b>Payment Amount</b>
<b>1</b>	Upon satisfactory delivery of output #1	18 Oct 2018	20%
<b>2</b>	Upon satisfactory delivery of output #2	22 Nov 2018	50%
<b>3</b>	Upon satisfactory delivery of output #3 and 4	10 Jan 2019	30%