

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	National Consultant to Conduct capacity assessment need on the disability inclusive social protection for DAC-SG and Provincial DAC
Cluster/Project:	Disability under Programme and Result Unit
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh
Expected Place of Travel:	N/A
Contract Duration:	15 days, from 27 September 2021 to 30 November 2021

2. Project Description

The Royal Government of Cambodia (RGC) has taken effective steps in promoting living conditions of persons with disabilities in Cambodia, and thus there were the evidence of ratification of UNCRPD, signature of the Marrakesh Treaty, development of the National Disability Strategic Plan 2019-2023, amending to the disability law. The Royal Government of Cambodia has created institutional mechanisms for the protection of the rights of persons with disabilities such as the Disability Action Council (DAC) and the Disability Rights Administration in the Ministry of Social Affairs, Veterans and Youth (MoSVY). One of the strategic objectives of NDSP2 mentioned the increase works and economic security for persons with disabilities and come up with the strategy to implement social security fund for any individual under the regulation of Labor Law to allow employees who are members of National Social Security Fund (NSSF) to receive allowances from work accidents.

Social protection is fundamental for persons with disabilities to achieve their effective inclusion and active participation in society. The RGC's long-term vision is to build an efficient and financially sustainable social protection system that serves as a policy tool for reducing and preventing poverty, vulnerability, and inequality. The Identification of Poor Households Program (IDPoor) is a national program and procedure to identify the poor households nationwide that is responsible by the Ministry of Planning.

Recently, the number of the newly confirmed COVID-19 cases has significantly increased. Some areas of the Phnom Penh City and some provinces were lockdown for one or two weeks to prevent further transmission in the communities. The RGC officially launched the "Social Assistance in Cash After Lockdown to support the families of people with low living standards who are facing difficulties after the implementation of large-scale lockdown measures." Persons with disabilities have been added to this social assistance program; however, there is limited understanding of the local authorities to identify persons with disabilities that left them out from the identification process. Another challenge is the disability inclusive social protection is quite new concept for both disability and social protection actors or policy makers to ensure persons with disabilities have fully access to the national social protection system.

3. Scope of Work

The assignment aims to assist the DAC-SC and Provincial DACs to conduct the capacity need assessment on knowledge of the DAC-SC and Provincial DACs on the disability inclusive social protection and provide the recommendations for policy advocacy

The assignment will be expected to:

- Review the relevant policies and legal frameworks related to the disability and social protection in Cambodia and other developing and developed countries;

- Develop the capacity need assessment tools (both qualitative and quantitative tools) to assess the knowledge of the DAC-SC, Provincial DACs, key Provincial DAC members, and relevant CDPOs and DPOs at five targeted provinces (Kg. Cham, Kg. Speu, Tbong Khmum, Siem Reap and Battambang) on the social project and how it related to disability inclusion;
- Conduct the capacity assessment with the DAC-SC, Provincial DACs, key Provincial DAC members, and relevant CDPOs and DPOs at five targeted provinces (Kg. Cham, Kg. Speu, Tbong Khmum, Siem Reap, and Battambang);
- Analyze and present the results of the assessment to the DAC-SC, Provincial DACs, key Provincial DAC members, and relevant CDPOs and DPOs at five targeted provinces (Kg. Cham, Kg. Speu, Tbong Khmum, Siem Reap, and Battambang) for their comments and feedback;
- Draft and develop the report of the capacity need assessment by highlighting the knowledge gaps and provide concrete recommendations to address those gaps.

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.	1 day	27 September 2021	<ul style="list-style-type: none"> • Project Coordinator • Programme Analyst, UNDP • ARR Programmes, UNDP
2	Develop tools of the capacity assessment on disability inclusive social protection	3 days	04 October 2021	<ul style="list-style-type: none"> • Project Coordinator • Programme Analyst, UNDP • ARR Programmes, UNDP
3	Conduct the assessment with the relevant government line ministries (social protection actors) institutions, DPOs and NGOs.	6 days	25 October 2021	<ul style="list-style-type: none"> • Project Coordinator • Programme Analyst, UNDP • Head of Programmes, UNDP
4	Develop the draft report and present the results of the assessment to UNDP, DAC-SC, Provincial DACs, CDPO and DPOs for their feedbacks and recommendations	3 days	01 November 2021	<ul style="list-style-type: none"> • Project Coordinator • Programme Analyst, UNDP • ARR Programmes, UNDP
5	Final the report of the capacity need assessment with concrete recommendations	2 days	10 November 2021	<ul style="list-style-type: none"> • Project Coordinator • Programme Analyst, UNDP • ARR Programmes, UNDP

Total # of Days:	15 days
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5. Institutional Arrangement

The Consultant will be directly supervised by the Project Coordinator, under overall guidance from UNDP Cambodia's Programmes Unit, S/he will also work closely with relevant government officials including DAC-SC, relevant national and internal NGOs, donors, CDPOs, DPOs and CSOs to ensure the input and feedback are well collected and analysed in the assessment report.

Payments will be released based on confirmation of satisfactory outputs from the Project Coordinator, Programme Analyst, and the Head of Programmes. Meetings and appointments during consultant's mission will be coordinated by the consultant.

6. Duration of the Work

The duration is for 15 working days, from 27 September 2021 to 30 November 2021. A more detailed work plan of the assignment will be further elaborated in collaboration with Project Coordinator and DAC-SC; and incorporated into the inception report.

7. Duty Station

This is a virtual and/or physical 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"> At least advanced university degree (master's degree) in social protection, socio-economic, social science, public health, disability, rehabilitation or other related field researches.
Experience:	<ul style="list-style-type: none"> At least 5 years of relevant working experience in the social protection or scheme projects/ programs Experience for developing and conducting the capacity need assessment related to social protection, financial schemes, disability pension, social insurance schemes or public services Strong knowledge and experiences in national and international strategics, frameworks and policies in relation to social protection, financial schemes, disability pension, social insurance schemes, public services support schemes, disability inclusion, and human rights. Previous experience or be the members of the working group to develop and conduct the capacity need assessment on social protection, financial schemes, disability pension, social insurance schemes, public services, disability inclusion for the government
Competencies:	<ul style="list-style-type: none"> Demonstrated ability to communicate effectively with government and development partners. Good facilitation and presentation skill. Strong interpersonal skills, ability to work with people from different backgrounds to deliver quality products within short timeframe. Be flexible and responsive to changes and demands. Be client oriented and open to feedback. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. Treats all people fairly without favoritism. Excellent computer literacy.
Language Requirement:	Fluent in written and spoken English and Khmer

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

Technical Evaluation Criteria	Obtainable Score
Demonstrated ability and experience to communicate effectively with various partners including the government, UN and other development donors and high-quality liaison and representation at local and national levels;	20
Strong experience and knowledge developing and conducting the capacity need assessment related to social protection, financial schemes, disability pension, social insurance schemes or public services with the government;	40
Strong knowledge and experience in national and international strategics, frameworks and policies in relation to social protection, financial schemes, disability pension, social insurance schemes, public services support schemes, disability inclusion, and human rights;	20
Previous experience or be the members of the working group to develop and conduct the capacity need assessment on social protection, financial schemes, disability pension, social insurance schemes, public services, disability inclusion for the government.	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 output 1, 2, 3 and 4	02 November 2021	70%
2	Upon satisfactory completion of output 5	11 November 2021	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.

1. To be added