



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: March 19<sup>th</sup>, 2014

---

**Country: South Africa**

**Description of the assignment:** SUPPORT STATISTICS SA TO DEVELOP AND PILOT A MODULE TO MEASURE DISAGGREGATED DATA ON DISABILITY AMONGST CHILDREN AGED 0-4 YEARS OF AGE FOR FUTURE INCLUSION IN GENERAL HOUSEHOLD SURVEYS AS WELL AS NATIONAL CENSUS

**Project name:** United Nations Partnership to promote the Rights of Persons with Disabilities Multi-Party Fund

**Period of assignment/services (if applicable): 31 days within 3 months**

Proposal should be submitted by email to [procurement.za@undp.org](mailto:procurement.za@undp.org) no later than **28<sup>th</sup> March 2014**, indicating the description of the assignment in subject.

Any request for clarification must be sent in writing by standard electronic communication to the e-mail indicated above. *UNDP* will respond in writing by standard electronic mail and may send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

---

## 1. BACKGROUND

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

StatsSA, as the state agency responsible for the collection, production and dissemination of official and other statistics, including conducting of population census, and for co-ordination among producers of statistics, is fully compliant with internationally-accepted norms to protect human rights and fundamental freedoms and ethical principles in collection and use of statistics.

StatsSA has significantly remodelled its approach towards mainstreaming disability in its operations following ratification of the Convention and has aligned its annual household survey as well as census questionnaires with the Washington Group on Disability Statistics framework. However, the analysis is confined to individuals aged 5 years or older as the quality of information for children below the age of five years is usually very poor. Children are often mistakenly categorised as being unable to walk, remember, communicate or care for themselves when it is due to their level of development rather than any innate disabilities they might have. As a result, no data has been available on children aged 0-4 years from the census or StatsSA household surveys since the Washington group questions were introduced.

The UN Country Team in South Africa, in partnership with the Department of Women, Children and People with Disabilities, successfully applied for funding from the United Nations Partnership to promote the Rights of Persons with Disabilities Multi-Party Fund.

The project is aimed at achieving three complementary outcomes; namely to:

- 1) strengthen M&E capacity for effective oversight and advocacy for promotion of rights of persons with disabilities (UNDP-DWCPD-StatsSA);
- 2) establish a CRPD compliant legal and policy framework to implement provisions of the Convention in South Africa (OHCHR-DWCPD); and
- 3) reduce economic vulnerability of persons with disabilities (UNICEF-DWCPD).

The programme implementation is envisaged to take approximately 18 months (July 2013 – December 2014).

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

- To strengthen the capacity of Statistics SA on disability sensitive sample and questionnaire design, data collection, entry and analysis to fill data/evidence gap on disability in national surveys;
- To support Statistics SA to develop and pilot a modular to measure disability amongst children aged 0-4 years of age for future inclusion in general household surveys as well as national census.

### **Project deliverables**

- A 3 – 4 days training workshop report of approximately 25 statisticians on disability sensitive sample and questionnaire design, data collection, entry and analysis to fill data/evidence gap on disability in national surveys
- One module of questions to measure disability amongst children aged 0 -4 years of age in a household survey by February 2014
- Comparative study of reliability and application of local surveys using the WHO ICF-CY Handbook data collection methods with census and household outcomes
- One two day stakeholder workshop report with the national disability machinery (key national departments, provincial disability focal points and M&E coordinators, SALGA as well as disability organizations and institutions of higher education) on disability disaggregated data collection and analysis.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- A minimum of an honours or master degree in either statistical sciences
- Knowledge and at least 2 years' experience of disability sensitive sample and questionnaire design, data collection, entry and analysis to fill data/evidence gap on disability in national surveys within the context of the Convention on the Rights of Persons with Disabilities
- Knowledge and experience of the measurement of disability, particularly amongst children
- Knowledge and at least 2 years' expertise of questionnaire design, particularly concerning child disability.

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

#### **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are 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 (not including travel)

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

### 1. Lowest price and technically compliant offer

*When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:*

*a) responsive/compliant/acceptable, and*

*b) offering the lowest price/cost*

*“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.*

## ANNEX

### ANNEX 1- TERMS OF REFERENCES (TOR'S)

### ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS