

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: National Consultant for Advancing the Disability Inclusion Agenda Targeting Youth
Project Name : Disability Inclusion Project
Reports to: Arben Sejda, Development and Coordination Officer for Leaving No One Behind
Duty Station: Home-Based
Expected Places of Travel (if applicable): N/A
Duration of Assignment: 30 working days

REQUIRED DOCUMENT FROM HIRING UNIT

<input type="checkbox"/>	TERMS OF REFERENCE
<input type="checkbox"/>	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select : (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) <u>Senior Specialist</u> (5) Expert/ Advisor CATEGORY OF INTERNATIONAL CONSULTANT , please select : (6) Junior Specialist (7) Specialist (8) Senior Specialist
<input type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input type="checkbox"/>	P11 or CV with three referees
<input type="checkbox"/>	Copy of education certificate
<input type="checkbox"/>	Completed financial proposal
<input type="checkbox"/>	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

- ☐ partial (explain)
☒ **intermittent (explain) Fully remote consultancy**
☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No
Equipment (laptop etc): ☐ Yes ☒ No
Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: < Enter name >

I. BACKGROUND

The United Nations is committed to fostering diversity and inclusion and is taking concrete steps to create a culture and environment that is open, inclusive of and accessible to persons with disabilities and staff with dependents with disabilities. This is 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 promise 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 percent of the world's population, or approximately 1 billion people. About 80 per cent are of working age. They are a diverse, heterogeneous population that face discrimination and barriers that makes it more challenging for them to access equal opportunities.

Participation of persons with disabilities in program and policies development is crucial to ensure that they are inclusive and attending the requirements of persons with disabilities. In this regard, youth, not to say youth with disabilities, in general, has a very limited participation in the program and policy making process.

The UN in Indonesia aims to facilitate the involvement of youth with disabilities in the program and policies development as a part of a larger project for the UNCT in Indonesia to advance disability inclusion.

Objectives:

Regarding the Disability Inclusion (DI) indicator on youth, the consultant will be asked to do a mapping of organizations that represent and/or support youth with disabilities (OPDs) in Indonesia. This will include:

- Youth OPDs across the country
- existing partnerships between UN agencies with the networks/ organisations of youth with disabilities but will also aim to identify OPDs with whom the UN is not yet working.
- universities with disabilities service unit (pusat layanan disabilitas)
- skills/ vocational training centres that are inclusive for person with disabilities (including public training centres; and
- recruitment agencies that are designated for persons with disabilities.

The aim is to develop a database of youth OPDs from across the country, organised by regional and Sustainable Development Goals (SDG), to facilitate access for UN agencies to those organisations in the implementation of their mandate, and to facilitate the participation of these organizations/ institutions in the advocacy and other works that the UN are doing.

The UN will also offer this database to the Government and private sector partners to promote the inclusion of young people living with a disability in consultation processes and other participatory initiatives.

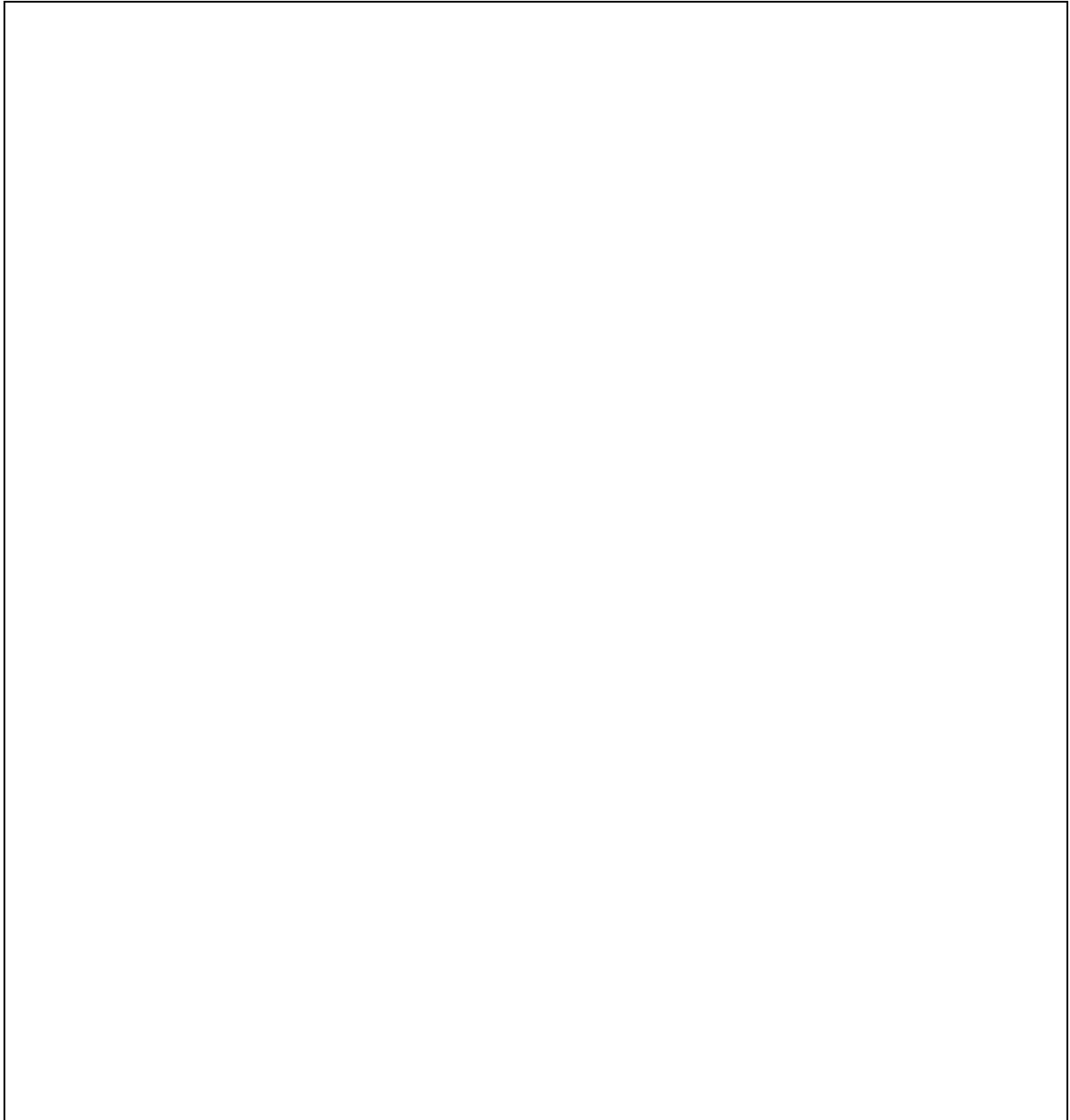
II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

1. Mapping of Organisations that represent and/or support youth with disabilities (OPDs) in Indonesia and developing a database organized by region/location and SDG:
 - a. The scope of the mapping will primarily focus on organizations for or representing youth with disabilities in Indonesia, but should also include:
 - i. List of universities with disabilities service unit (pusat layanan disabilitas), including their contact details
 - ii. List of skills/ vocational training centres that are inclusive for persons with disabilities (including public training centres), including their contact details; and
 - iii. List of recruitment agencies that are designated for persons with disabilities, including their contact details
 - b. The consultant identifies existing partnerships between UN agencies and donor agencies in relation to organisations for youth with disabilities.
 - c. The database should include contact details; websites; social media handles etc of the respective organizations.
2. Guidance note on Youth OPDs involvement in policy making and participatory processes:
 - a. The scope of the guidance note should include analysis of legal and institutional mechanisms for policy making where civil society organizations, in particular OPDs, are engaged in consultation processes of Government of Indonesia.
 - b. Moreover, it should give suggestions for actions and recommendations for the further engagement of OPDs in policy making and relevant participatory and consultation processes with the UN and the Government
 - c. Also, the scope of the guidance note should provide recommendations on concrete ways for Government of Indonesia and UN agencies to start engaging with the OPDs
3. Two-part workshop
 - a. One part of the workshop is for the Youth OPDs on how to participate in active policy making with the Government of Indonesia and UN initiatives.
 - b. Another part of the workshop is to share findings with the Government of Indonesia and UN agencies and how they can engage with Youth OPDs.

Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Annotated workplan	1	3 rd week of November	Arben Sejdaj, Development and Coordination Officer for Leaving No One Behind
Develop Mapping Youth OPDs in Indonesia database; including universities disability service units, skills/vocational training centres, recruitment agencies for persons with disabilities	15	2 nd week of December	Arben Sejdaj, Development and Coordination Officer for Leaving No One Behind
Guidance note on Youth OPDs involvement in Policy Making and participatory processes	9	1 st week of January	Arben Sejdaj, Development and Coordination Officer for Leaving No One Behind
Report on the Youth OPDs on Active Participation in Policy Making and share the findings with the Government of Indonesia and UN agencies to engage with Youth OPDs	5	3 rd week of January	Arben Sejdaj, Development and Coordination Officer for Leaving No One Behind



III. **WORKING ARRANGEMENTS**

Institutional Arrangement

- The consultant will be supervised by the Development and Coordination Officer for LNOB at the UN Resident Coordinator's Office, to whom he/she will be directly responsible to, reporting to, seeking approval/acceptance of output.
- Guidance and feedback shall be sought from the Disability Inclusion focal point and UN youth working Group, and other relevant entities from the UN Indonesia
- The annotated workplan should include a timeframe on the deliverables. The consultant is expected to send frequent updates of the work progress to the supervisor. First step for the consultant is to draft an annotated workplan and upon approval from the supervisor to continue with other outputs.
- To ensure progress in adequate manner, the supervisor can arrange meetings with the consultant at the RCO premises (or online) or can help to organize meetings with other UN agencies relevant for the successful outcome of the deliverables.

Duration of the Work

- a) The expected duration of work / total no. of days is 30 working days.
- b) The target date for the start of work is late November 2022 or as soon as the consultant is selected and expected completion date is by the end of January 2022. The completion date includes the review of the deliverables by the supervisor from the RCO.

Duty Station

- The consultancy will be done remotely/home-based.

Travel

- Applicable

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Bachelor's degree qualifications in Social Sciences, Political Studies, Human Rights, Social Justice, or other relevant studies with quantitative and qualitative underpinning. Master's degree in the relevant studies is an advantage.
- Previous experience in designing and delivering training/workshop. Experience in delivering youth and/or disability related trainings/workshops is an advantage.
- Experience in setting up a user-friendly database with search functionalities.
- Proven track record in statistical data analysis and familiarity in analysing surveys will be an advantage. Preferably with youth and/or disability statistical data analysis and surveys.
- Ability to operate under strict time limits and apply high production and technical standards for the purpose of maintaining prominent level of professionalism.
- Excellent command of written and spoken English and Bahasa Indonesia.

Years of experience:

- Minimum 2 years of relevant work experience in the areas of disability inclusion and youth organizations after graduating Master's. Minimum 3 years of relevant work experience after graduating Bachelor's.
- Proven experience in similar work setting, preferably with UN agencies; youth and/or disability organizations; Government policy making and participatory or consultation processes.

III. Competencies and special skills requirement:

- A solid experience in the areas of data base management; strong organizational skills; ability to use online/digital tools analysis, development, and planning in the field of disability inclusion.
- Understanding and experience working in the field of policy making especially with the social inclusion at local and national level in Indonesia. Preferably with youth and/or disability inclusion.
- Practical experience with youth organizations with focus on the disability youth organizations at the local and national level.
- Being a member of a disability inclusion networks is a strong asset
- Excellent public speaking and presentation skills.
- Excellent written communication skills, and strong experience drafting reports and action plans.

V. EVALUATION METHOD AND CRITERIA

[The procuring UNDP entities will choose among one of these two evaluation methods prior to submitting the Individual Consultant Procurement Notice. Once the evaluation method has been selected the other one shall be deleted to avoid any misunderstanding]

Individual consultants will be evaluated based on the following methodologies:

1. Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

a) responsive/compliant/acceptable, and

b) offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

2. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a 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 70% of the technical criteria points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point

<u>Technical</u>	100%	
<ul style="list-style-type: none"> ● <i>Criteria A: qualification requirements as per TOR:</i> <ol style="list-style-type: none"> 1. <i>Relevance of Education/ Degree; 15%</i> 2. <i>Years of Relevant Experience; 20%</i> 3. <i>Adequacy of Competencies for the Assignment; 20%</i> 4. <i>Others / Special Skills, Language, etc.; 15%</i> 	70%	
<ul style="list-style-type: none"> ● <i>Criteria B: Brief Description of Approach to Assignment</i> <ul style="list-style-type: none"> ○ <i>Excellent understanding of Indonesian social standards, youth and/or disability sector, government policy making and participatory processes; 15%</i> ○ <i>Good understanding of UN system and UN standards of youth and/or disability inclusion; 15%</i> 	30%	
<ul style="list-style-type: none"> ● <i>Criteria C: Further Assessment by Interview (if any)</i> 		