



Terms of Reference

Assignment Title	Individual Consultant to Conduct UN Premises Disability Accessibility Assessment - IC/MWI/022-2021
Project	UN Malawi Disability Inclusion project
Type of Contract	Individual Contract (National)
Contract Period	30 working days
Supervisor	Sabina Lauber, UN Senior Human Rights Adviser, RCO
Location	Lilongwe
Country	Malawi

Background

Accessibility is a prerequisite for the inclusion of persons with disabilities in society. If buildings, goods and services are not accessible, persons with disabilities cannot live independently or participate fully and equally in society. Accessibility is relevant in numerous contexts, from the physical environment to public goods, transport, facilities, services, and information and communication (including information and communications technologies and systems).

Accessibility is relevant both to beneficiaries of UN programmes and all users of UN goods, services and premises, including UN staff. Accessibility is equally relevant in development and humanitarian contexts.

The UN Disability Inclusion Strategy, which was launched in June 2019, aims to bring about lasting and transformative change on disability inclusion in the work of the UN. Enhancing accessibility in both headquarters and in the field is part of that Strategy. Areas that usually require improved accessibility include the built environment; products and services; ICT; communications; and conferences, events and meetings.

Conducting an accessibility assessment is the first step to systematically address and enhance accessibility of facilities and services for UN staff with disabilities, and subsequently seeking to integrate accessibility into all UN work.

Purpose

The United Nations in Malawi seeks an accessibility consultant to assess the accessibility of the current UN premises to persons with disabilities.

- building access including conference rooms and meeting spaces, restrooms, lunch and snack areas, designated parking spaces, UNCT-wide facilities.
- accessibility of communications, including UNCT websites, documents, online consultation platforms, consultation procedures (Sign language interpretation, captioning)
- accessibility of UN transport (car fleets, vans and buses); and
- accessibility of emergency communication and evacuation procedures to all persons with disabilities, as well as emergency exits.

The Assessment shall produce a report of existing barriers to disability inclusion and propose possible adjustments, for consideration of the UN Operations Management Team (OMT).

Objective of this Consultancy

To identify existing barriers to disability inclusion, both physical and digital, in UN Malawi common premises and to produce a set of feasible and practical proposals to improve accessibility and enhance disability inclusion throughout the UN in Malawi.

Scope of Work

The UN Malawi is currently in the process of designing and building a common UN House that will integrate fully accessible facilities, both physical and digital. However, until this multi-year project is finalized, we seek to improve the accessibility of existing premises, as reasonably possible, with the goal of enhancing disability inclusion throughout the UN Malawi.

This consultancy seeks an accessibility consultant to undertake a thorough assessment of physical and digital accessibility of existing UN Common Premises in Lilongwe (listed below). The assessment will identify physical or digital barriers to disability inclusion and make recommendations to the UN OMT on reasonable and feasible improvements towards greater accessibility. In undertaking the assessment, the Consultant should consider accessibility by staff or visitors with diverse disabilities.

Deliverables

Under the overall supervision of the UN Senior Human Rights Adviser and in close collaboration with Operations Managers from each UN Agency, the Consultant is expected to:

- Work closely with the RCO Disability Officer and the RCO Common Services Operations Analyst to plan and undertake in person accessibility assessments of the UN Common premises listed below
- Identify physical, digital and other barriers in existing buildings, including:
 - a. building access including conference rooms and meeting spaces, restrooms, lunch and snack areas, designated parking spaces, UNCT-wide facilities such as clinics etc.
 - b. accessibility of communications, including UNCT websites, documents, online consultation platforms, consultation procedures (Sign language interpretation, captioning)
 - c. accessibility of UN transport (car fleets, vans and buses); and
 - d. accessibility of emergency communication and evacuation procedures to all persons with disabilities, as well as emergency exits
- Write a concise report on each building, identifying existing barriers to disability inclusion and propose action-oriented recommendations to address accessibility and propose possible adjustments, for consideration of the UN Operations Management Team (OMT)
- Undertake consultations with selected staff to assist with the assessment, which may include a staff survey developed in collaboration with the RCO Disability Officer and the RCO Common Services Operations Analyst

The total number of days for this consultancy is 30 (thirty) working days. This assignment must be completed by end August 2021, including a presentation to the OMT prior to this date.

Location of UN Offices in Lilongwe

Agency	Location
UNAIDS	Evelyn Court in Area 13

UN Women FAO UNDSS UNFPA UNESCO	
ILO	Mercantile Building in Area 13
UNHCR	Plot Number 100 in Area 14
UNICEF	City Centre, Airtel Complex in Area 40/31
WFP	Area 14, Family Dental Clinic, Area 14 Compound, City Centre
WHO	ADL House in City Centre
UNDP	Area 40/ 7 opposite Zowe House in City Centre, in addition to this UNDP has project offices in Area 12/ 293, 12/551 and 12/ 448

Payment Schedule

Deliverables	Tentative payment date	Percentage payment	of Payment Approved by
Payment upon submission of acceptable final report that incorporates comments received on the draft report	30/08/2021	100 %	Senior Human Rights Adviser

Education and Experience Required

- At least one university degree in architecture, urban design, urban studies, engineering, social sciences, public administration or any other related field.
- At least two years of professional experience working on accessibility reviews, disability inclusion or related projects.
- Demonstrated knowledge of international and national standards on accessible and disability inclusive construction, universal design and accessible communications/IT.
- Good strategic skills and at least two years' experience providing feasible recommendations to enhance accessibility in existing buildings.

Competencies:

- Fluent in English. Fluency in Chichewa is desirable.
- Demonstrated ability to provide a written action-oriented report in English

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below: When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

a) Responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation will be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualification		10%
At least one university degree in architecture, urban design, urban studies, engineering, social sciences, public administration or any other related field	10	
Experience		50%
At least two years of professional experience working on accessibility reviews, disability inclusion or related projects.	20	
Demonstrated knowledge of international and national standards on accessible and disability inclusive construction, universal design and accessible communications/IT.	15	
Good strategic skills and at least two year's experience providing feasible recommendations to enhance accessibility in existing buildings.	15	
Competencies		10%
<ul style="list-style-type: none">• Fluent in English. Fluency in Chichewa is desirable.• Demonstrated ability to provide a written action-oriented report in English	5 5	
Technical Criteria		70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents should be submitted:

- Provide a brief methodology on how you will approach and conduct the work
- Latest updated Curriculum vitae (CV) or Resume including past experience in similar projects and at least 3 references.
- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP. **Template of Letter of Confirmation of Interest and Availability can be accessible from this [UNDP Malawi Procurement page](#)**
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an

organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Lump-sum contracts

The financial proposal shall specify a total lump-sum amount. The payment is based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel within Lilongwe and other anticipated costs). No DSA or accommodation will be provided for this consultancy.

Submission Instructions

Proposals may be submitted on or before the deadline as indicated below. Proposals must be submitted using this generic email etenderbox.mw@undp.org with the **Mandatory email subject: Individual Consultant to Conduct UN Premises Disability Accessibility Assessment - IC/MWI/022-2021 (bids will not be considered, if failed to adhere to this instruction)** address only.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

Completed proposals should be submitted using no later than **27th July 2021 (Malawi Time)**.

For any clarification regarding this assignment please write to Susan Mkandawire on procurement.mw@undp.org. Only written communication will be responded.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.