

## TERMS OF REFERENCE

### Individual Contractor

#### 1. Assignment Information

<b>Assignment Title:</b>	International Consultant to develop the National situational analysis and assessing the Impact of the Covid-19 crisis on persons with disabilities' wellbeing and access to services
<b>Cluster/Project:</b>	Access to Justice without Barriers for Persons with Disabilities
<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>	45 days, from 1 <sup>st</sup> August 2020 to 30 <sup>th</sup> December 2020

#### 2. Project Description

In March 2020, the World Health Organization (WHO) declared the outbreak of a novel coronavirus disease, COVID-19, to be a pandemic. Certain populations, such as those with disabilities, might be impacted more significantly by COVID-19.

In addition to magnified health risks, Cambodian persons with disabilities also have less access to social insurance based on employment than others which decreases their economic resilience in the current COVID-19 context. The lack of income represents a disproportionate burden on persons with disabilities and their households which typically face extra costs and expenditures related to disability, pulling them more rapidly into poverty. Women and girls with disabilities face higher rates of gender, sexual, intimate partner and domestic violence which places them at further risk during the crisis.

The United Nations (UN) System in Cambodia is actively supporting the Royal Government of Cambodia (RGC) in its efforts to combat the impacts of the global COVID-19 pandemic. The overarching goal of the RGC's Master Plan for COVID-19 is to control transmission, as well as to mitigate the health, social and economic impacts in Cambodia. In addition to the health sector, several UN agencies are focusing on the secondary impacts of the outbreak and contributing specific sectoral support to operationalization of the Master Plan. The UN Resident Coordinator, in consultation with UN agencies, has established a group on economic impacts which is led by UNDP, and one on social impacts led by UNICEF.<sup>1</sup>

An analysis and impact assessment of the situation of persons with disabilities, especially women and more marginalized groups of persons with disabilities aims to inform the discussion of policy makers, UN agencies, as well as the development partners to have broader understanding and consideration and concrete policy and programmatic recommendations. The assessment will involve the Organization of Persons with Disabilities (OPDs) and the Disability Action Council (DAC) along with key ministries responsible for the overall socio-economic response. The analysis will also be the main document providing evidence-based advice and guidance to develop the recovery plan and advocacy tools/checklist for the Disability Action Council (DAC) and OPDs, and other relevant stakeholders during and post pandemic. The assessment will draw on an analysis of pre-COVID19 situation of persons with disabilities, including existing inequalities, discrimination and stigma, access to services, systems to ensure accessibility etc.

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<sup>1</sup> United Nations, Cambodia, Covid-19 Response: Preparedness and Response – The Contribution of the UN System, 28 April 2020.

### 3. Scope of Work

The assignment aims to assist the Disability Action Council and Cambodian Disabled People's Organization (CDPO) to develop the National situational analysis and assessing the Impact of the Covid-19 crisis on persons with disabilities' wellbeing and access to services. The assignment will be expected to:

- Review and summarise the pre-COVID-19 situation of persons with disabilities including: legislative and policy framework, pre-COVID19 investment in disability, required foundations for inclusion - non-discrimination, access to support services, and accessibility (using guidance and support from the technical secretariat) as a basis of analyzing the impact of COVID19 on persons with disabilities.
- Through meetings, interview, and group discussion, conduct an in-depth analysis on the impact of COVID-19 on persons with disabilities' wellbeing and access to services (socio-economic, legal, social protection, education, employment and health and rehabilitation) with formulate concrete policy and programmatic recommendations with involvement of persons with disabilities;
- Conduct meetings and workshops with key relevant ministries, institutions and development partners and various groups of persons with disabilities to collect and analyze inputs and comments as required from the Technical Working Group;
- Facilitate the consultative workshops/meetings with relevant stakeholders including government ministries, UN agencies, donors, CSOs, OPDs and private sector to collect the inputs and refine it into the draft analysis;
- Based on inputs received, review and revise the draft National Situational Analysis by working closely with the Technical Working Group in incorporating their inputs and feedback. Produce the final draft of the National Situational Analysis;
- Develop a three year Recovery Plan for the Disability Action Council;
- Develop an advocacy tool and checklist for OPDs based on the findings and recommendations emerging from the impact assessment and train OPDs on how to use the advocacy tools/checklist.
- Make sure the inclusion of a gender lens will be applied in the analysis

### 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, drawing on the guidance and framework provided by the UNPRPD technical secretariat.	2 days	5 August 2020	<ul style="list-style-type: none"><li>• Technical working group</li><li>• Programme Analyst, UNDP</li><li>• Head of Programmes, UNDP</li></ul>
2	Conduct an in-depth analysis of the situation and impact of COVID-19 on persons with disabilities' wellbeing and access to services (economic, social protection, legal, education, employment and health and rehabilitation) with formulate and provide concrete policy and	13 days	30 September 2020	<ul style="list-style-type: none"><li>• Technical working group</li><li>• Programme Analyst, UNDP</li><li>• Head of Programmes , UNDP Technical working group</li></ul>

	<p>programmatic recommendations with involvement of persons with disabilities. This includes an analysis of the pre-COVID19 situation of persons with disabilities, as a basis for assessing COVID-19 impact. This will be done through document review, interview, and group discussion with persons with disabilities, CSOs, OPDs, relevant Government agencies, UN agencies, donors, and other relevant stakeholders.</p>			
3	<ul style="list-style-type: none"> <li>• Develop the first draft National Situational Analysis and present it to the technical working group for comments and feedbacks.</li> <li>• Facilitate the consultative workshops/meetings with relevant stakeholders including government ministries, CSOs, OPDs and private sector to present preliminary findings and to collect the inputs.</li> <li>• Based on inputs collected, revise and submit a second and final draft National Situational Analysis to the technical working group</li> </ul>	8 days	20 October 2020	<ul style="list-style-type: none"> <li>• Technical working group</li> <li>• Programme Analyst, UNDP</li> <li>• Head of Programmes , UNDP</li> </ul>
4	Develop and submit a three year Recovery Plan for the Disability Action Council	12 days	25 November 2020	<ul style="list-style-type: none"> <li>• Technical working group</li> <li>• Programme Analyst, UNDP</li> <li>• Head of Programmes , UNDP</li> </ul>
5	<ul style="list-style-type: none"> <li>• Develop and submit the advocacy tool and checklist for OPDs</li> <li>• Provide training to OPDs and DAC on how to use the tool/checklist</li> </ul>	10 days	20 December 2020	<ul style="list-style-type: none"> <li>• Technical working group</li> <li>• Programme Analyst, UNDP</li> <li>• Head of Programmes , UNDP</li> </ul>
<b>Total # of Days:</b>		<b>45 days</b>		

## **5. Institutional Arrangement**

The Consultant will be directly supervised by the Project Coordinator and Programme Analyst 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, OPDs, CSOs and other development partners to ensure the National Situational Analysis is of good quality analysis with concrete recommendations and findings.

Payments will be released based on confirmation of satisfactory outputs from the Project Coordinator and Programme Analyst and Head of Programmes. Meetings and appointments during the consultant's mission will be coordinated by and be under responsibility of by the consultant. The consultant will also be responsible for having a national team member(s) to support translation from English to Khmer and vice versa.

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

The timeframe is for 45 working days spreading over the period from 3 August 2020 to 31 December 2020. A more detailed work plan of the assignment will be further elaborated in collaboration with the Project Coordinator and Programme Analyst 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 14 days in Phnom Penh and field works. Also, the consultant will be required to collect data/information and focus group discussion at the provincial sites. The consultant will arrange the travel by him/herself both Phnom Penh and provinces. The cost will be included in the price proposal. [or if required, UNDP will arrange travel to outside Phnom Penh].

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

<b>Education:</b>	<ul style="list-style-type: none"><li>Advanced university degree (Master Degree) in social sciences, social work, economics, public administration, international development or another relevant field in disability inclusion and human rights.</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>At least 7 years of relevant working experience in research and analysis assessment in disability sector with demonstrated success in policy recommendations. The applicant is required to submit copies of previous relevant publications and researches.</li><li>Previous experience in development of action plan related to disability inclusive response and recovery</li><li>Previous experience in development of advocacy tools or checklist</li><li>Additional experience and knowledge on inclusive social protection</li><li>Previous working experience in Cambodia and knowledge of Cambodian institutional context is considered a strong asset.</li><li>Experience in UNDP and/or other UN agencies is an added value.</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></ul>

	<ul style="list-style-type: none"> <li>• Treats all people fairly without favoritism.</li> <li>• Excellent computer literacy.</li> </ul>
<b>Language Requirement:</b>	Fluent in written and spoken English

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

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
Previous experience in development of action plan related to disability inclusive response and recovery	30
At least 7 years of relevant working experience in research and analysis assessment in disability sector with demonstrated success in policy recommendations	30
Previous experience in development of advocacy tools or checklist	20
Previous working experience in Cambodia and knowledge of Cambodian institutional context	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	7 August 2020	20%
2	Upon satisfactory completion of output 2 and 3	22 October 2020	50%
3	Upon satisfactory completion of output 4 and 5	25 December 2020	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.