

## **TERMS OF REFERENCE**

### **Individual Contractor**

#### **1. Assignment Information**

<b>Assignment Title:</b>	Consultant to Review the National Disability Strategic Plan (NDSP) 2019-2023 and develop the draft NDSP 2024-2028 (international consultant)
<b>Cluster/Project:</b>	Disability under Programme and Result Unit
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Individual Consultant
<b>Duty Station:</b>	Home-based and Phnom Penh, Cambodia
<b>Expected Place of Travel:</b>	Travel to Cambodia for data collection, workshops and meetings
<b>Contract Duration:</b>	55 working days, from 15th November 2022 to 30 July 2023 with 15 days (two times) travel to Cambodia.

#### **2. Project Description**

The Royal Government of Cambodia (RGC) has taken significant steps to promote the living conditions of persons with disabilities in Cambodia, including ratifying the Convention on the Rights of Persons with Disabilities (CRPD) and amending the 2009 Law on the Protection and Promotion of the Rights of Persons with Disabilities (Disability Law).

In 2019, the RGC launched the National Disability Strategic Plan 2019-2023 (NDSP2) after the successful implementation of the National Disability Strategic Plan 2014-2018 (NDSP1). The NDSP2 was formulated to implement the Law on the Protection and Promotion of the Rights of Persons with Disabilities, the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) and other national and international frameworks related to disability. The NDSP2 identified the national priorities, policies and strategic objectives to respond to the needs and challenges in the disability sector in building the capacity of government ministries and institutions and strengthening social and economic infrastructure with the aim to create opportunities for decent livelihood for persons with disabilities in order to reduce poverty and for full participation of persons with disabilities in society. The NDSP is a national framework that provides a strategic direction and indicative roadmap in the medium term for promoting the rights and well-being of persons with disabilities in Cambodia.

Even though Cambodia was hit by the COVID -19 pandemic, many significant progress and achievements were made over the last 4 years since the NDSP was implemented. Around 60,000 persons with disabilities received the COVID-19 cash transfer and around 24,000 persons with disabilities have access to disability identification registration. Around 4,000 persons with disabilities have been employed in the public sector and 5,000 persons with disabilities in the private sector. Many legislations and policies have been formulated and implemented including the amendment of the disability law and driving license for persons with disabilities.

In 2023, it will be the final year of NDSP2 implementation. The Disability Action Council (DAC) is a secretariat to the RGC and will take a lead to formulate the third phase of the NDSP3 which will be covered from 2024 – 2028. The NDSP3 will reflect the lessons learnt from the NDSP2 and seek input and comments from government ministries and institutions along with development partners, civil societies, and experts on disability, in particular, persons with disabilities themselves in order to serve the best interest of persons with disabilities. To ensure NDSP3 is well designed and compliant with the national disability law and the UNCRPD; UNDP in collaboration with DAC is looking for a consultant to review and the NDSP2 develop the draft NDSP3.

#### **3. Scope of Work**

The assignment aims to assist the DAC-SG to review the National Disability Strategic Plan (NDPS) 2019-2023 and develop a draft NDSP 2024-2028. The consultant is expected to deliver the following within the duration of this assignment.

#### **Review the NDSP2:**

- Conduct a desk review and impact analysis on the NDSP2 related documents including the NDSP2 report and its matrix and indicators framework; the progress report from the NDSP2 web application; and the relevant progress reports related to disability
- Design methodology and data collection tools to conduct individual interviews, focus group discussions, in-depth interviews, and consultative workshops.
- Conduct data analysis using quantitative and qualitative data to ensure the accuracy of the data evidence-based oriented
- Conduct meetings and workshops with key relevant ministries, institutions, development partners, private sector, civil society organizations and various groups of persons with disabilities including women with disabilities to collect and analyze inputs and comments as required from the Technical Working Group. The input and comments will be collected, consolidated and refined with the technical guidance from the Technical Working Group. The data collection should include reports from the NDSP2 Web data.
- Develop a first draft review/assessment report which includes concrete findings and recommendations by working closely with the Technical Working Group
- Prepare a presentation of the draft NDSP2 Review/Assessment Report to the Technical Working Group and the senior management of the DAC Secretariat for review and comments.
- Facilitate Technical Working Group meetings to report the update and progress on a regular basis regarding the status of the review/assessment.
- Finalize the NDSP2 review/assessment report with agreement from the Technical Working Group.

#### **Develop the draft NDSP 2024-2028:**

- Conduct an in-depth analysis of the findings, findings and recommendations of the NDSP2 review/assessment report by highlighting and identifying the key strategic objectives and interventions to inform the new NDSP3.
- Conduct an in-depth analysis of recommendations from the national situational analysis and assessment of the impact of the COVID-19 crisis on the rights and wellbeing of persons with disabilities and their access to services and supports and identify areas of intervention to address the recommendations and integrate into the draft NDSP3
- Design methodology and data collection tools to conduct individual interviews, focus group discussions, in-depth interviews, and consultative workshops.
- Conduct meetings and workshops with key relevant ministries, institutions, development partners, private sector, civil society organizations and various groups of persons with disabilities including women with disabilities to collect and analyze inputs and comments as required from the Technical Working Group. The input and comments will be collected, consolidated and refined with technical guidance from the Technical Working Group.
- Check for the accuracy and consistency in legal and policy language and ensure compliance with the national and international legal framework
- Prepare a presentation of draft NDSP3 to the Technical Working Group and the senior management of the DAC Secretariat for review and comments.
- Develop a first draft NDSP 2024-2028 (NDSP3) which includes the vision, mission, SMART objectives and goals, strategic framework, monitoring and evaluation, and financial/resource mobilization sections.
- Finalize the first draft of NDSP3 following the comments and feedback from the Technical Working Group and Senior Management of the DAC Secretariat.

#### 4. Expected Outputs and Deliverables

N	Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required by UNDP Cambodia
Review the NDSP2 – 30 days				
1	Inception report with detailed methodology and work plan in response to the scope of work of the review/assessment NDSP2.	2 days	The third week of November 2022	<ul style="list-style-type: none"><li>• Technical Working Group</li><li>• Programme Analyst, UNDP</li><li>• ARR Programmes, UNDP</li></ul>
2	<ul style="list-style-type: none"><li>• Conduct a desk review and impact analysis on the NDSP2 related documents including the NDSP2 report and its matrix and indicators framework; the progress report from the NDSP2 web application; and the relevant progress reports related to disability.</li><li>• Design methodology and data collection tools to conduct individual interviews, focus group discussions, in-depth interviews, and consultative workshops.</li></ul>	7 days	The second week of December 2022	
3	<ul style="list-style-type: none"><li>• Data collection (in-person in Cambodia)</li><li>• Develop the NDSP2 review/assessment report</li></ul>	16 days	The fourth week of January 2023	
4	<ul style="list-style-type: none"><li>• A first draft of the NDSP2 Review/Assessment report</li><li>• Presentation of draft NDSP2 Review/Assessment Report to the Technical Working Group and the senior management of the DAC Secretariat for review and comments.</li></ul>	3 days	30 January 2023	
5	Finalize the NDSP2 review/assessment report with agreement from the Technical Working Group.	2 days	The first week of February 2023	
Develop the draft NDSP 2024-2028 – 25 days				
6	Inception report with detailed methodology and work plan in response to the scope of work on the development of the NDSP3	2 days	The second week of February 2023	<ul style="list-style-type: none"><li>• Technical Working Group</li><li>• Programme Analyst, UNDP</li><li>• ARR Programmes, UNDP</li></ul>

7	<ul style="list-style-type: none"> <li>Conduct an in-depth analysis of the flection, findings and recommendations of the NDSP2 review/assessment report by highlighting and identifying the key strategic objectives and interventions to inform the new NDSP3.</li> <li>Conduct an in-depth analysis of recommendations from the national situational analysis and assessment of the impact of the COVID-19 crisis on the rights and wellbeing of persons with disabilities and their access to services and supports and identify areas of intervention to address the recommendations and integrate into the draft NDSP3</li> </ul>	5 days	The second week of March 2023	
8	<ul style="list-style-type: none"> <li>Data collection (in-person in Cambodia)</li> <li>Develop the draft NDSP3</li> </ul>	10 days	The second week of May 2023	
9	<ul style="list-style-type: none"> <li>A first draft of the NDSP3</li> <li>presentation of draft NDSP3 to the Technical Working Group and the senior management of the DAC Secretariat for review and comments.</li> </ul>	5 days	The third week of June 2023	
10	Finalize the first draft of NDSP3 following the comments and feedback from the Technical Working Group and Senior Management of the DAC Secretariat.	3 days	The third week of July 2023	
<b>Total # of Days:</b>		<b>55 days</b>		

## **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 Technical Working Group which composes of DAC-SG, General Department of Social Policy of MoSVY, and relevant national and internal NGOs, donors, CDPOs, DPOs and CSOs to ensure the input and feedback are well collected and analyzed in the NDSP2 review/assessment and the draft NDSP3.

Payments will be released based on confirmation of satisfactory outputs from the Disability Project Coordinator, Programme Analyst, and the Head of Programmes. Meetings and appointments during the consultant's mission will be coordinated by the consultant.

## **6. Duration of the Work**

The duration is for 55 working days, from 15 November 2022 to 30 July 2023 with 15 days (two times) travel to Cambodia. A more detailed work plan of the assignment will be further elaborated in collaboration with the Disability Project Coordinator, Programme Analyst and the technical working

group; 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 fee, 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**

<b>Education:</b>	<ul style="list-style-type: none"> <li>At least an advanced university degree (master's degree) in disability inclusion, public policy, international development, social science, or other related disability fields.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>At least 7 years of relevant working experience in disability inclusion.</li> <li>Solid experiences in the evaluation and design of national programme, policy or strategy (preferably related to disability/social inclusion).</li> <li>Strong knowledge of national and international strategic development, monitoring and evaluation frameworks and policies in relation to disability inclusion, social protection, disability pension, social insurance schemes, public services support schemes, disability inclusion, and human rights.</li> <li>Relevant experiences in disability inclusion in Cambodia or ASEAN countries.</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>Demonstrated ability to communicate effectively with multi-stakeholders including the government, DPOs, CSOs and development partners.</li> <li>Good facilitation and presentation skills.</li> <li>Strong interpersonal skills, ability to work with people from different backgrounds to deliver quality products within a short timeframe.</li> <li>Be flexible and responsive to changes and demands.</li> <li>Be client-oriented and open to feedback.</li> <li>Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.</li> <li>Excellent computer literacy.</li> </ul>
<b>Language Requirement:</b>	Fluent in both written and spoken English

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

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
At least 7 years of relevant working experience in disability inclusion.	30
Solid experiences in the evaluation and design of national programme, policy or strategy (preferably related to disability/social inclusion).	30
Strong knowledge of national and international strategic development, monitoring and evaluation 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
Relevant experiences in disability inclusion in Cambodia or ASEAN countries.	20
<b>Total Obtainable Score:</b>	<b>100</b>

## 10. **Payment Milestones**

This is a fixed output-based contract price regardless of the extension of the herein specific duration. The consultant will be paid on a lump sum basis under the following installments.

<b>N</b>	<b>Outputs/Deliveries</b>	<b>Payment Schedule</b>	<b>Payment Amount</b>
1	Upon satisfactory completion of outputs 1, 2, and 3	01 February 2023	25%
2	Upon satisfactory completion of outputs 4 and 5	16 February 2023	25%
3	Upon satisfactory completion of outputs 6, 7 and 8	21 May 2023	25%
4	Upon satisfactory completion of outputs 9 and 10	31 July 2023	25%

## **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.

1. To be added