

## Terms of Reference

### **Institutional Consulting: Support for the Inception Phase of the UN Joint Programme on the Rights of Persons with Disabilities in Tanzania**

<b>TERMS OF REFERENCE</b>	
<b>Hiring Office:</b>	UNFPA Tanzania Country Office
<b>Introduction</b>	<p>UNFPA, as the Administrative Agent of a potential Joint Programme under the UN Partnership for Rights of Persons with Disabilities (UNPRPD) in Tanzania, wishes to invite suitable consultancy firms to submit a proposal for supporting the Inception Phase of work in the development of this Joint Programme. The Inception Phase comprises an Induction Workshop for all key stakeholders, a Situation Analysis of Persons with Disability and a Full Proposal development.</p>
<b>Background</b>	<p>The Population and Housing Census of the United Republic of Tanzania, which took place in 2012, shows that 9.3% of the total population have a disability. Disaggregated by sex, 9.4% of women and 9.1% of men have a disability. This translates to 3,157,516 persons with a disability (1,669,921 women and 1,487,595 men). Disability is more prevalent in the Mainland (13.3%) than in Zanzibar (9.3%). According to the 2008 Disability Survey, there is insufficient data to unpack risk factors for disability by sex and age, and thus greater evidence is needed to inform policy and planning.</p> <p>The Tanzanian Persons with Disability Act, 2010 defines disability as the loss or limitation of opportunities to take part in the normal life of the community on an equal level with others due to physical, mental or social factors. And a person with a disability is a person with a physical, intellectual, sensory or mental impairment and whose functional capacity is limited by encountering attitudinal, environmental and institutional barriers. Although there is no comprehensive and reliable data and statistics on the causes of disability in Tanzania, many factors can be implicated for high numbers of people with disabilities. Generally, the following are noted in Tanzania:</p> <ul style="list-style-type: none"><li>● Violence especially against women and children</li><li>● Poverty in all its forms causes disability</li><li>● Failure of medical services, especially wrongly administered drugs</li><li>● Environmental factors such as epidemics, accidents, etc.</li></ul> <p>Tanzania demonstrates a commitment to the rights and inclusion of people with disabilities, including by signing and ratifying the United Nations Convention on the Rights of Persons with Disabilities (CRPD), integrating people with disabilities into</p>

	<p>national poverty reduction strategies, and, most recently, enacting the 2010 Persons with Disabilities Act. Prior to the Act, Tanzania's commitment to disability rights was affirmed in its 2004 National Policy on Disability.</p> <p>The United Nations Partnership on the Rights of Persons with Disabilities Multi Partner Trust Fund (UNPRPD MPTF) brings together UN entities, governments, organizations of persons with disabilities, and broader civil society to advance the human rights of persons with disabilities around the world. In December 2020, the UNPRPD MPTF announced that Tanzania has been selected as one of the recipient countries for its fourth funding round, covering a total period of 2 years and with an initial Inception Phase that will run from March/April until June/July 2021. The Inception Phase and its outcomes are aligned to, and shall inform, the ongoing processes for the development of the UN Sustainable Development Cooperation Framework (UNSDCF) 2022 – 2027.</p> <p>This is a joint UN Country Team initiative. The Inception Phase will be managed by UNFPA as the Administrative Agent for the MPTF within the framework of the UN Leave No One Behind (LNOB) coordination mechanisms, with the overall guidance of the Office of the UN Resident Coordinator (RCO) and contributions from selected UNPRPD MPTF participating agencies.</p> <p>The Inception Phase comprises an Induction Workshop for all key stakeholders, a Situation Analysis and Full Proposal development. These will follow UNPRPD guidance and templates and principles of co-creation and inclusion. The process will involve participating UN entities, government, civil society organizations (CSOs) and organizations for persons with disability (OPDs) in all their diversities. Emphasis will be placed on ensuring the participation and leadership of the most marginalized groups of persons with disability, including women and children.</p>
<p><b>Purpose of consultancy:</b></p>	<p>Following the announcement of the UN Country Team (UNCT) in Tanzania’s selection as one of the recipient countries for the UNPRPD MPTF fourth funding round, the United Nations Population Fund (UNFPA), on behalf of the UNCT and the Leave No One Behind (LNOB) coordination structure, is seeking to engage an experienced consulting firm to support the Inception Phase of the programme, including to conduct an Induction Workshop for the UN, government, OPDs and other key stakeholders, a Situation Analysis and undertake the Full Proposal development.</p>
<p>Scope of work: <i>(Description of services, activities, or outputs)</i></p>	<p>The consulting firm will work under the daily administrative/managerial supervision of UNFPA in Tanzania. For technical guidance and quality assurance of the work, the firm will be guided by the LNOB secretariat technical co-leads (UNFPA and UN Women) and the participating UN Agencies, government partners, CSOs and Organizations for People with Disabilities (OPDs), that will recommend to UNFPA for approval, the main deliverables of the assignment.</p> <p>The consulting firm is expected to:</p>

1) **Inception Phase** - Discuss with UNFPA and key partners the development of a detailed work plan and methodologies for addressing steps 2 - 4 below.

a. **Deliverable:**

- Acceptable inception report including detailed work plan for accomplishing the envisaged work (not exceeding 5,000 words).

2) **Lead the organization and facilitation of a five-day Induction Workshop** –

The purpose of the five-day Induction Workshop is to provide basic training on the Convention on the Rights of Persons with Disabilities (CRPD) and disability inclusive Sustainable Development Goals (SDGs), UNPRPD’s Cross-Cutting Approaches outlined in its Strategic Operational Framework (SOF), and the preconditions for disability inclusion. This should include a focus on specific requirements for gender, youth and disability inclusive approaches. The Induction Workshop ensures that all stakeholders are informed and prepared to participate in the Situational Analysis. The Induction Workshop will be based on a standardized training module developed by UNPRPD’s Technical secretariat, which will need to be adapted to the specific context of Tanzania in consultation with OPDs and other stakeholders. This was originally envisaged as an in-person training; however, materials and workshop design may need to be redesigned as a blended or online/virtual learning exercise to accommodate the local context.

a. **Deliverables:**

- Workshop concept note and agenda including modality of delivery of the workshop within the current context of remote working for most partners (to be adapted from UNPRPD MPTF core resource package);
- Training materials (to be adapted from UNPRPD MPTF core resource package);
- A brief workshop report summarizing the proceedings from the workshop to the LNOB secretariat.

3) **Conduct a Situational Analysis** – The consultant shall engage stakeholders in a broader analysis on contextual factors affecting the implementation of the Convention of the Rights of Persons with Disabilities (CRPD) and the SDGs and the preconditions for disability inclusion, with explicit emphasis on the intersections between disability, gender and age, in order to inform wider planning within the country and ensure that the proposed policy and programming components of the Full Proposal for the Joint Programme are based on national needs and respond to national challenges, particularly for the most likely to be left behind groups.

Following further guidance from the UNPRPD secretariat, the Situation Analysis will be based on a desk review of available literature and data, key

	<p>stakeholder interviews and focus group discussions, which will be conducted in person or virtually. All primary data collection will be inclusive and represent diverse perspectives on disability needs (including the specific needs of women and children with disabilities).</p> <p>a. <b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• In-person consultation workshop with key stakeholders;</li> <li>• First, second and final draft Situation Analysis;</li> <li>• PowerPoint presentation with key findings.</li> </ul> <p>4) <b>Develop the Full Proposal</b> – Drawing on learning from the Induction Workshop and Situational Analysis, the consultancy firm shall develop a Full Proposal that outlines the programme objectives, activities, outputs, and outcomes, as well as the structure and nature of the multi-stakeholder partnership that will drive the implementation of the programme. In addition, the Full Proposal must include a full programme budget. The final proposal will be subjected to validation by all the key stakeholders.</p> <p>a. <b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Consultation workshop with key stakeholders and its report;</li> <li>• First and final proposal versions of the report.</li> </ul> <p>It is expected that all phases of the assignment are based on disability inclusive approaches (emphasizing the inclusion of the most marginalized groups of persons with disability, including women and children), with the use of accessible communication used prior to and during the Induction Workshop, stakeholder interviews, proposal development and its final validation.</p>
<p>Duration and working schedule:</p>	<p>This consultancy starts upon the signature of the contract and is to be implemented within 12 weeks.</p> <p>A detailed work schedule with a combination of office based and teleworking arrangements shall be submitted by the consultancy team for approval by UNFPA upon commencement of the assignment.</p>
<p>Place where services are to be delivered:</p>	<p>The consultancy institution will be working remotely and is expected to be ready to travel to and within Tanzania during all phases of the assignment for the Induction Workshop, primary data collection for the Situation Analysis, and stakeholder consultations, both for the Situation Analysis and Full Proposal development.</p> <p>Travel for stakeholder interviews in Dodoma, Zanzibar and in selected regions will be arranged in agreement with the supervisor. Funding and logistics arrangements for all travel for the consultancy team shall be included in the consultancy firm’s budget and organized by the team.</p>

	Depending on the COVID-19 situation, some or all of the events mentioned in the ToR, including the Induction Workshop, may need to be implemented virtually.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Delivery dates are 12 weeks from the commencement of the assignment. All documents collected or prepared by the consulting firm during the assignment shall be uploaded on a UNFPA Tanzania created google folder.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consulting firm is expected to provide updates with a brief report on key progress made and results achieved on a bi-weekly basis. A comprehensive end of assignment report with key deliverables shall be submitted three days prior to the last day of the assignment.
Supervisory arrangements:	The consulting firm will work under the overall guidance of the UNFPA Representative and direct supervision of the UNFPA Technical Advisor – Gender Equality in close collaboration with the UN LNOB co-chairs and the secretariat, the RCO and other UN members.
Expected travel:	To be agreed upon following the approval of the detailed work plan for the consultant during the first week of the assignment.
Required expertise, qualifications and competencies, including language requirements:	The assignment will be conducted by <b>a consulting institution</b> . The firm must demonstrate a competent team composition with the required qualifications and work experience, viz: - <ul style="list-style-type: none"> <li>● At least Master’s degree (or higher level of qualification) in Disability Studies, Public Health, Social Science, Development Studies or Management.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>● Minimum 10 years work experience and specialization in disability inclusion and gender programming, including experience of implementing the Convention on the Rights of Persons with Disabilities.</li> <li>● Proven track record in assessments and analyzing issues pertaining to the inclusion of people with disabilities, using participatory, disability accessible and inclusive communication methodologies for reaching all stakeholders.</li> <li>● Strong facilitation and training skills.</li> <li>● Proven experience in quantitative and qualitative research, including data collection, analysis and report writing.</li> </ul>

	<ul style="list-style-type: none"> <li>● Experience in the development of funding proposals related to inclusive development with successful outcomes.</li> <li>● Proven experience in analyzing the intersections between disability, age and gender, and the specific needs of women and children with disabilities.</li> </ul> <p><b>Language:</b></p> <ul style="list-style-type: none"> <li>● Fluency in written and spoken English is required.</li> </ul> <p><b>Other requirements/assets:</b></p> <ul style="list-style-type: none"> <li>● Written and spoken Swahili is an asset.</li> <li>● Ability to communicate with sign language and/or braille is an asset.</li> <li>● Experience working in Tanzania or another East African country is an asset.</li> <li>● Team members who are themselves stakeholders (parents or persons with disabilities) are highly encouraged.</li> <li>● Experience in implementing virtual consultations, workshops and other capacity building interventions, specifically with the involvement of persons with disabilities, is an asset</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p><b>UNFPA will provide:</b></p> <ul style="list-style-type: none"> <li>● The contract and management of the contract for the assignment.</li> <li>● Funding and external support for translation of all guidance documents and resource materials from the UNPRPD MPTF secretariat into Swahili.</li> <li>● Flight tickets and per diems for all participants for the stakeholder consultations, as relevant.</li> <li>● On-ground logistics support for the arrangement of the Inception Workshop and stakeholder consultations for the Situation Analysis and Full Proposal development.</li> <li>● Office space with access to phones, internet and printers can be available to the consultancy firm for the duration of the assignment.</li> </ul> <p><b>The LNOB secretariat will provide:</b></p> <ul style="list-style-type: none"> <li>● A list of partners and facilitate introductions to relevant UN entities, government, CSO and OPDs that will be involved in the Inception Phase.</li> <li>● All templates and materials from the UNPRPD MPTF to guide the different phases and deliverables of the assignment.</li> <li>● Some background documents as available on the situation of persons with disabilities in Tanzania. However, it is expected that the consultant will conduct an additional literature search and data collection during the assignment.</li> <li>● Supportive role in review and quality assurance in the work of the deliverables by the consultancy firm.</li> </ul>

	<p><b>The consulting institution is expected to:</b></p> <ul style="list-style-type: none"> <li>● Bring laptops.</li> <li>● Arrange for all international and local travel for members of the consultancy team and their accommodation. A budget for this shall be included into the final proposal.</li> <li>● The consultancy firm is expected to engage at least 1-2 national team members to lead the day-to-day engagement with the UN and national stakeholders in Tanzania during all phases of the programme.</li> </ul>						
<p>Other relevant information or special conditions, if any:</p>	<p><b>ASSESSMENT / SELECTION PROCESS AND METHOD</b></p> <p>Interested consulting institutions will be assessed on the basis of a technical and financial proposal. The financial proposal should be prepared in US\$, should include all related costs (travel, etc.) and contain a breakdown for each component of the proposed work deliverables, based on an estimate of time taken, which needs to be stated. The budget narrative must explain the assumptions behind all cost estimates.</p> <p>The proposals will go through a technical and financial evaluation to determine their merits for this assignment.</p> <p>The technical proposal will have a weight of 80%, while the financial proposal will have a weight of 20%.</p> <p>Technical proposals should attain a minimum of 50 points to qualify and be considered for financial review.</p> <p>The below table shows the main criteria for the technical review.</p> <table border="1" data-bbox="431 1268 1464 1858"> <thead> <tr> <th data-bbox="431 1268 1360 1339"><b>Technical proposal</b></th> <th data-bbox="1360 1268 1464 1339"><b>Points</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="431 1339 1360 1633"> <p><b>Experience of the institution and personnel</b></p> <ul style="list-style-type: none"> <li>- Profile of the company and relevance to the assignment/Institutional track record (20)</li> <li>- Professional experience of the team lead/lead consultant and team members that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc)</li> <li>- References (10)</li> </ul> </td> <td data-bbox="1360 1339 1464 1633">50</td> </tr> <tr> <td data-bbox="431 1633 1360 1858"> <p><b>Proposed methodology and approach</b></p> <ul style="list-style-type: none"> <li>- Understanding of the terms of reference (20)</li> <li>- Proposed approach and methodology (20)</li> <li>- Work plan/time scales given in the proposal and its adequacy to meet the project objectives (10)</li> </ul> </td> <td data-bbox="1360 1633 1464 1858">50</td> </tr> </tbody> </table>	<b>Technical proposal</b>	<b>Points</b>	<p><b>Experience of the institution and personnel</b></p> <ul style="list-style-type: none"> <li>- Profile of the company and relevance to the assignment/Institutional track record (20)</li> <li>- Professional experience of the team lead/lead consultant and team members that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc)</li> <li>- References (10)</li> </ul>	50	<p><b>Proposed methodology and approach</b></p> <ul style="list-style-type: none"> <li>- Understanding of the terms of reference (20)</li> <li>- Proposed approach and methodology (20)</li> <li>- Work plan/time scales given in the proposal and its adequacy to meet the project objectives (10)</li> </ul>	50
<b>Technical proposal</b>	<b>Points</b>						
<p><b>Experience of the institution and personnel</b></p> <ul style="list-style-type: none"> <li>- Profile of the company and relevance to the assignment/Institutional track record (20)</li> <li>- Professional experience of the team lead/lead consultant and team members that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc)</li> <li>- References (10)</li> </ul>	50						
<p><b>Proposed methodology and approach</b></p> <ul style="list-style-type: none"> <li>- Understanding of the terms of reference (20)</li> <li>- Proposed approach and methodology (20)</li> <li>- Work plan/time scales given in the proposal and its adequacy to meet the project objectives (10)</li> </ul>	50						

	<b>Total Technical</b>	100	
	<b>Financial Proposal</b>		
	<ul style="list-style-type: none"> <li>- The price should be broken down for each component of the proposed work deliverables, based on an estimate of time taken, which needs to be stated;</li> <li>- The budget narrative must explain the assumptions behind all cost estimates.</li> </ul>		