



TERMS OF REFERENCE FOR CONSULTANCY FIRM

**Conduct a Qualitative and Inclusive Study for the Identification of Risk
Factors of GBV for Women and Girls with Disabilities by their Caregivers or
in their role as Unpaid Caregivers**

1. Introduction

The United Nations Partnership on the Rights of Persons with Disabilities (UNPRPD) *Unpaid care, disability and gender transformative approach programme*, is a global programme implemented by the UN agencies UNDP, UNWOMEN, UNICEF, UNFPA, ILO and OHCHR. The programme is financed by the UNPRPD, coordinated by the UNDP and implemented in Colombia, Mozambique, Tanzania, Panama and Kenya. Having commenced in April 2024 and due to be completed in July 2026, the UNPRPD Unpaid Care Programme aims to influence national care and support systems to be disability-inclusive and gender transformative towards both care providers and care recipients.

In the United Republic of Tanzania, the programme is implemented by UNDP, UNFPA and UNWOMEN. One of the activities that UNFPA will undertake - and for which we seek to recruit a consultant as per this ToR - is to conduct a detailed study in selected districts in three regions in Tanzania (tentatively identified as Dar es Salaam, Shinyanga and Mara) on the exposure and risk factors of gender-based violence for women and girls with disabilities by their unpaid caregivers or in their role as unpaid caregivers, as well as their experiences and gaps in access to support systems and protection.

A requirement will be to identify the exposure and risk factors for gender-based violence affecting girls, adolescents, youth, and women with disabilities related to unpaid care activities carried out by caregivers and other social actors.

Identifying these risk factors will guide and enable the development of a comprehensive, validated, and widely disseminated report, including recommendations and an accompanying policy brief. This report will guide the planning and implementation of programmes to strengthen the protection of the rights of persons with disabilities through more disability-inclusive and gender-transformative national care and support systems.

2. Scope of work

UNFPA is hiring a qualified consultancy firm to:

- Assess the nature of care for persons with disability as it relates to the Tanzanian context, with emphasis on unpaid care;
- Conduct research that assesses the extent of gender-based violence (GBV) faced by women and girls with disabilities perpetrated by other unpaid caregivers or in their role as unpaid caregivers;
- Identify the risk factors that increase the vulnerability of women and girls with disabilities to GBV by their caregivers or in their role as unpaid caregiver, as well as the protective factors that can mitigate this risk;
- Identify the barriers that women and girls with disabilities face when trying to access support services after being subjected to GBV by their caregivers or in their role as unpaid caregivers, such as assistance helplines, health services and justice;

- Gathering the experiences, perceptions and needs of women and girls with disabilities in relation to GBV, including their views on available support services and ways to improve the response to violence;
- Provide insights into the attitudes and behaviours of unpaid caregivers with and without disabilities in relation to GBV, including factors that contribute to the perpetuation of violence or the protection of women and girls with disabilities.
- Provide recommendations for policies, programs and interventions aimed at preventing GBV against women and girls with disabilities by their caregivers or in their role as unpaid caregivers, as well as improving access to support services and the institutional response to violence.

As part of the application process, the consultancy firm will submit a detailed work plan with a brief outline of its understanding of the scope of work and proposed methodologies including budget breakdown. This plan will be further refined during the inception phase of the assignment after consulting with UNFPA. The inception phase will also serve to agree on the report's structure and format (content presentation, case studies, visual elements, etc.).

Satisfactory completion of assignments will be measured against this work plan, timeframes and the expected deliverables mentioned above.

3. Deliverables

At the end of the assignment, the consultancy firm shall present the following key deliverables:

- Inception Report
- At least Draft Research Reports for review by the Joint Steering Committee established for the UNPRPD Joint Programme
- A report with key feedback from the stakeholder meeting for the validation of the report, which is to be organized and convened by the consultancy firm
- Final research report with recommendations to guide the development of a policy brief and national consultations with key stakeholders
- Three (3) case studies
- Evaluation of methodology used, including recommendations for future research/studies focused on disability and violence/risk factors

4. Ethical considerations

The Convention on the Rights of Persons with Disabilities (CRPD) promotes, protects, and ensures the full and equal enjoyment of human rights and freedom by persons with disabilities and promotes respect for their inherent dignity. Ethical implications for research that emerge from the CRPD are listed below:

Before commencing research:

- The research principles of respect, consent and privacy are core aspects of ethical research. Strategies for respectful research practice (including respect for privacy and seeking consent)

require planning, especially in settings where privacy may be challenging to ensure or where interpreters may need to be used to facilitate communication between researchers and participants.

- Be familiar with the values/principles/standards of ethical research and with the legal and ethical duties regarding data protection, confidentiality, capacity to consent, and supported decision-making.
- Be cognizant that ethical responsibilities apply throughout the research process.
- Reflect on the value of professional integrity and what one needs to do to develop and practise this value.
- Include experts by experience as co-researchers and involve them in planning and designing the research.
- Obtain ethical approval from a Research Ethics Committee with some expertise in the area to be researched.

Obtaining informed consent:

- Ensure accessibility in the process of obtaining informed consent.
- All participants in the research must take part voluntarily, free from any coercion or undue influence, and their rights, dignity and autonomy should always be respected and appropriately protected.
- Do not use other people, such as family members or carers, as proxies; they can consent to be interviewed as key informants but not to interpret the thoughts and feelings of others.
- Remind potential participants of the research's purpose and implications and of their right to decline to take part or withdraw from the research without consequence.
- Provide easy-to-understand information and alternative formats, when necessary, for example, easy-to-read documents, videos, or digital formats for people with an intellectual disability.

Data collection:

- Ensure that communication methods are adapted to suit everyone and that research venues are physically accessible.
- Have procedures in place should a research participant disclose abuse during an interview or focus group discussion.
- Offer research participants the opportunity to review and amend a transcript of their interview.

Data analysis and dissemination:

- The inclusion of experts with experience in data analysis should be considered, as they can bring new insights and may challenge researcher biases.
- Take an ethical approach to analysis and document all decisions made, including the rationale for them.
- Disseminate research findings in appropriate and accessible formats and make efforts to ensure they reach the research participants.

5. Duration and working schedule

The assignment will commence on 14 January 2025, or on the day the contract is signed, and be completed no later than 30 June 2025.

The work plan to be submitted by the consultancy firm shall allocate time as deemed appropriate to complete the following phases of the assignment:

- Desk Review/Inception Report
- Tool development
- Ethical clearance
- Data collection
- Data analysis and drafting of the report
- Validation meeting
- Final Report

The exact timeline will be decided jointly by the consultancy firm and UNFPA through a work plan at the inception of the assignment.

6. Places where service are to be delivered

The consultancy firm will work off-site and avail themselves if requested by UNFPA for meetings virtually.

7. Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.)

Once reviewed and approved by UNFPA, the final validated and proofread report will be delivered in electronic format (Word document) in English no later than 30 June 2025.

All documents and background documents reviewed and data collected and transcribed as part of the assignment must be shared in a designated Google drive, created by the consultancy firm and shared by UNFPA.

8. Monitoring and progress control, including reporting requirements, periodicity format and deadline

The consultancy firm will report on the progress of the desk review/consultation process and revision of the current manuals weekly and ad hoc when required.

9. Supervisory arrangements

The consultant firm will be supervised directly by the team lead for all day-to-day arrangements, with technical support and the oversight of the UNFPA Deputy Representative and under the overall guidance and supervision of the UNFPA Tanzania Gender Equality and Human Rights Advisor.

10. Expected travel

Travel is expected to the selected district in the three regions (tentatively identified as Dar es Salaam, Shinyanga and Mara) where the research will take place and to Dodoma for key informant interviews.

11. Required expertise, qualifications and competencies, including language requirements

The consultancy team is expected to comprise a team leader and an appropriate number of team members with the following qualifications and expertise:

- An advanced university degree in social science, public health, gender/development studies or a related area;
- Team lead is requested at least a minimum seven years of hands-on experience and other team member(s) at least five years of experience on qualitative and quantitative research related to GBV, disability inclusion and unpaid care.
- Strong understanding of GBV, care work and disability issues, including the intersections between these three areas.
- Experience in conducting qualitative and quantitative research; capacity to design and implement research methodologies that enable the collection of sensitive and in-depth information on gender-based violence against women and girls with disabilities.
- 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.
- Knowledge of human rights and protection, particularly with regard to the protection of women and girls with disabilities from violence.
- Knowledge of relevant laws and regulations and international and national guidelines for protection and unpaid care work.
- Working level in Kiswahili and English is required.
- Experience with editing and proofreading UN documents and familiarity with UNFPA's style is an asset.

The consultancy team is expected to include at least one person with a disability of Tanzanian origin, ideally with a relevant research background and expertise

12. Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable

The consultancy team will use their own equipment for the assignment.

13. Remuneration and schedule of deliverables /payment

The budget for this consultancy shall include all costs associated with the study, including travel expenses for the research team for the training of interviewers data collection in tentatively selected three regions: Dar es Salaam, Shinyanga, Mara for KIIs, transport and accommodation for the interviewer training,

procurement of services for sign language and provision of other accessibility measures to facilitate smooth and inclusive communication in all parts of the research process and the validation of the report, and payment of transport (and airtime if needed) for key informants from the three regions.

UNFPA will cover the cost of all arrangements for the validation meeting.

The payment will be issued in three tranches as follows:

- Upon submission and approval of the inception report, 40% of the total remuneration.
- Upon submission of the draft full research report and case studies, 40% of total remuneration.
- Upon submission of the final validated full research report, the remaining 20% of the total remuneration.

14. Submission Requirements

The consulting firm should submit both technical and financial proposals. The technical proposal should include a detailed work plan with a brief outline of its understanding of the scope of work and proposed methodologies. The financial document needs to include all the costs listed in this ToR under section 13.

The following documents should be attached to the proposal; a) a profile of the firm, 2) Curriculum Vitae of a team lead and team member(s) expected to undertake the study exercise, and 3) evidence of undertaking similar work in the past and names and contact details (email and phone numbers) of past clients.

Please refer to the RFQ with reference number **RFQ N° UNFPA/TZA/RFQ/24/004** for the submission guidelines

15. How to Apply

Qualified consultant firms should send the application letter and proposal documents, including a detailed work plan with a brief outline of its understanding of the scope of work and proposed methodologies and financial documents, in separate files through the email address tanzania.office@unfpa.org. Deadline for application is **13 November 2024 at 23:59:59 hrs.**