



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### ADVERTISEMENT

#### INTERNATIONAL CONSULTANT FOR CONDUCTING AN ACCESSIBILITY ASSESSMENT IN TANZANIA

Date: 22 June 2022

**Procurement Notice No.:** IC/TZA/2022/UNDP- 013

**Duty Station:** Homebased

**Eligibility:** International Consultant (Female Candidates are highly encouraged to apply)

#### Description of the assignment

1. Review relevant background information, guidance and documents related to UN accessibility assessments and produce a workplan and methodology for the assessment.
2. Develop tools in cooperation with relevant UN staff, including with disabilities, for undertaking an accessibility assessment of services listed below
  - a. accessibility of communications, including UNCT websites, documents, online consultation platforms, consultation procedures (Sign language interpretation, captioning);
  - b. recruitment and human resources services.
  - c. accessibility of UN transport (car fleets, vans and buses); and
  - d. 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.
3. 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.
4. 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.
5. Revise the report as per comments from inter-agency groups' members and other stakeholders.
6. 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.

**Period of Assignment/Services:** 20 working days

**Separate technical and financial proposals** detailing how it is proposed to approach and conduct the work understanding of the TOR, Assignment methodology and work plan should be submitted through; [icprocurement.tz@undp.org](mailto:icprocurement.tz@undp.org) not later than Thursday 14 July 2022 at 10:00 hrs. (Local time):

**IMPORTANT NOTE:** The reference of the IC Procurement Notice No. IC/TZA/2022/UNDP-013 ("International Consultant for Conducting an Accessibility Assessment in Tanzania").

**Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address: [tenders.tz@undp.org](mailto:tenders.tz@undp.org).** UNDP Tanzania will respond in writing or by standard electronic mail to the requestor and share the answer with all invited offerors without identifying the source of inquiry. Please

Quote/Ref/: **IC/TZA/2022/UNDP-013** (“[International Consultant for Conducting an Accessibility Assessment in Tanzania](#)”) in all inquiries

## **1. 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.....etc.....etc.....

## **2. DUTIES AND RESPONSIBILITIES**

For detailed information on the tasks to be performed and expected deliverables, please refer to the Terms of Reference (TOR) attached.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS:**

### **Academic Qualifications:**

Profile of the International Consultant

### **Education:**

Hold at least a Master’s Degree or equivalent in social sciences, urban design, public administration or any other related field.

### **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

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

**NOTE: Technical and Financial Proposals must be submitted separately. The two must NOT be combined.**

### **i. TECHNICAL PROPOSAL**

Interested Individual Consultants must submit the following documents/information to demonstrate their qualifications:

- (i) Provide a brief (1-2 pages) methodology on how they will approach and conduct the work.
- (ii) **Personal CV** including past experience in similar projects and at least 3 references with valid contact details (Please clearly indicate names, valid telephone numbers and e-mail addresses of referees).
- (iii) Two sample assessment reports or other pieces of work relevant for the assignment

## ii. FINANCIAL PROPOSAL

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 (For detailed payment schedule, please refer to the TOR attached). 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.**

### Travel:

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expense should be agreed upon, between the respective Business Unit and individual Consultant, prior to travel and will be reimbursed.

### Proposed format for submission of Financial Proposal:

S/Nº	Item/Description	Amount (USD)
1.	Professional Fee (number of working day x Daily Rate)	
2.	Other expenses (please specify if any)	

## 5. EVALUATION METHOD

Individual Consultants will be evaluated based on the following methodology:

### **Cumulative Analysis:**

The contract will therefore be awarded to the Individual Consultant whose offer has been evaluated and determined as both:

- Responsive/compliant/acceptable, and
- Having received the highest score out of the pre-determined set of weighted technical and financial criteria specific to the solicitation:

\* Technical Criteria weight: 70%

\* Financial Criteria weight: 30%

Only candidates obtaining a minimum of 49% points in the technical evaluation will be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<b><u>Technical :</u></b>	<b><u>70%</u></b>	<b><u>70</u></b>
• Master's Degree or equivalent in social sciences, urban design, public administration or any other related field	10.00	
• At least five years of professional experience working on accessibility assessments, disability inclusion or related projects	20.00	
• Demonstrated knowledge of international standards on accessible and disability inclusive services, universal design and accessible communications/IT	20.00	
• Excellent report writing skills in English	10.00	
• Experience in intersectionality and gender mainstreaming work is an asset.	10.00	
<b><u>Financial:</u></b>	<b><u>30%</u></b>	<b><u>30</u></b>

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS

DocuSigned by:

*Jeremiah Mallonga*

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Jeremiah Mallonga

Operations Manager