

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Disability Inclusion National Expert

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	United Nations Population Fund (UNFPA) Jordan Country Office
Purpose of consultancy:	<p>There are over 1 billion persons with disabilities living in the world today. According to the World Health Organization (WHO) and World Bank's <i>World Report on Disability¹ (2011)</i>, the female disability prevalence rate worldwide is 19.2 per cent. There are between 180 million and 220 million young persons with disabilities worldwide, predominantly in developing countries. There are roughly 10 million persons with disabilities who experience forced displacement worldwide because of persecution, conflict, violence, or human rights violations. When factoring in underreporting and displacement due to natural disasters, this number is likely much higher. Emergencies often create a new group of women and young persons with disabilities who require services, which places an even greater demand on the limited services available.</p> <p>Founded in 1969, the United Nations Population Fund (UNFPA) is a UN lead organization that works for delivering a world where <i>“every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled”</i>. UNFPA Jordan is currently supporting the Ninth Country Programme of Cooperation-CPD (2018-2022). Under the current CPD, UNFPA support Jordan for achieving its national programme through supporting resilience capacities of national institutions, communities and individuals as follows: 1) Sexual and reproductive health (SRHR); 2) Gender equality and women's empowerment; and 3) Population and development by increasing national data systems' capacity for integration of population dynamics for the realization of the demographic dividend, including in humanitarian contexts. UNFPA Jordan is committed to supporting the most vulnerable groups in society, with a focus on SRHR and gender based violence (GBV), and this includes persons with disabilities, with the overarching purpose of “Leaving No One Behind”.</p> <p>Based on the above, the purpose of this consultancy is to support the planning and implementation of a comprehensive training for UNFPA Jordan staff and partners on working with and for persons with disabilities, with a specific focus on SRHR and GBV, including for young people. Furthermore, the consultant will review the work plans of implementing partners and give guidance to UNFPA on how to work towards the inclusion and accommodation of persons with disabilities. Lastly, the consultant will support and advise in the creation of short and long term recommendations and guidance for UNFPA to ensure persons with disabilities are fully included across all departments and programmes, with a focus on accessibility and reasonable accommodation, under the umbrella of UNFPA's mandate. The consultant will support the review of the UNFPA Jordan internal Disability inclusion strategic plan, adding a concrete operationalization plan with activities timeline and budget in consultation with UNFPA relevant staff. The consultant will work together in a team with an international disability inclusion advisor throughout the assignment.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The hired consultant assignment will entail 2 main components:</p> <ul style="list-style-type: none"> - To increase the capacity of UNFPA staff and implementing partners on disability inclusion and service delivery on SRHR and GBV for women and young people; - To support the lead consultant in contextualizing the work for Jordan and supporting UNFPA on how to be “fit for purpose” and how to create an enabling environment where persons with disabilities are included across programmes and departments.
Duration and working schedule:	October 2020

¹ https://www.who.int/disabilities/world_report/2011/report.pdf?ua=1

Place where services are to be delivered:	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.																		
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	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																		
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The consultant will have to deliver:</p> <table border="1" data-bbox="512 421 1465 1686"> <thead> <tr> <th data-bbox="512 421 1027 472">Deliverable:</th> <th data-bbox="1027 421 1235 472">Deadline:</th> <th data-bbox="1235 421 1465 472">Number of working days</th> </tr> </thead> <tbody> <tr> <td data-bbox="512 472 1027 846">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.</td> <td data-bbox="1027 472 1235 846">6th of October</td> <td data-bbox="1235 472 1465 846">5 days</td> </tr> <tr> <td data-bbox="512 846 1027 1122">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 data-bbox="1027 846 1235 1122">11th-15th October</td> <td data-bbox="1235 846 1465 1122">5 days</td> </tr> <tr> <td data-bbox="512 1122 1027 1317">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 data-bbox="1027 1122 1235 1317">18th- 22 of October</td> <td data-bbox="1235 1122 1465 1317">5 days</td> </tr> <tr> <td data-bbox="512 1317 1027 1621">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 data-bbox="1027 1317 1235 1621">25- 29th of October</td> <td data-bbox="1235 1317 1465 1621">5 days</td> </tr> <tr> <td colspan="2" data-bbox="512 1621 1465 1686" style="text-align: center;">Total working days</td> <td data-bbox="1235 1621 1465 1686" style="text-align: center;">20 Days</td> </tr> </tbody> </table>	Deliverable:	Deadline:	Number of working days	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.	6 th of October	5 days	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.	11 th -15 th October	5 days	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.	18 th - 22 of October	5 days	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.	25- 29 th of October	5 days	Total working days		20 Days
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Supervisory arrangements:	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.																		
Expected travel:	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.																		

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Language and Academic Qualifications</p> <ul style="list-style-type: none"> ● 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.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>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.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Payments will be released in 2 trances satisfactory submission of the following deliverables:</p> <ul style="list-style-type: none"> ● 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 % <p>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.</p>

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: jco-consultants@unfpa.org , indicating the Consultancy Title in the e-mail'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.