



REQUEST FOR PROPOSAL (RFP)

To Interested Company	DATE: September 27, 2022
	REFERENCE: RFP/UNDP/RCO/196154/030/2022 – National Consultancy for Baseline Assessment on Inclusive HR

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference **National Consultancy for Baseline Assessment on Inclusive HR**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

A **bidder's conference** will be held on:

Date/Time: 29-September-2022, starting 14.00 hrs (GMT +7)

Place: Zoom on-line meeting

Meeting Link: <https://undp.zoom.us/j/85927492902?pwd=Qzd1OHJ6NjV6Y3JOUIIXQmFIVUI5dz09>

Meeting ID: 859 2749 2902

Passcode: 675701

Proposals may be submitted on or before **Tuesday, October 11, 2022 at 5 PM (GMT +7)** and via email to the address below:

United Nations Development Programme

Email Address: Bids.id@undp.org

Attention to: Procurement Unit

Your Proposal must be expressed in the English, and valid for a minimum period of 60 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 4.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>


UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

21B257514E5748B...
Martin Stephanus Kurnia
Head of Procurement Unit
9/27/2022

Annex 1**Description of Requirements**

Context of the Requirement	<p>The United Nations is committed to fostering diversity and inclusion and is taking concrete steps to ensure that HR policies and systems, communications, and supporting premises (e.g. offices, meeting spaces, etc.) are inclusive and accessible to persons with disabilities and personal assistants .These steps are being addressed in accordance with the general principles of the Convention on the Rights of Persons with Disabilities (CRPD), and the UN Disability Inclusion Strategy (UNDIS) launched in 2019. UNDIS is a system-wide mechanism for sustainable and transformative progress on disability inclusion through all pillars of the UN’s work. Together, these efforts are also central to achieving the goals set forth in the 2030 Agenda for Sustainable Development to leave no one behind.</p> <p>Persons with disabilities are the largest minority group in the world, representing an estimated 15% of the world’s population, or approximately 1 billion people. They are a diverse, heterogeneous population that face discrimination and barriers that make it more challenging for them to access equal opportunities in the world of work. Including persons with disabilities into the workforce has shown to provide numerous benefits. They include improvements in cost-effectiveness, turnover and retention, reliability and punctuality, staff loyalty, inclusive work culture, increased innovation, productivity, work ethic, safety, ability awareness, agency image, and diversity, loyalty, and satisfaction of beneficiaries.</p> <p>Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.</p> <p>In line with the human rights-based approach to disability, the United Nations in Indonesia would like to further step-up actions to create an inclusive and enabling work environment so that persons with disabilities and staff with dependents with disabilities are included and have access to opportunities on an equal basis with others in the UN.</p> <p><u>UN Disability Inclusion Project in Indonesia</u></p> <p>The United Nations Country Team (UNCT) in Indonesia is implementing a Disability Inclusion Project which is part of a global programme that at this stage includes 16 countries worldwide.</p> <p>The project consists of three components and aims to promote disability inclusion in UN operations in the following areas:</p>
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	<ol style="list-style-type: none"> 1. Physical Accessibility of Premises 2. ICT/Digital Accessibility 3. Inclusive HR Services: Engagement and Recruitment of persons with disabilities <p>Note: Physical and ICT/ Digital accessibility are both enabling factors for an Inclusive HR Services, and assessment are currently ongoing</p> <p><u>Inclusive HR Services: Engagement and Recruitment of persons with disabilities</u> As a part of this Disability Inclusion project, this Terms of References aims to improve the HR services recruitment practices, processes, and creating a more inclusive and supportive environment for persons with disabilities and personnel with dependents with disabilities of UN Agencies in Indonesia. Currently, among the 20 resident UN Agencies in Indonesia there are varying degrees of readiness in engaging and recruiting persons with disabilities. Some agencies have recruited persons with disabilities while some agencies have not yet recruited any person with disabilities but are committed to do so in the near future.</p>
Implementing Partner	UNRCO, UN Operations Management Team Human Resources Working Group, Disability Inclusion Project Team and the UN Focal Point for Disability Inclusion
Brief Description of the Required Services ¹	<p>The required service of this consultancy is to conduct a baseline assessment of readiness of UN Agencies in Indonesia in engaging and recruiting persons with disabilities. The baseline assessment shall include the following components:</p> <ul style="list-style-type: none"> - Mapping of policies and practices on recruitment of persons with disabilities across the 20 resident UN Agencies, covering the whole end-to-end recruitment process, including: job-requirements and descriptions, accessibility of vacancy announcement and disseminations, short-listing of candidates, interviews, tests, medical check-up, on-boarding process, and retention, satisfaction and advancement programs. Any good practices should be highlighted. - Type of work and reasonable accommodations available across the employee lifecycle, including mechanisms in responding to reasonable accommodation requests and recommendations on setting up a system wide tracking system - Internal or HR training provided to staff/ non-staff on disability related topics - how agencies have reassigned or ensured opportunities for staff who have acquired an impairment in course of their work with the UN - Assess the quality of engagement and outreach with OPDs, identify gaps, and suggest ways to improve collaboration and consultation with OPDs - Number of staff with disabilities (current and in the past), including their functions and type of disabilities

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<ul style="list-style-type: none"> - Providing a set of recommendations to improve the HR services, practices, and processes to create an inclusive environment for persons with disabilities and personnel with dependents with disabilities that can be progressively realised by the HR Working Group, OMT and UNCT, including priority, medium and long-term actions. <p>Note: many of the policies, programs and systems might be centralized (e.g., organization-wide policies on workplace injuries, reasonable accommodation, etc.) and apply to, but go beyond the agencies country office within Indonesia context. The consultant needs to look at how centralized policies, programs and systems are practically operationalized at country level.</p> <p>It is expected that in this process, the consultant will:</p> <ul style="list-style-type: none"> - Engage organizations of persons with disabilities in the assessment to better understand current best practices national and expectations in terms of improving UN HR policies and practices in Indonesia - Engage with UN Personnel with disabilities and personnel with dependents with disabilities to better understand their experiences while working for the UN. - Utilize existing agency-specific HR reviews when possible and contextualize recommendations to country level. - Ensure confidentiality of staff and addressing fears that staff may have in disclosing information - Conduct Online Internal or HR training provided to staff/ non-staff on disability related topics - Providing a direct practice hiring employees from the service provider, covering the whole end-to-end recruitment process, including: job-requirements and descriptions, accessibility of vacancy announcement and disseminations, short-listing of candidates, interviews, tests, medical check-up, on-boarding process, and retention, satisfaction and advancement programs. - The selected provider should perform parallelly the development of Disability Guidance for HR, once the result of Baseline Assessment per agencies is ready. <p>Service provider is required to submit a detailed approach and methodology building on and further detailing beyond the existing scope of work, as specified above.</p>
List and Description of Expected Outputs to be Delivered	<p>Expected output</p> <ol style="list-style-type: none"> 1. Baseline Assessment Report of the current situation of the HR services, practices, and processes to create an inclusive environment for persons with disabilities and personnel with dependents with disabilities for

	<p>persons with disabilities among UN Agencies in Indonesia, including actionable plan for improvements. The report is expected to highlight practices that could be replicated by other agencies,</p> <p>2. Disability Recruitment Guidance for HR.</p> <p>Note: The RC/RCO and UN technical committee will have the opportunities to review the deliverables.</p>
Person to Supervise the Work/Performance of the Service Provider	Afke Bootsman, Head of RCO.
Frequency of Reporting	N/A
Progress Reporting Requirements	N/A
Location of work	Home Based
Expected duration of work	The consultancy shall take a maximum of 3 months for completion from initial desk research to finalization of the report after incorporating comments from the UN.
Target start date	ASAP
Latest completion date	16 December 2022
Travels Expected	any unforeseen travel will be agreed prior travelling including any travel expense that will be reimbursed
Deadline for the Submission of Quotation	11-October-2022 at 17.00 hrs (GMT +7)
Method of submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: bids.id@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: pdf ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted.

	<ul style="list-style-type: none"> ▪ Max. File Size per transmission: 10 mb ▪ Mandatory subject of email: RFP/UNDP/RCO/196154/030/2022 – National Consultancy for Baseline Assessment on Inclusive HR ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<p>Consultant/ Service provider is expected to work in close consultation with the United Nations Resident Coordinator Office (UNRCO), UN Operations Management Team Human Resources Working Group, Disability Inclusion Project Team (within UN agencies) and the UN Focal Point for Disability Inclusion.</p> <p>A kick-off meeting will be arranged at the beginning of the project, validation dissemination online meeting/workshop should be conducted to finalize the report at the end of the project.</p>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars OR <input checked="" type="checkbox"/> Local Currency IDR is mandatory for Local Bidders
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the	<input checked="" type="checkbox"/> 60 days

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<i>last day of submission of quotes)</i>	In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted				
Payment Terms ³			Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Due Date
		1	Baseline Assessment Report	40%	18 November 2022
		2	Disability Recruitment Guidance for HR	40%	02 December 2022
		3	Internal or HR training provided to staff/ non-staff on disability-related topics	20%	16 December 2022
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Afke Bootsman, Head of RCO.				
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract				
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.				

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Consultancy Institution: (28%)</p> <p><input checked="" type="checkbox"/> Gender Equality and Social Inclusion – An additional 2% will be given to an organization demonstrates significant commitment to value diversity, promote equality and sensitivity towards women and social inclusion of other marginal groups, for example internal company policy documents on women empowerment, people with disabilities, or membership of institutions/associations promoting such issues. (2%)</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan: (40%)</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel: (30%)</p> <p><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors:</p>
Contract General Terms and Conditions ⁴	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁵	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 3)</p> <p><input checked="" type="checkbox"/> Others⁶ : sample written self declaration of impartiality</p>

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<p>Contact Person for Inquiries (Written inquiries only)⁷</p>	<p>Rida Dian Trisna and Dwi Arisanty Procurement Unit</p> <p>rida.trisna@undp.org and dwi.arisanty@undp.org</p> <p>Mandatory subject of email: RFP/UNDP/RCO/196154/030/2022 – National Consultancy for Baseline Assessment on Inclusive HR</p> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other Information <i>[pls. specify]</i></p>	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: N/A

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Baseline Assessment Report	40%	
2	Disability Recruitment Guidance for HR	40%	
3	Internal or HR training provided to staff/ non-staff on disability-related topics	20%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component** *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
a. Team Leader/Senior Researcher				
b. Researcher				
c. Trainer				
II. Other Expenses				
a. Zoom Licenses should accommodate Interpreter features				
b. Transportation Cost				
c. Communication Cost				

*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]



Annex 3

TERMS OF REFERENCE

Disability Inclusion Project Baseline Assessment on Inclusive HR Practices

I. BACKGROUND

The United Nations is committed to fostering diversity and inclusion and is taking concrete steps to ensure that HR policies and systems, communications, and supporting premises (e.g. offices, meeting spaces, etc.) are inclusive and accessible to persons with disabilities and personal assistants. These steps are being addressed in accordance with the general principles of the Convention on the Rights of Persons with Disabilities (CRPD), and the UN Disability Inclusion Strategy (UNDIS) launched in 2019. UNDIS is a system-wide mechanism for sustainable and transformative progress on disability inclusion through all pillars of the UN's work. Together, these efforts are also central to achieving the goals set forth in the 2030 Agenda for Sustainable Development to leave no one behind.

Persons with disabilities are the largest minority group in the world, representing an estimated 15% of the world's population, or approximately 1 billion people. They are a diverse, heterogeneous population that face discrimination and barriers that make it more challenging for them to access equal opportunities in the world of work. Including persons with disabilities into the workforce has shown to provide numerous benefits. They include improvements in cost-effectiveness, turnover and retention, reliability and punctuality, staff loyalty, inclusive work culture, increased innovation, productivity, work ethic, safety, ability awareness, agency image, and diversity, loyalty, and satisfaction of beneficiaries.

Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

In line with the human rights-based approach to disability, the United Nations in Indonesia would like to further step-up actions to create an inclusive and enabling work environment so that persons with disabilities and staff with dependents with disabilities are included and have access to opportunities on an equal basis with others in the UN.

UN Disability Inclusion Project in Indonesia

The United Nations Country Team (UNCT) in Indonesia is implementing a Disability Inclusion Project which is part of a global programme that at this stage includes 16 countries worldwide.

The project consists of three components and aims to promote disability inclusion in UN operations in the following areas:

1. Physical Accessibility of Premises
2. ICT/Digital Accessibility
3. Inclusive HR Services: Engagement and Recruitment of persons with disabilities

Note: Physical and ICT/ Digital accessibility are both enabling factors for an Inclusive HR Services, and assessment are currently ongoing

Inclusive HR Services: Engagement and Recruitment of persons with disabilities

As a part of this Disability Inclusion project, this Terms of References aims to improve the HR services recruitment practices, processes, and creating a more inclusive and supportive environment for persons with disabilities and personnel with dependents with disabilities of UN Agencies in Indonesia. Currently, among the 20 resident UN Agencies in Indonesia there are varying degrees of readiness in engaging and recruiting persons with disabilities. Some agencies have recruited persons with disabilities while some agencies have not yet recruited any person with disabilities but are committed to do so in the near future.

II. OBJECTIVES

The objective of this consultancy is to conduct a baseline assessment of readiness of UN Agencies in Indonesia in engaging and recruiting persons with disabilities

III. EXPECTED OUTPUTS AND WORKING ARRANGEMENT

Expected Output:

- Baseline Assessment Report of the current situation of the HR services, practices, and processes to create an inclusive environment for persons with disabilities and personnel with dependents with disabilities for persons with disabilities among UN Agencies in Indonesia, including actionable plan for improvements. The report is expected to highlight practices that could be replicated by other agencies,
- Disability Recruitment Guidance for HR.

Working Arrangement:

Consultant/ Service provider is expected to work in close consultation with the United Nations Resident Coordinator Office (UNRCO), UN Operations Management Team Human Resources Working Group, Disability Inclusion Project Team (within UN agencies) and the UN Focal Point for Disability Inclusion.

A kick-off meeting will be arranged at the beginning of the project, validation dissemination online meeting/workshop should be conducted to finalize the report at the end of the project.

Scope of work:

The consultant is expected to have an in-depth discussion with UN HR Working Group, and Human Resources (HR) officials of individual UN Agencies. Discussions with staff with disabilities or staff with dependents with disabilities could be arranged through individual UN Agencies.

. The baseline assessment shall include the following components:

- Mapping of policies and practices on recruitment of persons with disabilities across the 20 resident UN Agencies, covering the whole end-to-end recruitment process, including: job-requirements and descriptions, accessibility of vacancy announcement and disseminations, short-listing of candidates, interviews, tests, medical check-up, on-boarding process, and retention, satisfaction and advancement programs. Any good practices should be highlighted.
- Type of work and reasonable accommodations available across the employee lifecycle, including mechanisms in responding to reasonable accommodation requests and recommendations on setting up a system wide tracking system
- Internal or HR training provided to staff/ non-staff on disability related topics
- how agencies have reassigned or ensured opportunities for staff who have acquired an impairment in course of their work with the UN
- Assess the quality of engagement and outreach with OPDs, identify gaps, and suggest ways to improve collaboration and consultation with OPDs
- Number of staff with disabilities (current and in the past), including their functions and type of disabilities
- Providing a set of recommendations to improve the HR services, practices, and processes to create an inclusive environment for persons with disabilities and personnel with dependents with disabilities that

can be progressively realised by the HR Working Group, OMT and UNCT, including priority, medium and long-term actions.

Note: many of the policies, programs and systems might be centralized (e.g., organization-wide policies on workplace injuries, reasonable accommodation, etc.) and apply to, but go beyond the agencies country office within Indonesia context. The consultant needs to look at how centralized policies, programs and systems are practically operationalized at country level.

It is expected that in this process, the consultant will:

- Engage organizations of persons with disabilities in the assessment to better understand current best practices national and expectations in terms of improving UN HR policies and practices in Indonesia
- Engage with UN Personnel with disabilities and personnel with dependents with disabilities to better understand their experiences while working for the UN.
- Utilize existing agency-specific HR reviews when possible and contextualize recommendations to country level.
- Ensure confidentiality of staff and addressing fears that staff may have in disclosing information
- Conduct Online Internal or HR training provided to staff/ non-staff on disability related topics
- Providing a direct practice hiring employees from the service provider, covering the whole end-to-end recruitment process, including: job-requirements and descriptions, accessibility of vacancy announcement and disseminations, short-listing of candidates, interviews, tests, medical check-up, on-boarding process, and retention, satisfaction and advancement programs.
- The selected provider should perform parallelly the development of Disability Guidance for HR, once the result of Baseline Assessment per agencies is ready.

Service provider is required to submit a detailed approach and methodology building on and further detailing beyond the existing scope of work, as specified above.

IV. QUALIFICATIONS

The service provider will need to comply with following qualifications:

- a. Minimum qualification of the required service provider
 - Registered service provider with valid registration certificate
 - Experience in recruiting employees with disabilities
 - Preferably Employ a person with disabilities and their role in the office
 - Have previous experience of working with international organization
 - Have an extensive local and international network with Organizations of Persons with Disabilities (OPDs)
 - Organization demonstrates significant commitment to value diversity, promote equality and sensitivity towards women and social inclusion of other marginal groups, for example internal company policy documents on women empowerment, people with disabilities, or membership of institutions/associations promoting such issues
- b. Minimum qualification of a national consultant
 - 1.1 Expertise
 - A Team Leader/Senior Researcher, who will be responsible for the overall management of the work.
 - ❖ Bachelor degree in any educational background and field relevant for the consultancy,
 - ❖ 7 years of relevant professional experience relate to disabilities issues,

- ❖ Demonstrated research experience and publishing experience with an emphasis on transdisciplinary disability inclusiveness assessments,
 - ❖ Proven capabilities in corporate disability consultant, developing and implementing disability employment strategy suited both company and disability employees,
 - ❖ Capacity to communicate effectively as well as write high quality, concise and analytical reports in English,
 - ❖ Working knowledge of Bahasa Indonesia,
 - ❖ Experience on disability employment would be mandatory,
 - ❖ Critical analysis of disability manpower issues.
- Trainer
 - ❖ Any educational background with any degree,
 - ❖ 3 years of professional experience relate to disabilities issues,
 - ❖ Demonstrated Trainer experience,
 - ❖ Proven capabilities in corporate disability awareness,
 - ❖ Capacity to communicate effectively,
 - ❖ Working knowledge of Bahasa Indonesia.
 - Researcher
 - ❖ Bachelor degree in any educational background and field relevant for the consultancy,
 - ❖ 3 years of relevant professional experience relate to disabilities issues,
 - ❖ Demonstrated research experience,
 - ❖ Proven capabilities in corporate disability awareness,
 - ❖ Capacity to communicate effectively as researcher,
 - ❖ Working knowledge of Bahasa Indonesia.

1.2 Competencies:

- Principled Human Resources actions for Persons with Disabilities
- Understands and can apply principles of Human Resources Person with Disabilities development and delivery.
- Understand the conceptual frameworks for describing and can recognize differences in trainee learning preferences

V. **DELIVERABLES AND TIMELINE**

Upon satisfactory acceptance by RCO, the payment of the services (outputs) provided on the following schedule will be made with the following arrangement:

Deliverables	Payment Schedule	Deadline for completion
Baseline Assessment Report	40%	18 November 2022
Disability Recruitment Guidance for HR	40%	02 December 2022
Internal or HR training provided to staff/ non-staff on disability-related topics	20%	16 December 2022

The Report language should be develop in English.

The payment will be made to the consultant at each payment schedule, upon approval of the satisfactory submission of results. All dates are indicative. The consultancy should start as soon as possible – preferably by 21 October 2022. The selected service provider will be working closely with the UN HR Working Group consisting of UN colleagues in charge of HR services, the UN Focal Point for Disability Inclusion, Disability Inclusion Project Team

ANNEX 4

UNDP GENERAL TERMS AND CONDITIONS
for de minimis contracts (services only, less than \$50,000)

(Please see in separate attachment)