

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	International Consultant to Develop the Guidelines on the Disability Inclusive Social Protection, practical checklists and toolkits of the guidelines and provide training of trainers (ToT) to the leaders and staff of DAC-SG, GS-NSPC, CDPO and relevant stakeholders on disability and social protection sectors.
Cluster/Project:	Disability under Programme and Result Unit
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Homebased and Phnom Penh, Cambodia
Expected Place of Travel:	Travel to Cambodia for data collection, workshops and meetings
Contract Duration:	40 working days with 10 days in Cambodia from 10 October 2022 to 23 February 2023

2. Project Description

The Royal Government of Cambodia has taken effective steps to promote the living conditions of persons with disabilities, evidenced by the ratification of the CRPD, adoption of the National Disability Strategic Plan 2019-2023 (NDSP2), and efforts to amend the 2009 Law on the Protection and the Promotion of the Rights of Persons with Disabilities (Disability Law). Cambodia's long-term vision is to build an efficient and financially sustainable social protection system. In 2017, the RGC established the National Social Protection Policy Framework 2016-2025 (SPPF), which aims to expand coverage and increase coherence between social assistance, social insurance and labour market schemes.

Persons with disabilities face greater exposure to risks and vulnerabilities throughout the life cycle which should be addressed by social protection systems. The recent dialogues between organisations of persons with disabilities (OPDs) and social protection policymakers were seen as a positive sign of growing interest to make the social protection framework more disability-inclusive. However, it also highlighted some challenges for persons with disabilities to access existing benefits. This may be caused by an insufficient level of awareness of Social Protection stakeholders/providers on disability inclusion, lack of information for persons with disabilities on social protection benefits, issues of physical access to social protection facilities etc. In addition, the recent review of SPPF highlighted issues of limited coverage and inadequacy of current disability relevant schemes.

Access to social protection is fundamental to enable persons with disabilities to achieve effective inclusion and active participation in society on an equal basis with others. The guidelines on the disability-inclusive social protection are needed to enhance the perspective towards disability in social protection systems that should move away from a model based on the inability to work, and towards a human rights-based model as outlined in the Convention on the Rights of Persons with Disabilities (CRPD). In addition, it may be necessary to enhance the knowledge of authorities at all levels on disability-inclusive social protection to ensure persons with disabilities have equitable access to the social protection system as a capacity assessment on knowledge of five Provincial DACs found that there was limited knowledge on DISP that 95.7 percent of respondents agreed or totally agreed that more opportunities are needed to increase knowledge and skills on disability-inclusive social protection.

3. Scope of Work

The assignment aims to assist the DAC-SG and GS-NSPC to develop the Guidelines on the Disability Inclusive Social Protection, practical checklists and toolkits of the guidelines to ensure the disability-specific requirements are included in the social protection system and to provide training of trainers (ToT) to the leaders and staff of DAC-SG, GS-NSPC, CDPO and relevant stakeholders on disability and social protection sectors.

The guidelines should at least include the contents below.

- Analysis of the current social protection in Cambodia
- Future direction of the Social Protection in Cambodia using global and regional frameworks for disability-inclusive social protection (recommendation)
- Purpose of the guidelines
- Definition of Disability Inclusion, Social Protection, Disability-Inclusive Social Protection, Physical Accessibility, Reasonable Accommodation, Accessible Communication
- Who owns the guidelines?
- Who uses the guidelines?
- Who benefits from the guidelines?
- Responsibility of decision makers and operators
- Rational for a disability inclusive social protection system
- Engagement of OPDs
- How to apply the guidelines
- Available resources and tools

The checklists and toolkits should include a few practical examples of how the social protection services can be accessible for persons with disabilities (operators) and how persons with disabilities can directly access the existing disability-specific or mainstream social protection services.

The assignment will be expected to:

- Conduct a desk review on the existing policies and legal frameworks related to the disability and social protection in Cambodia including the National Disability Strategic Plan 2019-2023 (NDSP2), Law on the Protection and the Promotion of the Rights of Persons with Disabilities, National Social Protection Policy Framework 2016-2025 (SPPF), Poor Households Program (IDPoor), Cash Transfer Programme, Health Equity Fund, National Social Security Fund, Disability Identification System, the Cash Transfer Program for Poor and Vulnerable Households during COVID-19 and look into the global and regional frameworks for disability-inclusive social protection to substantiate the guideline development;
- Design methodology and tools to perform data collection including consultation with relevant stakeholders through a number of workshops, meetings and focus group discussions/ face to face/ virtually (taking into account of COVID-19 situation) or in-depth interviews with relevant government institutions, CDPO, OPDs and relevant stakeholders related to the disability and social protection;
- Collect the data from relevant government institutions, CDPO, OPDs and relevant stakeholders related to the disability and social protection;

- Analyse the data and present the first draft of guidelines on DISP in the final consultation workshop to the relevant government institutions, CDPO, OPDs and relevant stakeholders for their feedbacks and recommendations;
- Submit the revised guidelines on the DISP to the relevant government institutions, CDPO, OPDs and relevant stakeholders for their final feedbacks;
- Submit the final guidelines, practical checklists and toolkits of the guidelines for the endorsement; and
- Provide 2 full-day face-to-face training of trainers to the relevant government institutions, CDPO, OPDs and relevant stakeholders on the final guidelines, practical checklists and toolkits.

4. Expected Outputs and Deliverables

N	Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required by UNDP Cambodia
1	Inception report with detailed methodology and work plan in response to the scope of work.	2 days	12 October 2022	<ul style="list-style-type: none"> • Project Coordinator • Programme Analyst, UNDP • ARR Programmes, UNDP
2	Tools for data collection for the guidelines developed.	4 days	17 October 2022	<ul style="list-style-type: none"> • Project Coordinator • Programme Analyst, UNDP • ARR Programmes, UNDP
3	Data collection (in-person in Cambodia) to develop the guidelines, checklists, toolkit and training materials completed.	14 days	05 December 2022	<ul style="list-style-type: none"> • Project Coordinator • Programme Analyst, UNDP • Head of Programmes, UNDP
4	First draft of the guideline, checklists and toolkit submitted for review.	10 days	23 December 2022	<ul style="list-style-type: none"> • Project Coordinator • Programme Analyst, UNDP • Head of Programmes, UNDP
5	Presentation on the results at the final consultation workshop with UNDP, DAC-SC, GS-NSPC, CDPO and DPOs for their feedbacks and recommendations	1 day	29 December 2022	<ul style="list-style-type: none"> • Project Coordinator • Programme Analyst, UNDP • ARR Programmes, UNDP
6	Second draft of the guidelines, checklists and toolkits submitted, and oral presentation provided to UNDP, DAC-SG, SG-NSPC, ACCESS and CDPO for final feedbacks.	3 days	10 January 2023	<ul style="list-style-type: none"> • Project Coordinator • Programme Analyst, UNDP • ARR Programmes, UNDP
7	Final guidelines, checklists and toolkits submitted taking into consideration inputs provided by UNDP, DAC, CDPO and other relevant stakeholders.	3 days	20 January 2023	<ul style="list-style-type: none"> • Project Coordinator • Programme Analyst, UNDP • ARR Programmes, UNDP

8	Training manual developed and a two-day ToT training (in-person) provided to relevant staff of DAC-SG, SG-NSPC, CDPO, OPDs and relevant CSO and donors	3 days	23 February 2023	<ul style="list-style-type: none"> • Project Coordinator • Programme Analyst, UNDP • ARR Programmes, UNDP
Total # of Days:		40 days		

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 the core group which composes of DAC-SG, GS-NSPC and relevant national and internal NGOs, donors, CDPOs, DPOs and CSOs to ensure the input and feedback are well collected and analysed in the guidelines, checklists and toolkits.

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 40 working days, from 10 October 2022 to 23 February 2023 with 10 days in Phnom Penh, Cambodia. A more detailed work plan of the assignment will be further elaborated in collaboration with Project Coordinator, DAC-SG, GS-NSPC; and incorporated into the inception report.

7. Duty Station

This assignment requires the consultant to travel to Cambodia to meet with relevant stakeholders. The consultant should include the professional free, accommodation, airfares and transportation costs in the technical proposal.

Selected individual contract who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the BSAFE training. <https://training.dss.un.org/course/category/6> prior to travelling.

8. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> • At least advanced university degree (master's degree) in arts, public policy, social science, development or other related field research.
Experience:	<ul style="list-style-type: none"> • At least 5 years of relevant working experience in the disability inclusion and few years in social protection or scheme projects/ programs (disability/social inclusion expert is preferable). • Experience in developing guidelines or policies related to social protection, disability pension, social insurance schemes, etc. • Strong knowledge in national and international strategics, frameworks and policies in relation to disability inclusion, social protection, disability pension, social insurance schemes, public services support schemes, disability inclusion, and human rights.
Competencies:	<ul style="list-style-type: none"> • Demonstrated ability to communicate effectively with government and development partners. • Good facilitation and presentation skills. • Strong interpersonal skills, ability to work with people from different backgrounds to deliver quality products within a short timeframe.

	<ul style="list-style-type: none"> • 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 both written and spoken English

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

Technical Evaluation Criteria	Obtainable Score
At least advanced university degree (master's degree) in arts, public policy, social science, development or other related field research.	20
At least 5 years of relevant working experience in the disability inclusion and few years in social protection or scheme projects/ programs (disability/social inclusion expert is preferable).	30
Experience in developing guidelines or policies related to social protection, disability pension, social insurance schemes, etc.	30
Strong knowledge in national and international strategics, frameworks and policies in relation to disability inclusion, social protection, disability pension, social insurance schemes, public services support schemes, disability inclusion, and human rights.	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 and 2	18 October 2022	20%
2	Upon satisfactory completion of output 3, 4, 5 and 6	11 January 2023	40%
3	Upon satisfactory completion of output 7	23 January 2023	20%
4	Upon satisfactory completion of output 8	27 February 2023	20%

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.