

## **TERMS OF REFERENCE**

### **Individual Contractor**

#### **1. Assignment Information**

<b>Assignment Title:</b>	National Consultant to support the Disability Technical Working Group to develop the National Disability Strategic Plan (NDSP) 2019-2023
<b>Cluster/Project:</b>	Disability under Programme and Result Unit
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Individual Contractor (IC)
<b>Duty Station:</b>	Phnom Penh
<b>Expected Place of Travel:</b>	N/A
<b>Contract Duration:</b>	30 days, from 1 July 2019 to 30 <sup>th</sup> November 2019

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

The Disability Action Council (DAC) is the national advisory and coordination body on disability and rehabilitation and assisting line ministries and other institutions to promote the implementation of the national disability law, UNCRDP and NDSP, proposing revision and amendments or new policies/legal frameworks related to disability, and monitoring/evaluating these legal frameworks. 19 disability action working groups (DAWG) at line ministries were established and 21 DACs at the provincial level have been established to support the same mandate and work at the sub-national level.

The DAC, as a responsible institution for coordinating and developing the next strategic plan of disability, had conducted regular national workshops to review the current NDSP to ensure it is well implemented within the sector as well as across the government line ministries. The NDSP was recognized as a legal roadmap to provide directions to government ministries and institutions, development partners, civil society organisations, disabled people's organizations and private sector to improve the quality of lives of persons with disabilities.

The Royal Government of Cambodia (RGC) in partnership with the United Nations (UN) have been supporting the promotion of the rights of persons with disabilities through the joint Disability Rights Initiative Cambodia (DRIC) programme since 2014 ended in mid-2018 and follow by another UN Joint Programme titled "Access to Justice without Barriers for Persons with Disabilities", which was developed with the focus on one of the major gaps of the DRIC programme: access to justice and accessible mechanisms to protect the rights of persons with disabilities, including in detention. The Programme will ensure that specific actions on access to justice are included in the National Disability Strategic Plan (NDSP2) 2019-2023.

UNDP has been working with DAC for more than five years to support the implementation of the UNCRPD and NDSP 2014-2018. As NDSP 2014 -2018 is ended, the NDSP2 is now being developed by the disability working group led by DAC. To ensure that the NDSP2 is well designed including the clear M&E framework, the project seeks to engage a national consultant who experienced in

designing the strategic plan in particularly within the national framework to assist the disability technical working group to develop and finalize the NDSP2.

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

The assignment aims to provide technical and secretary assistance to the disability working group in finalizing the current draft of the NDPS2.

The assignment will be expected to:

- Assist the Disability Working Group to finalize the draft NDSP2 and play as secretary role in consolidating inputs and feedbacks and address those feedbacks/comments as concluded by the disability working group.
- Develop a concrete M&E framework of the NDSP2 that can be effectively applied for the monitoring and evaluating during the NDSP implementation stage
- Conduct a desk review on key relevant international and national documents related to disability such as CRPD, SDGs, national disability laws and policies, and other related reports for verification and fit into the current drafted NDSP2
- Update the draft narrative sections of the NDSP2 for the disability working group to review for endorsement and approval.
- Conduct meetings and workshops with key relevant ministries, institutions and development partners as required from the disability working group

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

<b>N</b>	<b>Deliverables/Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required by UNDP Cambodia</b>
1	Inception report with detailed methodology and workplan in response to scope of work.	2 days	3 July 2019	<ul style="list-style-type: none"> <li>• Ms. Mao Meas, National Management Specialist and NDSP2 disability working group</li> <li>• Ms. Amara Bou, Programme Analyst</li> <li>• Ms. Rany Pen, Head of Programmes</li> </ul>
2	Submit the revised draft of NDSP2	15 days	6 September 2019	<ul style="list-style-type: none"> <li>• Ms. Mao Meas, National Management Specialist and NDSP2 disability working group</li> <li>• Ms. Amara Bou, Programme Analyst</li> <li>• Ms. Rany Pen, Head of Programmes</li> </ul>

3	Submit the draft M&E framework of NDSP2	8 days	17 September 2019	<ul style="list-style-type: none"> <li>• Ms. Mao Meas, National Management Specialist and NDSP2 disability working group</li> <li>• Ms. Amara Bou, Programme Analyst</li> <li>• Ms. Rany Pen, Head of Programmes</li> </ul>
4	Submit final draft NDSP2 and M&E framework with incorporation of comments from Disability Working Group and UNDP team	5 days	7 October 2019	<ul style="list-style-type: none"> <li>• Ms. Mao Meas, National Management Specialist and NDSP2 disability working group</li> <li>• Ms. Amara Bou, Programme Analyst</li> <li>• Ms. Rany Pen, Head of Programmes</li> </ul>
<b>Total # of Days:</b>		<b>30 days</b>		

## **5. Institutional Arrangement**

The National Consultant will be directly supervised by the National Management Specialist of UNDP Cambodia and NDSP2 disability working group, 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 to ensure the NDSP2 is well designed.

Payments will be released based on confirmation of satisfactory outputs from the National Management Specialist and NDSP2 disability working group, Programme Analyst and Head of Programmes. Meetings and appointments during consultant's mission will be coordinated and responsible by the consultant.

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

The timeframe is for 30 working days spreading over the period from 1 July 2019, to 30 November 2019. A more detailed work plan of the assignment will be further elaborated in collaboration with the UNDP National Management Specialist and NDSP2 disability working group and Programmes Results Unit and incorporated into the inception report once the Consultant is selected.

## **7. Duty Station**

This is a homebased consultancy. However, he/she may be required to work at the Disability Action Council office where needed.

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

<b>Education:</b>	<ul style="list-style-type: none"> <li>• Advanced university degree (Master Degree) in disability inclusion, social sciences, public administration, management, international development or another relevant field.</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least 5 years of relevant working experience in designing and developing the Strategic Plan and M&amp;E framework related to national frameworks and policy development.</li> <li>• Experience in formulation of programs/proposals in development programme</li> <li>• Strong knowledge on national and international frameworks and policies in relation to disability inclusion and human rights.</li> <li>• Previous experience in development/implementation of programs for inclusion of persons with disabilities.</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to communicate effectively with government and development partners.</li> <li>• Good facilitation and presentation skill.</li> <li>• Strong interpersonal skills, ability to work with people from different backgrounds to deliver quality products within short timeframe.</li> <li>• Be flexible and responsive to changes and demands.</li> <li>• Be client oriented and open to feedback.</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.</li> <li>• Treats all people fairly without favoritism.</li> <li>• Excellent computer literacy.</li> </ul>
<b>Language Requirement:</b>	Fluent in written and spoken Khmer and English

## 9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
Demonstrated ability to communicate effectively with various partners including the government, UN and other development donors and high-quality liaison and representation at local and national levels;	20
At least 5 years of relevant working experience in designing and developing the Strategic Plan, M&E framework related to national frameworks and policy development;	30
Strong knowledge on national and international frameworks and policies in relation to disability inclusion and human rights.	30
Previous experience in development/implementation of programs for inclusion of persons with disabilities	20
<b>Total Obtainable Score:</b>	<b>100</b>

## 10. Payment Milestones

This is a fixed out-put based contract price regardless of extension of the herein specific duration. The consultant will be paid on a lump sum basis under the following installments.

<b>N</b>	<b>Outputs/Deliveries</b>	<b>Payment Schedule</b>	<b>Payment Amount</b>
1	Upon satisfactory completion of inception report	9 July 2019	10%
2	Upon satisfactory completion of output 2 and 3	30 September	60%
3	Upon satisfactory completion of output 4	20 November	30%

## **11. Annexes**

Existing literature or documents that will help a consultant gain a better understanding of the project situation and the work required should be provided as annex/es to the ToR, especially if such literature or documents are not confidential.

1. To be added

## **12. Approval**

Signature: .....

Name: Rany Pen .....

Title/Unit/Cluster: Head of Programme & Results Unit .....

Date: .....