

## **TERMS OF REFERENCE**

### **Individual Contractor**

#### **1. Assignment Information**

<b>Assignment Title:</b>	National Consultant to Develop the guiding document on the function and coordination of Provincial Disability Action Council
<b>Cluster/Project:</b>	Disability under Programme and Result Unit
<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>	20 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 created institutional mechanisms for the protection of the rights of persons with disabilities such as the Disability Action Council (DAC), Persons with Disabilities Foundation, Department of Welfare for Persons with Disabilities and the Disability Rights Administration in the Ministry of Social Affairs, Veterans and Youth (MoSVY).

The Prakas (No.002) on the organization and functioning of the Provincial DAC at provinces and towns was issued in 2014. The Prakas aimed to define the organization and functioning of the Disability Action Council as a mechanism for coordination and consultation on disability issues at the capital and provincial levels. Article 3 of the Prakas has clearly mentioned the key roles and duties of the Provincial DAC as follows:

- Provide technical advisory support on disability issues and rehabilitation at the Municipal/Provincial level;
- Support in development of policies, national plan and strategies related to disability and rehabilitation at the Municipal/Provincial level;
- Promote the implementation of policies, law, and other regulations related to disability at the Municipal/Provincial level;
- Monitor and evaluate the implementation of policies, national plan, law and other regulations related to disability issues at the Municipal/Provincial level and report on the situation of persons with disabilities at the Municipal/Provincial level to the DAC;
- Communicate with national and international communities to exchange experiences and mobilise resources locally and internationally;
- Organise the national and international day of persons with disabilities, and other disability events;
- Promote and monitor the implementation of the CRPD at the Municipal/Provincial level and provide the progress report.

However, some Provincial DACs remain facing a challenge to perform their roles and duties based on the Prakas. The limitation of organizing the effective meeting with the members, the development of the annual work plan and budget plan, monitoring and evaluation of their activities, and how to report in result based oriented. They also have a challenge to monitor and develop the UNCRPD report which is one of the key roles to support the Disability Action Council at the sub national level. Given the fact that roles and responsibilities of provincial DAC are crucial to promote the rights of persons with disabilities at the sub national, a proper guiding documents and road map to guide the Provincial DACs to effectively

perform their roles and duties is needed.

### 3. Scope of Work

The assignment aims to assist the DAC-SC and Provincial DACs to develop the guiding document on the function and coordination of Provincial DAC to ensure the Provincial DAC effectively coordinates and provides better support to the disability sector at the sub-national level including the resource mobilization. The consultant is also expected to provide training on how to apply the guidelines.

The assignment will be expected to:

- Conduct a desk review the DAC Prakas No.002, particularly on the roles and duties of the Provincial DAC, and come up with the guiding procedures for each role to promote the application of them;
- Conduct meetings with the DAC-SC team and Kg. Cham PDAC team to understand the lesson learned and best practices of the Kg. Cham Provincial DAC to include in the guiding document;
- Conduct interview with other four Provincial DACs (Tbong Khmum, Siem Reap, Kg. Speu, and Battambang), separate interviews with other 19 Provincials DACs and relevant national and internal NGOs, donors, CDPOs, DPOs, GBV networks and CSOs to ask for their recommendations and advice on the key activities to include in the guiding document;
- conduct an in-depth analysis on the key information throughout the meetings, interviews, and group discussion, to be included in the guiding document;
- Provide presentation on the draft guiding document to the DAC-SG, Provincial DACs, relevant national and internal NGOs, donors, CDPOs, DPOs, GBV networks and CSOs and ask for their final feedbacks and recommendations;
- Finalize the guiding document on the function and coordination of Provincial DAC;
- Develop the training materials for the guiding document to be trained to the DAC-SG and Provincial DACs;
- Provide training on guiding document to the DAC-SC and Provincial DACs.

### 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.	2 days	27 September 2021	<ul style="list-style-type: none"> <li>• Project Coordinator</li> <li>• Programme Analyst, UNDP</li> <li>• ARR Programmes, UNDP</li> </ul>
2	Complete data collection and interview with the DAC-SG, Provincial DACs, relevant national and internal NGOs, donors, CDPOs, DPOs and CSOs	9 days	19 October 2021	<ul style="list-style-type: none"> <li>• Project Coordinator</li> <li>• Programme Analyst, UNDP</li> <li>• ARR Programmes, UNDP</li> </ul>
3	<ul style="list-style-type: none"> <li>- Presentation on Guiding document to DAC-SG, PDACs for feedback/ comments</li> <li>- Submit the draft Guiding Document on the function and coordination of</li> </ul>	2 days	25 October 2021	<ul style="list-style-type: none"> <li>• Project Coordinator</li> <li>• Programme Analyst, UNDP</li> <li>• Head of Programmes, UNDP</li> </ul>

	Provincial Disability Action Council			
4	Submit the final the guiding document on the function and coordination of Provincial DAC	2 day	29 October 2021	<ul style="list-style-type: none"> <li>• Project Coordinator</li> <li>• Programme Analyst, UNDP</li> <li>• ARR Programmes, UNDP</li> </ul>
5	Develop the training materials for the Guiding Document to be trained to the DAC-SG and Provincial DACs	3 days	10 November 2021	<ul style="list-style-type: none"> <li>• Project Coordinator</li> <li>• Programme Analyst, UNDP</li> <li>• ARR Programmes, UNDP</li> </ul>
6	Provide training on the Guiding Document to the DAC-SC and Provincial DACs	2 days	15 November 2021	<ul style="list-style-type: none"> <li>• Project Coordinator</li> <li>• Programme Analyst, UNDP</li> <li>• ARR Programmes, UNDP</li> </ul>
<b>Total # of Days:</b>		<b>20 days</b>		

### **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, GBV networks and CSOs to ensure all feedback and input are well collected and integrated into the Guiding Document as well as the training materials.

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 20 working days, from 27 September to 15 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**

<b>Education:</b>	<ul style="list-style-type: none"> <li>• At least advanced university degree (master's degree) in social sciences, social development, disability, rehabilitation or other related field researches.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least 5 years of relevant working experience in the development and implementing the disability projects/ programs</li> <li>• Solid experience in developing guidelines/policies and learning materials to guide and train the implementers</li> <li>• Strong knowledge and experiences in national and international strategies, frameworks and policies in relation to disability inclusion, access to justice, social protection and human rights.</li> <li>• Previous experience or be the members of the working group to develop the policies or guidelines for the government</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> <li>• Treats all people fairly without favoritism.</li> <li>• Excellent computer literacy.</li> </ul>
<b>Language Requirement:</b>	Fluent in written and spoken English and Khmer

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

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
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 of guidelines or policies development for the government and in development of learning materials	40
Strong knowledge and experience in national and international strategies, frameworks and policies in relation to disability inclusion, access to justice, social protection and human rights.	20
Previous experience or be the members of the working group to develop the policies or guidelines for the government.	20
<b>Total Obtainable Score:</b>	<b>100</b>

### **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.

<b>N</b>	<b>Outputs/Deliveries</b>	<b>Payment Schedule</b>	<b>Payment Amount</b>
1	Upon satisfactory completion of output 1, 2, 3 and 4	01 November 2021	70%
2	Upon satisfactory completion of output 5 and 6	16 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