

TERMS OF REFERENCE

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT OF AN INSTRUCTION MANUAL ON HOW TO COLLECT DATA ON DISABILITY FOR EXISTING INDICATOR FRAMEWORK ON NON FINANCIAL DATA DOMAINS IN THE DEPARTMENT OF SOCIAL DEVELOPMENT

August 2015

1. Introduction

Persons with disabilities constitute at least 7,5% of the South African population according to Census 2011. Empowerment, equality, poverty reduction can optimally be achieved when inclusion of persons with disabilities are mainstreamed into all levels of planning, implementation and reporting. A strong society takes care of its most vulnerable citizens by empowering them to act independently in protection and enjoyment of their own rights.

The South African Government is aware of the importance of disability-disaggregated appropriate information, including statistical and research data, in formulation of policies to give effect to the UN Convention on the Rights of Persons with Disabilities, and the particular challenge posed by lack of a standard definition of disability in all national legislation and sectors.

Disability is a complex concept. There is no one-size fits all definition. It is important that disability is measured within the context of the purpose for which data is being collected.

It is widely acknowledged that the monitoring and evaluation system of government is evolving and maturing in response to the needs of South Africans but also towards a more ethical, transparent and accountable tracking and reporting system. It is with this in mind that we should leave no one behind, including persons with disabilities.

The Department of Social Development (DSD) is committed to ensure that disability is mainstreamed across the full scope of its services, including early childhood development; care and services to families; social relief; services to older persons and victim empowerment services.

Except for disability-specific services, there is a weakness in the collection of disability data in the social sector. The focus on the generation of disability data has gained momentum in the Post 2015 Development Agenda and Sustainable

Development Goals (SDGs) in order to ensure that persons with disabilities participate in and benefit equally from inclusive planning and implementation of development programmes. Many countries are grappling with affordable and practical ways of ensuring that persons with disabilities are included in research, surveys, census and administrative data.

As a first step, to promote the collection of relevant disability data, the DSD in partnership with the UN Partnership to Promote the Rights of Persons with Disabilities would like to develop a manual on how to collect disability data for the existing DSD indicator framework. This manual should be an easy to understand tool on how to ask meaningful questions in existing monitoring processes in order to add a disability dimension to planning, implementation and reporting.

2. Project scope

- 2.1. To develop a manual based on the DSD's Non-Financial Data Performance Indicators that will be utilised by the social sector to monitor the inclusion of persons with disabilities in social development programmes and services.
- 2.2. The manual should be used to:
 - a) Strengthen the capacity of monitoring officials and statisticians on disability questionnaire design, data collection and analysis;
 - b) Build the capacity of the social sector to mainstream disability in planning, budgeting, improving service delivery and reporting;
 - c) Strengthen the capacity of the DSD and the social sector in general to implement the UN Convention on the Rights of Persons with Disabilities;
 - d) Promote information sharing of local and international best practices and lessons learned
- 2.3. The consultant shall undertake to keep all information regarding the manual and the content thereof confidential.

3. Project deliverables

- 3.1. Meetings every two weeks with the Chief Directorate Governance and Compliance on the Rights of Persons with Disabilities in collaboration with Chief Directorate: Monitoring and Evaluation and Chief Directorate: Population Development.
- 3.2. One-day validation workshop with the DSD M&E Forum, Statistics SA and the disability sector.

- 3.3. One manual on implementing disability disaggregation of the Non-Financial Data Performance Indicator Framework of DSD in Arial 11.
- 3.4. The consultant will provide the final publication by email in Ms Word format and pdf.
- 3.5. Submit 10 CDs of final validated manual.

4. Competency and expertise

- 4.1. A post-graduate qualification in Social Sciences / Statistics / Human Rights / Disability Studies/ Monitoring and Evaluation.
- 4.2. Published Research on Disability / Human Rights
- 4.3. International knowledge and experience on disability measurement, indicators, tools, statistics and reporting.
- 4.4. Knowledge and experience of questionnaire design, data collection and analysis
- 4.5. Experience in writing of training manuals.
- 4.6. Knowledge and experience in international disability mainstreaming best practices.

Duration of the assignment

This is a 25 working days assignment, which will commence on 24 August 2015 and will be completed by 25 September 2015.

The deadline for submission of applications is by close of business on Friday 21 August 2015.

Developed by: DSD : (Rights of Persons with Disabilities) Project Manager : Lidia Pretorius Date : 07/08/2015	Issued by: UNDP Project Unit: Monitoring & Evaluation Project Manager : Fred Shikweni Date : 07/08/2015
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Cleared by the UNDP Deputy Country Director

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