



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

National Consultant to Customise and pilot a tool to advance our understanding of stigma and discrimination against women with disability

IC2022/WSM/018

A. Project Title:

Addressing stigma, discrimination and violence for empowering women with disabilities Project.

B. Background:

Gendered social norms and related stereotypes lie at the root of gender inequality, operating at all levels of society including state duty-bearers, communities, families and even women themselves, impeding the exercise of their human rights including their equal participation and access to services. This is recognized in the CEDAW Article 5 which requires State Parties to take all appropriate measures to modify the social and cultural patterns of conduct of men and women, with a view to achieving the elimination of prejudices and customary and all other practices which are based on the idea of the inferiority or the superiority of either of the sexes or on stereotyped roles for men and women. Women and girls with disabilities face intersectional challenges of stigma and discrimination based both on their gender and their disability, leaving them further behind. Development interventions have in practice focused on legal, policy and institutional responses to strengthen gender equality and disability inclusion. Essentially, these and other initiatives should form part of the broader system-wide approaches which address norms and stereotypes and behaviour related to them. Too often, the latter is either neglected, or addressed only through awareness-raising campaigns with no reliable means to monitor their effectiveness in changing attitudes and behaviour. Development practice still lacks tried and tested methodologies to change behaviour and evaluate impact.

The UNDP (and other UN entities) have in recent years paid more attention to the potential of interventions based on behavioural science to change attitudes and behaviour rooted in stigma, and to more scientific methods to monitor and evaluate the impact and learn what works. They are now beginning to explore applications in the field of gender equality, but they have yet to achieve substantial impact at the country level.

The UNDP in collaboration with UN Women is leading a Global programme entitled ***Addressing stigma and discrimination for empowering women and girls with disabilities and protecting them from violence*** in four countries including Samoa. The main project outcome is National stakeholders (governmental and non-governmental) are capable to address stigma and discrimination against women and girls with disabilities. At the output level, it is intended that knowledge of the stigmatization of women and girls with disabilities at the policy level is strengthened by the (i) development and implementation of a pilot tool to



*Empowered lives.
Resilient nations.*

detect, identify, and assess stigma and discrimination against women and girls with disabilities; and (ii) awareness and sensitization campaign on the rights of women and girls with disabilities to live a life free of stigma.

The project will be based on a victim-centred and evidence-based approach, that fully takes into account the voices and experiences of women and girls with disabilities victims and survivors of stigma, violence and discrimination. The project's strategy will ensure a participatory approach by effectively engaging stakeholders in the planning, designing, implementation, monitoring and evaluation of the project. A critical component of the programme is developing tools to detect and assess stigma and discrimination against women with disabilities. To that end, an international consultant has been recruited by the Global Programme to support Country Offices in customizing the developed tools and framework of interventions.

C. Objectives of the Assignment:

Under the overall supervision of the UNDP Assistant Resident Representative for the Governance and Poverty Reduction Unit (GPRU), and the direct supervision of the ASDWD/A2J Programme Manager, the UNDP is planning to recruit a **national** consultant to:

- lead the customization and piloting phase of the developed tool

The main objective of this consultancy is to customize the developed tools and framework of interventions to address stigma and discrimination for empowering women and girls with disabilities.

Under the direct supervision of the UNDP ASDWD/A2J Programme Manager, the consultant will perform the following tasks:

The specific activities are as follows:

- 1) Desk review of existing diagnostic tools at the country level addressing stigma and discrimination (particularly to disability-related stigma/discrimination and/or in the context of access to political participation and access to justice) and to share with the international consultant and the UNDP and UN Women. Coordinate with the international consultant and provide required data, updates and other information as required.
- 2) In partnership with the international consultants, lead the customization process of the tool in consultation with the Nuanua ole Alofa (NOLA), Disability Sector, Ministry of Women, Community & Social Development, Ministry of Justice, Courts Administration, National Human Rights Institute, persons with disabilities, and other stakeholders.
- 3) Lead field testing of the tool with a small sample of women with disabilities, summarise their feedback, and report this back to the international consultants, UNDP, UN Women and other stakeholders.

- 4) Lead preparation and implementation of the pilot phase of data collection, including developing training materials, train stakeholders/data collectors, lead and support the initial testing and rollout of the diagnostic tool.
- 5) Participate in virtual webinars to share experiences on the initial pilot of the diagnostic tool.
- 6) Summarise findings from the pilot and produce a report with the main findings and recommendations to inform further development and implementation of the tool as well as strategic engagement and policymaking.
- 7) End of mission report summarizing consolidated and finalized knowledge, including a final customized tool and intervention.

D. Expected Deliverables and Payment Schedule

The consultant is expected to work and deliver the following results:

1. In partnership with the international consultants, customize the tool for Samoa addressing stigma and discrimination (particularly to disability-related stigma/discrimination and/or in the context of access to political participation and access to justice), based on the globally developed tool after completion of documents review and consultations.
2. Field testing of the tool completed and summary of feedback produced.
3. Training materials for pilot developed and training delivered.
4. Pilot diagnostic tool in consultation with international consultants, key and other relevant stakeholders in-country, UNDP and UN Women.
5. Summarise findings and produce a final report including recommendations.

DELIVERABLES	TIMING	RESPONSIBILITIES
Customize the draft tool for Samoa addressing stigma and discrimination (particularly to disability-related stigma/discrimination and/or in the context of access to political participation and access to justice), based on the globally developed tool.	5 days	Consultant
Lead field testing of customized tool and summarise feedback.	5 days	Consultant
Develop training materials and deliver training.	5 days	Consultant
Lead pilot of the tool in consultation with international consultants, key and other relevant stakeholders in-country, UNDP and UN Women.	6 days	Consultant

Collect data, summarise results, and produce a report based on the findings and recommendations of the pilot of the tool, including the final customized tool.	16 days	Consultant
Total	37 days	100%

The Consultancy fee in WST (Tala) will be paid after certification by the UNDP of satisfactory performance and submission of the expected deliverables and in accordance with the signed contract and as per schedule below. The consultant is expected to quote a lump sum in WST (Tala) to include all deliverables and three (3) missions to Savaii at a maximum of 11 days.

DELIVERABLES	DUE DATE (%)	AMOUNT IN WST TO BE PAID AFTER CERTIFICATION BY WILS TEAM OF SATISFACTORY PERFORMANCE OF DELIVERABLES
Draft customized tool for Samoa addressing stigma and discrimination (particularly to disability-related stigma/discrimination and/or in the context of access to political participation and access to justice), based on the globally developed tool after completion of documents review and consultations.	By 17 th June 2022 (20%)	\$xxx
Lead field testing of the customized tool and summarise feedback.	By 8 th July 2022 (20%)	
Training materials for pilot developed and training delivered.	By 29 th July 2022 (20%)	\$xxx
Pilot the tool in consultation with international consultants, key and other relevant stakeholders in-country, UNDP and UN Women.	By 26 th August 2022 (20%)	



*Empowered lives.
Resilient nations.*

Summarise results from the pilot and based on the findings, produce a final report including recommendations.	By 16 th September 2022 (20%)	\$xxx
TOTAL	100%	\$xxx

E. DURATION:

The total duration of the contract assignment will be 37 working days between May to September 2022.

F. LOCATION:

The assignment is home-based with travel in both Upolu and Savaii, Samoa.

G. COMPETENCIES:

Functional

- Ability to function effectively under pressure and tight deadlines
- Self-motivated and able to work independently
- Excellent oral and written communication and interpersonal skills
- Creative thinking and emotional intelligence
- Excellent writing and editing skills
- Excellent analytical skills

Professional skills

- Demonstrates strong ability to manage, facilitate and engage in discussions with multiple stakeholders in a formal setting, seeking to encourage participation in an open and collegial environment;
- Proactive in problem-solving and recommendation for conflict prevention and resolution;
- Strong ability in managing confidential and politically sensitive issues, in a responsible way, and in accordance with protocols;
- Demonstrated experience working collaboratively in a team structure in a multicultural environment;

Interpersonal and communication skills

- Strong communication skills and proven ability to collaborate between different actors and high levels of internal and external relationship management;



*Empowered lives.
Resilient nations.*

- Uses tact and sensitivity when delivering sensitive information or resolving delicate issues;
- Demonstrates openness to change and ability to manage complexities;
- Remains calm, in control and good humored even under pressure;

Corporate

- Demonstrates integrity and fairness by modelling the UNDP/UN Women's values and ethical standards;
- Promotes the vision, mission and strategic goals of the UNDP/UN Women;
- Displays sensitivity and adaptability when working with a diverse array of genders, religions, races, nationalities and ages

H. QUALIFICATIONS AND EXPERIENCE OF THE SUCCESSFUL CONTRACTOR:

The consultant should fulfil the following requirements:

Education

- Master's degree in Psychology, behavioural science, or other related fields is required. Qualification relevant to stigma and discrimination would be an asset.

Experience and skills

- At least 5 years of relevant experience in conducting research and/or implementing development interventions addressing stigma and discrimination, preferably in the fields of disability and/or gender equality, is required.
- Proven professional experience in the field of VAW/GBV/politics and access to justice are required.
- Demonstrated experience in developing, field-testing and evaluating diagnostic tools related to stigma and discrimination and assessing results to inform programming, preferably in the fields of disability and/or gender equality, is required.
- Previous experience working on projects aimed at empowering persons with disabilities and/or gender equality, particularly in the field of prevention of/response to SGBV is highly desirable and an asset.
- Experience and sound understanding of the UNDP/UN Women systems and mandates is an asset.

Language and other skills

- Good command of English and Samoan.

I. EVALUATION CRITERIA:



*Empowered lives.
Resilient nations.*

- Only those applications that are responsive and compliant will be evaluated. Incomplete applications will not be considered.
- Offers will be evaluated according to the combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%.
- The technical criteria (education, experience, language) will be based on a maximum 100 points. Only candidates that have achieved a minimum of 70 points from the review of education, experience and language will be deemed technically compliant and considered for financial evaluation.
- Financial score (30%) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified.
- The financial proposal shall specify an all inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, a detailed must be provided in the format of the Financial Proposal Template (including all foreseeable expenses, travel costs etc to carry out the assignment).
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Technical Evaluation Criteria:

- Master's degree in Psychology, behavioural science, or other related fields is required. Qualification relevant to stigma and discrimination would be an asset. (15 points)
- At least 5 years of relevant experience in conducting research and/or implementing development interventions addressing stigma and discrimination, preferably in the fields of disability and/or gender equality, is required. (20 points)
- Proven professional experience in the field of VAW/GBV/politics and access to justice are required. (15 points)
- Demonstrated experience in developing, field-testing and evaluating diagnostic tools related to stigma and discrimination and assessing results to inform programming, preferably in the fields of disability and/or gender equality, is required. (15 points)
- Previous experience working on projects aimed at empowering persons with disabilities and/or gender equality, particularly in the field of prevention of/response to SGBV is highly desirable and an asset. (15 points)
- Experience and sound understanding of the UNDP/UN Women systems and mandates is an asset. (10 points)
- Good command of English (10 points)



*Empowered lives.
Resilient nations.*

J. RECOMMENDED PRESENTATION OF PROPOSAL:

Interested Individual Consultants must submit ALL the following documents/information to demonstrate their qualifications in one single PDF document:

- Duly accomplished confirmation of Interest using the template provided by UNDP (Annex 1)
- Personal CV or P11 (Annex 2)
- Financial Proposal (Annex 3)
- Technical Proposal [methodology and workplan] (Annex 6)

Incomplete applications will not be considered, they will be disqualified automatically.

Queries about the position can be directed to procurement.ws@undp.org

Due Date for submission of proposals is 26 May 2022, 5PM Samoa time.

All proposals should be submitted through the UNDP job-site. Email submission of proposals will not be accepted.

K. ANNEXES TO THIS TOR:

Annex 1 – Letter of Interest and availability template

Annex 2 – P11 template

Annex 3 – Financial Proposal template

Annex 4 – UNDP General Terms and Conditions for IC

Annex 5 – UNDP General Terms and Conditions for RLA

L. APPROVAL BY:

This Terms of Reference is approved by:

Name and Designation: Christina Mualia-Lima, Assistant Resident Representative

Signature: _____

Date of Signing: _____