

TERMS OF REFERENCE

International Consultant for Conducting an Accessibility Assessment in Tanzania

Location:	Home-based
Type of Contract:	Individual contract
Post Level:	International Consultant
Languages Required:	English
Duration of Initial Contract:	20 consultancy days
Expected Duration of Assignment:	1 August 2022 – 31 October 2022

BACKGROUND

The United Nations Disability Inclusion Strategy (UNDIS) was launched by the Secretary-General in June 2019 to raise the United Nations (UN) performance on disability inclusion across the organization. The Strategy provides the foundation for sustainable and transformative progress on disability inclusion through all pillars of the UN work in peace and security, human rights, and development. The Strategy enables the UN system to support the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) and other international human rights instruments, as well as the achievement of the Sustainable Development Goals (SDGs).

Enhancing accessibility in both headquarters and in the field is part of the Strategy. 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). Areas that usually require improved accessibility include the built environment; products and services; ICT; communications; and conferences and events.

Accessibility is relevant both to beneficiaries of UN programmes and all users of UN goods, services and premises, including UN staff. Conducting a baseline accessibility assessment of UN premises and services 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 the UN's work across the board. With in-house personnel, the UN has already started undertaking accessibility assessments of selected common premises in Tanzania, but no assessment of services has been conducted so far.

PURPOSE

As part of the implementation of the Strategy at the country-level, the UN seeks an International Consultant to support the undertaking of an accessibility assessment of UN common services in Tanzania.

The specific objective of the assignment is to identify existing barriers to disability inclusion in UN Tanzania common services; to produce a set of feasible and practical proposals; and develop an overarching accessibility plan to improve accessibility and enhance disability inclusion throughout the UN in Tanzania.

DUTIES AND RESPONSIBILITIES

The UN seeks a home-based, International Consultant to develop tools for and undertake a thorough assessment of accessibility of the existing UN common services in Tanzania. The assessment will identify barriers to disability inclusion and make recommendations on reasonable and feasible improvements towards greater accessibility. It will be complemented by an on-site accessibility assessment of common premises already being conducted by the UN. The assessment should consider accessibility by staff or visitors with diverse disabilities.

In undertaking the assessment of services, the International Consultant will work in close cooperation with relevant staff and/or other stakeholders in Tanzania. The assignment involves cooperation with and inputs from relevant UN inter-agency coordination groups, including the Operations Management Team (OMT), Gender Equality and Human Rights Coordination Mechanism (GE&HRCM), Human Resources Working Group (HRWG), ICT Working Group (ICT WG), Administration & Common Premises Working Group (Admin WG) and UN Communications Group (UNCG). The UN Resident Coordinator's Office (RCO) will facilitate and support liaison with representatives of the inter-agency groups.

Under the overall supervision of the Special Assistant to the UN Resident Coordinator and in close cooperation with the on-site focal points and relevant inter-agency groups, the consultant will perform the following duties:

- Review relevant background information, guidance and documents related to UN accessibility assessments and produce a workplan and methodology for the assessment.
- Develop tools in cooperation with relevant UN staff, including with disabilities, for undertaking an accessibility assessment of services listed below
 - accessibility of communications, including UNCT websites, documents, online consultation platforms, consultation procedures (Sign language interpretation, captioning);
 - recruitment and human resources services;
 - 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.

Gender and other diversity considerations should be integrated in the tools to the extent possible.

- Based on the tools and with the support of the RCO and other relevant UN staff, gather data online via various methods such as entity surveys, focus group discussions and/or key informant interviews. As relevant, coach the UN's on-site focal points (including an Architect) on how to gather missing pieces of information on-site.

- Analyze the gathered data and produce and present a concise (20-30 page) report and aligned PPT identifying existing barriers to disability inclusion. Propose action-oriented recommendations to address accessibility, including concrete proposed adjustments.
- Revise the report as per comments from inter-agency groups' members and other stakeholders.
- Based on the conducted assessment of services and other available assessments, including on the key UN premises, develop an overarching accessibility plan for UN common premises and services in collaboration and consultation with the OMT and other relevant stakeholders.

EXPECTED DELIVERABLES

1. Based on the review of relevant guidance and other materials, workplan and methodology for the assignment developed (3 days) – by 8 August 2022
2. Data collection and assessment tools developed and rolled out based on globally available materials and examples from other UN Country Teams (4 days) – by 22 August 2022
3. Based on the data gathered virtually through methods such as entity-surveys, focus group discussions, key informant interviews etc., a concise draft report (20-30 pages) and an aligned PPT on the findings, identifying existing barriers to disability inclusion and recommendations to address accessibility gaps produced and presented (7 days) – by 19 September 2022
4. Revised report, with comments from inter-agency groups' members and other relevant stakeholders incorporated (2 days) – by 3 October 2022
5. Accessibility plan for UN common premises and services produced in collaboration and consultation with the OMT and other relevant stakeholders (4 days) – by 24 October 2022

Financial arrangements:

Deliverables 1, 2, 3, 4 and 5 (20 working days) – 100%

COMPETENCIES

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission and strategic goals of UN;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates excellent oral and written communication skills; and
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills.

REQUIRED SKILLS AND EXPERIENCE

- Master's Degree or equivalent in social sciences, urban design, public administration or any other related field

- At least five years of professional experience working on accessibility assessments, disability inclusion or related projects
- Demonstrated knowledge of international standards on accessible and disability inclusive services, universal design and accessible communications/IT
- Excellent report writing skills
- Experience in intersectionality and gender mainstreaming work is an asset
- Fluency in English

EVALUATION CRITERIA

Criteria	Range	Score
Master's Degree or equivalent in social sciences, urban design, public administration or any other related field	10	
At least five years of professional experience working on accessibility assessments, disability inclusion or related projects	20	
Demonstrated knowledge of international standards on accessible and disability inclusive services, universal design and accessible communications/IT	20	
Excellent report writing skills in English	10	
Experience in intersectionality and gender mainstreaming work is an asset	10	
TOTAL Technical	70%	

APPLICATION PROCEDURE

Interested individuals must submit the documents mentioned below.

- Provide a brief (1-2 pages) methodology on how you propose to approach and conduct the work
- CV or completed and signed P11-Personal History Form with names and current contacts of 3 referees (Available at: http://sas.undp.org/documents/p11_personal_history_form.doc)
- Two sample assessment reports or other pieces of work relevant for the assignment
- Financial proposal: All-inclusive lump sum proposal for the assignment (including professional fees and other related expenses, such as insurance, taxes etc); as well as the breakdown of the lumpsum, clearly showing the daily fee

Note: The system does not allow multiple uploads of documents. Applicants must make sure to upload all documents in one PDF file.