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GHANA

TERMS OF REFERENCE (ToR)
FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description:	**Consultant to conduct a comprehensive COVID-19 Stigma and Discrimination Assessment**
Consultant Level:	Senior Consultant
Duty Station:	Home-based
Expected Places of Travel:	None
Duration:	15 working days (completion by 14th August, 2020)
Expected Start Date:	20th July, 2020

I. BACKGROUND

COVID-19 has spread rapidly to almost every corner of the world. Ghana has reported more than 10,000 cases as of 10th June 2020. COVID -19 has disrupted lives and livelihood across all communities and threatens the normal way of life for vulnerable populations and communities. It has a far reaching and negative impact on the economy and threatens to undo progress made in achieving the Sustainable Development Goals.

In Ghana, besides the many impacts of COVID on the people and institutions; fear, anxiety, uncertainty, rumors and misinformation about the pandemic is also leading to stigma and discrimination toward health workers, infected people, survivors, and their families. This is undermining social cohesion, prompting social isolation and contributing negatively to response efforts. Stigmatized and discriminated persons who have COVID 19 have had their livelihoods and home tenancy threatened and are being shunned by community members. A person who faced COVID-19-related stigma lamented that his family can no longer go to the market or the grocery store without coming home in tears or being denied the item they wished to purchase. These reported cases compelled the President to caution that “stigmatization of recovered persons must stop because if the virus did not end their lives and livelihoods, the stigma from members of their communities should not.”

To contribute to efforts in addressing this situation adequately, UNDP, working with key stakeholders intends to support the campaign against stigma, provide avenues for the reporting stigma and providing psychosocial support to victims through the creation of community safe spaces. it is therefore important to identify newly vulnerable and excluded populations who are disproportionately impacted by COVID-19-related stigma and

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discrimination, and to generate data on the forms, nature and levels of stigma and discrimination being suffered to ensure critical and targeted responses are provided to those affected and are at risk.

To facilitate this process, UNDP in collaboration with the Ghana Health Service (GHS) and the Commission for Human Rights and Administrative Justice (CHRAJ) is looking for a consultant to conduct a rapid assessment into the incidence of COVID-19 related stigma and discrimination in Ghana with focus on the following hotspot areas; Madina, Nima, Old Fadama, Mamobi, and Agbogbloshie.

II. SCOPE OF THE WORK

The consultant in collaboration with UNDP, GHS and CHRAJ will carry out a rapid assessment covering the following areas;

1. Identify populations described by sex, age and location disproportionately impacted by COVID-19-related stigma and discrimination
2. Identify and generate data in the forms, nature and levels of stigma and discrimination being suffered to ensure critical responses are provided to those affected and are at risk.
3. Identify the factors driving COVID 19 related stigma in the identified communities
4. Identify within the specific communities, stakeholders who can support the anti-stigma campaign and specific role they can play.
5. Identify the best mediums of communication through which the targeted population can be reached with anti-stigma messages
6. Identify Community Based or Faith Based organizations with the necessary capacity to host community safe spaces
7. Identify the most listened to Radio and TV stations by target communities to enable effective dissemination of anti-stigma messages
8. Identify coping mechanisms currently employed by persons facing COVID 19 related stigma

III. EXPECTED OUTPUTS AND DELIVERABLES

Deliverables	Timeline	Review and approval
An inception Report, detailing the methodology for data collection including draft instruments and schedule of timelines for completing the assignment	2 working days after contract signing	UNDP Resident Representative
A draft report with findings and recommendations on COVID related Stigma and Discrimination	10 working days after contract signing	UNDP Resident Representative
Final report with findings and recommendations on COVID related Stigma and Discrimination incorporating comments.	15 working days after receipt of comments	UNDP Resident Representative

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IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultant(s) will be supervised by the UNDP Country Office; Payments will be made upon satisfactory delivery of outputs, certification of payment form, and acceptance and confirmation by UNDP, GHS and CHRAJ on outputs satisfactorily delivered.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment.
- The consultant will be responsible for providing her/his own working station (i.e. secretariat, laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection.
- The consultant is expected to be available for consultations and be in reliable email contact for a set number of hours that align with Government/UNDP business hours.

VI. DURATION OF THE WORK

This assignment is expected to last for 15 working days between 20 July – 14th 2020.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

Education:
Advanced university degree (Master's degree or equivalent) in Public Health, Human Rights, Social Science, or other related fields.

Experience:
- At least 8 years of experience in carrying social science and community-based analysis and assessments
- Excellent knowledge on stigma and discrimination and human rights abuses
- Demonstrable experience in writing good reports.

Language:
- Excellent knowledge of English.
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff).

Core Competencies:
- **Professionalism:** Ability to conduct data analysis using various methods. Ability to plan own work and manage conflicting priorities. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating human rights perspectives and ensuring the equal participation of women and men in the assessment.
- **Communication:** Speaks and writes clearly and effectively and demonstrates openness in sharing information and keeping people informed.

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- **Teamwork:** Works collaboratively with UN colleagues and other partners to achieve deliverables for assessment.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed work deliverables for the assignment; identifies priority activities and allocates appropriate amount of time and resources for completing work; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules.
- Excellent written and communication skills
- Must be a computer literate
- A strong team player
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

NB: In addition to the CV, the prospective consultant will need to submit at least 3 reports authored by him/her

VIII. CRITERIA FOR SELECTING THE BEST OFFER

As per the Invitation to Submit an offer, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  a. Technical Criteria weight is **70%**
  b. Financial Criteria weight is **30%**

Criteria		Weight	Max. Point
Technical Competence		**70%**	**100**
Educational qualifications			10
Experience in carrying out stigma related/human rights analysis and assessments			25
Knowledge of Ghana's Stigma and Human Rights abuses Landscape			15
Review of previous reports submitted			20
Financial (Lower Offer/Offer*100)		**30%**	**100**
Total Score	**Technical Score * 70% + Financial Score * 30%**		

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IX. PAYMENT MILESTONES AND AUTHORITY

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Payment Schedules (Payment Trenches)	Deliverables	Approval should be obtained from	Percentage of Payment
1st Installment	Upon submission of inception report	UNDP/GHS/CHRAJ	20 %
2nd Installment	Upon Submission of a draft report	UNDP/GHS/CHRAJ	40 %
3rd Installment	Upon Submission of Final report	UNDP/GHS/CHRAJ	40 %

X. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

This TOR is approved by:

Name: Nana Chinbuah

Designation: Head of Governance

Signature: Nana Chinbuah

Date Signed: 29-Jun-2020