**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**  
**Disability Inclusion National Expert**

<table>
<thead>
<tr>
<th>TERMS OF REFERENCE  (to be completed by Hiring Office)</th>
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<tbody>
<tr>
<td><strong>Hiring Office:</strong></td>
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<tr>
<td><strong>Purpose of consultancy:</strong></td>
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<tr>
<td><strong>Scope of work:</strong></td>
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<tr>
<td>(Description of services, activities, or outputs)</td>
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<td><strong>Duration and working schedule:</strong></td>
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The consultancy is home based with needed stay in Amman for field work and presentations. The international advisor consultant will be hired by UNFPA Jordan and is expected to be onboard during the same period as the national expert.

All documents will be shared in electronic format with the Humanitarian Coordinator and the office Disability Inclusion focal points: UNFPA Gender-based violence Specialist and The Youth Peace and Security Associate.

### Deliverable:

**Support the development and translation of training plans, resources and training materials to be used in the capacity-building training, with a specific focus on SRHR and GBV.**

The material must be in line with UNFPA mandate, recognized guidelines and toolkits used by UNFPA, human rights frameworks and culturally and context sensitive developed in partnership with the other consultant.

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<tr>
<th>Deliverable</th>
<th>Deadline</th>
<th>Number of working days</th>
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<td>2 co-facilitated capacity-building sessions. One for UNFPA JCO and one for focal points from implementing partners on SRHR and GBV and service delivery for women and young people with disabilities, key concepts, programme development implementation and monitoring.</td>
<td>11(^{th})-15(^{th}) October</td>
<td>5 days</td>
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<td>Carry out visits to partners and project location to create/review disability inclusion strategy and thematic work plans from each programme, on disability inclusion and service delivery.</td>
<td>18(^{th})- 22 of October</td>
<td>5 days</td>
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<td>Support the production of a final report on the capacity building training and recommendations for UNFPA JCO on next steps, including the existing strategic plan. This includes meetings with management and all staff to present and validate the report and recommendations. Finalization based on meeting discussion and outcomes.</td>
<td>25- 29(^{th}) of October</td>
<td>5 days</td>
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**Total working days** 20 Days

The assignment will be under the direct supervision of the Humanitarian Coordinator, in liaison with the UNFPA Disability Inclusion Focal points, Operation manager and all relevant staff. The hired consultant is expected to adopt a participatory approach and include persons with disabilities throughout the consultant. The consultant will work in a team with an international consultant.

The assignment is based in Amman – Jordan. The work will mainly be carried out virtually, with necessary in-person meetings and presentations according to government laws and recommendations and according to COVID-19 safety procedures. Only national applicants will be considered.
### Required expertise, qualifications and competencies, including language requirements:

**Language and Academic Qualifications**
- Masters’ degree in Social Science or equivalent with 5 years of relevant work experience or a bachelor degree with minimum 7 years of work experience;
- Work experience with PWD is essential;
- Work experience and knowledge of SRHR, women’s studies, human rights, disability law, health and working with young people is desirable;
- Excellent research and analytical skills, both oral and written;
- Familiarity with the mandate of UNFPA in the Arab region is an asset especially in relation to SRHR and GBV;
- Excellent written and verbal communication and drafting skills in Arabic and English;
- Ability to work in a systematic, methodical and orderly way and the ability to meet schedules/deadlines;
- Proven ability to be creative; to adapt traditional methods, concepts, models etc. to new applications; or the ability to devise new approaches to make improvements or solve problems;
- Ability to conduct and lead capacity-building trainings in person and online;
- Ability to demonstrate sensitivity and adaptability to cultural diversity;
- Persons with disabilities that have the required expertise are encouraged to apply.

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

UNFPA will facilitate the process of arranging meetings with identified stakeholders. The hired consultant will have to arrange any expenses related to field visits, meetings, presentations etc. including transportation costs as UNFPA will not be able to support. Capacity-building will be primarily online. UNFPA will support training costs if in-person modality is applied and if the situation allows.

### Other relevant information or special conditions, if any:

Payments will be released in 2 trances satisfactory submission of the following deliverables:
- Development of training plans, materials and resources and delivery of capacity-building training in Arabic – 50 %
- A detailed post-capacity-building report and recommendations on next steps for UNFPA Jordan in Arabic – 50 %

Individuals are welcome to apply by submitting a CV, a motivation letter, a draft work plan and financial offer with a total compensation lump sum.

### UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA is committed to workforce diversity and inclusion, and promotes equal opportunities for all including persons with disabilities.

### How to apply:

Interested candidates are kindly requested to provide us with their P11s, copy of academic credentials, motivation letter along with a draft workplan, and financial proposal with a total compensation lump sum (in a separate file attachment), through the email address: ico-consultants@unfpa.org, indicating the Consultancy Title in the email's subject, by 13 September 2020, 23:59 (Jordan Local time)

Failure of candidates to submit a duly completed P11 form, as well as false representations on this form, shall constitute sufficient grounds for withdrawal of further consideration of the application. All information provided in the P11 form will be treated as strictly confidential.

Candidates who are seriously being considered will be contacted for an interview.

Please note that selected consultant will be asked to submit a series of documents (health statement, health insurance; passport, vendor form, security certificates,… etc.) before starting the assignment.