

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	International Consultant to develop the full-fledged Proposal for UNPRPD Round 4
Cluster/Project:	Disability under Programme and Result Unit
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Homebased
Expected Place of Travel:	N/A
Contract Duration:	30 days, from 12 April 2021 to 25 June 2021

2. Project Description

The Government is currently implementing the second National Disability Strategic Plan (NDSP2) 2019–2023, aimed at empowering and ensuring the inclusion of persons with disabilities. During its inception phase, the government reviewed lessons learned from the previous National Disability Strategic Plan, including the lack of leveraging public financial mechanisms and awareness around disability inclusion in cross-cutting thematic programmes and policy solutions. The NDSP2 is recognized by the country as a roadmap to advance the rights of persons with disabilities and the United Nations Country Team (UNCT) in Cambodia has an opportunity to address the gaps and missing links in line with the Convention on the Rights of Persons with Disabilities and the UN framework for the immediate socio-economic response to COVID-19 (UN Cambodia SERF). The COVID-19 response measures by UNCT would enable and highlight the importance of disability inclusion to address existing challenges as well as advocate for ‘building back better’ in line with the 2030 Agenda.

Building on evidence-based analysis of COVID-19 on persons with disabilities and the national recovery plan, the UN will advance risk-mitigation and early warning mechanisms to protect the most marginalized groups of persons with disabilities. The UNCT will promote disability inclusive sustainable development that contributes to recovering better, increase engagement with organization of persons with disabilities (OPDs) across thematic areas of UN programmes and ensure strengthened governmental commitment.

The UNCT submitted the Expression of Interest (EOI) for the UN Partnership on the Rights of Persons with Disabilities (UNPRPD) round 4 in September 2020, and it was accepted to work on the full project proposal early this year. Given that the full proposal must be developed based on the recommendations and key findings of the Situation Analysis of COVID-19 and Recovery Plan in consultation with relevant key stakeholders including OPDs, government’s relevant ministries, UN agencies and CSOs to ensure the proposal is well designed, developed and met the emerging issues in Cambodia of particular relevant to disabilities, and the rights of the persons with disabilities.

3. Scope of Work

The assignment aims to develop the full proposal for the UNCT Cambodia to be able to submit the full-fledged proposal to the UNPRPD Secretariat on 30 May 2021.

The assignment will be expected to:

- Conduct a desk review of all the relevant project documents (including approved Expression of Interest of UNPRPD, Inception Phase of UNPRPD, COVID-19 Situation Analysis, COVID-19 recovery plan, UNPRPD strategic operational framework 2020-2025, etc.), relevant documents of the Royal Government of Cambodia (RGC), and UN framework for the immediate socio-economic response to COVID-19.
- Conduct consultation with interested UN agencies in participating the proposal to identify the key areas, insights and recommendations that will respond to the disability inclusive development agenda as well as the purpose of the UNPRPD's strategic framework.
- Design methodology and tools to perform data collection including consultation/coordination with relevant stakeholders through a number of workshops, meetings and focus group discussions/ face to face/ virtually (taking into account of COVID-19 situation) or in-depth interviews with relevant stakeholders such as OPDs, CSOs, PWDs, UNCT and government ministries, private sector?, who might be involving in the project development. The Human Rights-Based Approach (HRBA)¹ shall be part of the methodology.
- Conduct a workshop to validate the situational analysis to ensure the key recommendations and findings are prioritized into the full-fledged proposal.
- Develop a first draft of the full proposal based on the template provided by the UNPRPD Secretariat.
- Finalize the full proposal of UN Joint Programme that meets the requirements of UNPRPD.
- Join and facilitate the meetings on the progress of the proposal in a regular basis and perform other tasks as required by the UNCT's proposal development working group.

4. **Expected Outputs and Deliverables**

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required by:
1	Inception report with detailed methodology and workplan in response to scope of work.	2 days	15 April 2021	<ul style="list-style-type: none"> • UNCT – proposal development working group • UNDP – ARR
2	<ul style="list-style-type: none"> • Conduct a desk review • Conduct data collection including a number of workshops, meetings and focus group discussion/ face to face or in-dept interviews with relevant stakeholders such as government 	14 days	30 April 2021	<ul style="list-style-type: none"> • UNCT – proposal development working group • UNDP – ARR

¹ [Checklist for a Human Rights-Based Approach to Socio-Economic Country Responses to COVID-19](#)
| [UNDP](#)

	ministries, OPDs, NGOs and UNCT			
3	<ul style="list-style-type: none"> Conduct a workshop to validate the situational analysis to ensure the key recommendations and findings are prioritized into the full proposal. 	7 days	23 May	<ul style="list-style-type: none"> UNCT – proposal development working group UNDP – ARR
4	<ul style="list-style-type: none"> Submit the first draft of the full proposal based on the template provided by UNPRPD Secretariat. Provide presentation and share it with UNCT and OPD for comments. 	5 days	10 June 2021	<ul style="list-style-type: none"> UNCT – proposal development working group UNDP – ARR
5	Submit the final full-fledged proposal to the UNCT	2 day	15 June 2021	<ul style="list-style-type: none"> UNCT – proposal development working group UNDP – ARR
Total # of Days:		30 days		

5. Institutional Arrangement

The Consultant will be worked closely with the UNCT's proposal development working group, and overall support and guidance from UNDP Project Coordinator and UNDP Cambodia's Programmes Unit. The Consultant will also work closely with relevant government officials who might be involved in the project development, Cambodian Disabled People's Organization (CDPO), to ensure the full proposal is well designed and sufficient based on the proposal template provided by the UNPRPD Secretariat.

Payments will be released based on confirmation of satisfactory outputs by the UNCT's proposal development working group, UNDP's Project Coordinator and Head of Programmes Unit. Meetings and appointments during consultant's missions will be coordinated by the consultant with the support from the UNCT's project development working group.

6. Duration of the Work

The duration is for 30 working days, from 12 April 2021 to 20 June 2021. A more detailed work plan of the assignment will be further elaborated in collaboration with UNCT – proposal development working group; and incorporated into the inception report.

7. Duty Station

This is a homebased consultancy. However, if he/she needs coordination or arrangements, the Project Coordinator will support if needed.

8. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none">Advanced university degree (Master Degree) in disability inclusion, social sciences, public administration, management, law, international development or another relevant field.
Experience:	<ul style="list-style-type: none">At least 7 years of relevant working experience in formulation of programs/proposals in disability sector with demonstrated success in resource mobilization.Previous experience in development/implementation of programs for inclusion of persons with disabilities.Strong knowledge and experience in national and international strategies, frameworks and policies in relation to disability inclusion and human rights.Previous working experience in Cambodia and knowledge of Cambodian institutional context is considered a strong asset.Experience with UNDP and/or other UN agencies is an added value.
Competencies:	<ul style="list-style-type: none">Good facilitation and presentation skill.Demonstrated ability to communicate effectively with various partners including the Government, UN and other development donors and high-quality liaison and representation capacity.Commitment to UN's mission, vision and values.Excellent organizational and time management skills.Understanding of human rights-based approach and its application in project/programme design .Strong interpersonal skills, ability to work with people from different backgrounds to deliver high-quality products.Be flexible and responsive to changes and demands.Be client oriented, discreet and open to feedback.Excellent computer literacy
Language Requirement:	Fluent in written and spoken English

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

Technical Evaluation Criteria	Obtainable Score
At least 7 years of relevant working experience in formulation of	30

programs/proposals in disability sector with demonstrated success in resource mobilization;	
Previous experience in development/implementation of programs for inclusion of persons with disabilities;	30
Strong knowledge and experience in national and international strategies, frameworks and policies in relation to disability inclusion and human rights;	20
Previous working experience in Cambodia and knowledge of Cambodian institutional context is considered a strong asset.	20
Total Obtainable Score:	100

10. Payment Milestones

This is a fixed output 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.

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of inception report	15 April 2021	20%
2	Upon satisfactory completion of output 2	2 May 2021	30%
3	Upon satisfactory completion of output 3	27 May 2021	20%
4	Upon satisfactory completion of output 4	14 June 2021	20%
5	Upon satisfactory completion of output 5	28 June 2021	10%

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.