**LUTHERAN WORLD FEDERATION (LWF) SOUTH SUDAN**

**Terms of Reference to carry out a Comprehensive Functional Assessment for Children with Disability to enable their participation and inclusion in Activity Daily Living (ADL) and Education opportunities in Maban Refugee Camps, Upper Nile State, South Sudan**



**Requesting Section: Program**

**Location: LWF Maban Field Office**

**Date: 23th March 2020**

**Project/Donor: ACT Church of Sweden**

**Project:** Protection and Education for Sudanese refugee children and South Sudanese children in South Sudan

**Background:**

Lutheran World Federation/Department for World Service is an International NGO which mission is “Inspired by God’s love for humanity, Development World Service (DWS) responds to and challenges the causes and consequences of human suffering and poverty”. LWF/DWS seeks to ensure unimpeded and timely access to humanitarian response, working towards development and sustainable solutions. It uses its commitment and solidarity with affected communities to take part in ensuring durable solutions.

LWF/DWS South Sudan started its operation in South Sudan since 1983, responding to needs of vulnerable communities in hard to reach areas. In its disaster response, LWF has responded to the needs of internally displaced, refugees, vulnerable community cohorts such as girls and women, protection of children, in times of conflict and disaster.

LWF/DWS operation in Maban (Upper Nile States) are mainly in Education and Mainstreamed Child Protection for refugees and host communities through funds from UNHCR, BPRM and SIDA through ACT Church of Sweden (Act CoS).

With the principle of ‘leaving no one behind’, the inclusion of persons with disabilities has become an increasing priority in the 2030 Agenda for Sustainable Development. To ensure people with disabilities are not left behind, there is an identified need for data that allow for disaggregation of indicators by disability status in order to monitor the well-being and inclusion of persons with disabilities. Recognizing that among the target population there are likely to be children with disabilities that remain hidden and excluded from education services, the LWD/DWS operation in Maban intends to conduct a comprehensive baseline to identify children who have so far gone undocumented. As the distribution of types of disability is different for children and adults, the planned assessment will focus only on children living in Maban refugee camps. This process will also more precisely analyze the specific technical requirements of these children according to their impairment (whether in hearing, vision, communication/comprehension, learning, mobility or emotional). The findings will inform the response options and amplify services provided through ongoing interventions, with an amplified focus on: 1) supporting the concerned children to overcome the specific barriers they experience due to their disabilities; and 2) enhancing the quality of services available to children with disabilities (in education and community based rehabilitation), while working on inclusion to ensure that those who are currently marginalized/hidden are supported in their on-going development.

The assessment is to be conducted as part of a broader intervention with the overall goal: Children with disabilities access education and community-based rehabilitation services, leading to fulfilment of potential, a sense of dignity and participation in society. The consolidation of data on children with disabilities is expected to lead to an enhanced understanding of the diversity of disability among girls and boys (2-17 years), their specific needs and the various barriers they face to accessing services.

This initiative builds upon the principles of the Community Based Rehabilitation (CBR) guidelines for inclusive education, the IASC Guidelines on Inclusion of Persons with Disabilities and the Community Based Psychosocial Support approach. As such, a multi-layered approach will be applied, focusing on: the child, by identifying and supporting children in need of additional support and who are at risk of being marginalized or excluded; the system, which incorporates and calls for collaboration with families, community leaders, health workers and teachers, and anyone else who is involved and could positively influence the circumstances of the above children, building upon existing strengths and opportunities, while tackling weaknesses and threats.

The action will therefore at all stages of implementation identify, assess, liaise and work with a variety stakeholders at the individual, household, community, and systems level (e.g. health, education) for the identification and support to the target group, including: community workers that provide care for children with disabilities; families to ensure that children with impairments are identified as early as possible and referred to appropriate services based on needs; community members and teachers to create a positive approach towards children with disabilities, focusing on their abilities and capacity to learn; local policies / humanitarian coordination structures to make existing educational facilities accessible and inclusive for children with disabilities.

**Purpose of Assignment:**

The overall purpose of the assignment is to design and undertake a comprehensive assessment to identify/verify the number of children (2-17 years of age), the diversity of impairments and barriers they face in Maban refugee camps, in order to target assistance and set response priorities. This will include:

* Assessing functional difficulties among children with disabilities in different domains including hearing, vision, communication/comprehension, learning, mobility and emotions;
* Identifying the subpopulation of children who are at greater risk than other children or who are experiencing limited participation;
* Identifying the barriers that impede these children from accessing services / place them at risk of being excluded;
* Identifying enablers / opportunities that exist within the community to manage risks and barriers;
* Providing technical guidance to the LWF Maban Field Office on the type of technical support required that could best support a community-based response to enhanced inclusion of children with disabilities in both social and education environments;
* Providing training to staff on ADL and inclusion principles to LWF Maban staff and relevant community members, in order to equip concerned communities with the skills to better address attitudinal barriers;
* Providing training on data collection on disability using the Washington Group Disability Questions to LWF staff, community members and local actors (if available, including organisations of people with disabilities).

The assessment should include methodology that will help bring out the following among other things:

* qualitative data on risks, barriers and enablers to accessing assistance that persons with disabilities encounter, via focus group discussions or key informant interviews. :

disaggregated results by disability status, by domain of difficulty, age and sex.

* Understanding of specific concerns that children with different disabilities may have, including protection concerns. Are harmful beliefs and practices prevalent?
* Understanding of specific services that children with disabilities require (such as assistive technologies), and whether these are available/accessible.
* the how other people in the community support them.

representation from persons with disabilities, children, their families, local structures/organisations for people with disabilities to enhance accountability and participation, as one of the key actions of inclusive

The deliverables should be able to assist the LWF with the following:

1. Detailed report with basis on the number and forms of children with disability in the four refugee camps Maban and the immediate host community where possible.
2. A detailed list, quantities and types of disability assistive devices to be procured, based on identified needs.
3. Conduct 5 days training for LWF staff to give them a better understanding on care and support for children with disability Provided written guidelines to enable effective use and maintenance of assistive devices by the beneficiaries
4. Conduct 5 days training for staff and community members on data collection tools and methodology in 5 different sessions for different locations and groups.
5. Build the capacity of two people from a national organization of persons with disabilities (OPDs) in conducting comprehensive functional assessment as assisting consultants (LWF to recommend possible national partners for consultants’ selection).

The consultancy is expected to provide hands-on technical assistance and guidance to the LWF which will ensure a more robust sensitivity and support to children with disabilities within the operation, based on identified needs and barriers to inclusion (environmental, attitudinal and institutional).

**Scope of Work/ Work Assignments:** Under the supervision of the Education Coordinator, working closely with the Team Leader and the Special Needs Officer, the focus of the assignment will include:

* In consultation with LWF staff and community members, plan and design the assessment, including sampling, tabulation plans, field testing and translation of data collection tools, logistics, selection of accessible and safe interview venues suitable for children with disabilities etc.
* Take the lead in conducting functional needs assessment based on Washington Group/UNICEF Module on Child Functioning and associated trainings of study team on data collection tools (LWF staff, OPD and community members).
* Ensure that data ethics and protection principles (including confidentiality, provision of information, informed consent, security) are respected in the collection of data.
* Advise on services that will support children with disabilities to meet their educational and psychosocial needs, in collaboration with Special Needs Officer and other actors providing services to the same target group.
* Map existing services, accessible education facilities, actors and community-based structures that include and target children with disabilities in Maban.
* Building upon ongoing interventions for education and child protection in Maban as well as existing resources and community-based structures, provide recommendations for enhancing the quality of existing services and building the capacity of the community to amplify their support and protection of children with disabilities.
* Provide recommendations for efficient case management and referral system for specialized services, in collaboration with other professionals in the field of disability within South Sudan.
* Capacitate the community-based child protection network, the community outreach workers and incentive teachers on the principles of inclusion and the rights of persons with disabilities, in coordination with Special Needs Officer
* Conduct reflective dialogue sessions with community members on assessment results and how to tackle identified barriers at the community level. (at least one session in each of the 4 camps).

**Work Schedule:**

Duration of maximum of 40 days from start date of contract.

**Payment Schedule:**

Payments schedule and percentages will be contained in the detailed contract.

All products should be in electronic and hard copy submission.

Payment of professional fees is based on the deliverables outlined in the deliverables section detailed below

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| **Indicative Timeline** | **Deliverables** |
| 3 days | * Consultancy work plan with timelines shared * List of working tools/equipment shared with LWF * Review of reports on children with disability * Set up space and provide mobilization guidelines to assess children with disabilities in four camps |
| 10 days | * Conduct functional assessments in two of the Maban refugee camps * Provide technical report and list of assistive devices required * Identify specialized cases and advise on referrals |
| 10 days | * Conduct functional assessments in the remaining two refugee camps * Provide technical report and list of assistive devices required * Identify specialized cases and advise on referrals |
| 10 days (5 days in 2 camps and another 5 in another 2 camps) | * Train and advice on inclusion of persons with disability and related topics * Train key staff on case identifications, management and referrals |
| 5 days (One session per day) | * Conduct dialogue sessions with community on draft assessment results and on project inception with LWF staff – 5 session |
| 2 Days | * Provide a detailed and up to date final report * Provide a detailed list of assistive devices and advise on their availability and sourcing modalities |

**Type of supervision that will be provided:**

The LWF Team Leader at field level will provide guidance and direct supervision for this consultancy. Technical direction, contract management and quality assurance will be provided by Programme Coordinator based in Juba.

**Consultant’s Work Place:**

The consultant will be based in LWF Maban Field Office premises and must bring his/her own computer/laptop. Consultant will be expected to travel frequently to the camps based on a pre-approved travel plan. Local travel will be organized by the office as per agreed plan.

**Qualifications or Specialized Knowledge/Experience Required:**

Qualifications

* University (preferably advanced) degree in Special Needs Education or Orthopedics, Occupational Therapy or Physiotherapy or related fields. A social-based approach is required.

Experience & Competencies

* At least 5 years of experience, at the national and international levels, on conducting functional assessment for PwDs. Experience gained in a humanitarian context is required.
* Demonstrated experience in application of Washington Group Questions on Disability is required.
* Proven expertise and experience in CBR indicators, standards and tool is required.
* Proven expertise in social-based approaches to inclusion in under-resourced contexts is required.
* Experience in qualitative assessment methodology is necessary.
* Proven ability to work effectively in difficult contexts, including engagement with sometimes uncooperative communities.
* Proven ability to conceptualize, innovate, plan and execute ideas.
* Data analysis skills, using Stata syntax and SPSS.
* Solid analytical, negotiating, communication and advocacy skills.
* Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships, both within and outside the work place.

Languages

* Fluency in written and spoken English required. Basic knowledge of Arabic will be an added advantage.

**Interested Candidates must submit the following to qualify**

1. Cover Letter explaining why you are the most qualified for this consultancy including dates of availability.
2. Most updated Resume/CV.
3. Detailed technical proposal explaining how the consultancy will be done with work plan that corresponds to the maximum number of days provided for the consultancy.
4. Detailed financial proposal with all related costs including professional fees and living allowance
5. Scanned copy of highest degree and other relevant testimonials.

***Interested consultants can submit their application (Technical and Financial Proposal) not later than 6th April 2020 the to; lwfssd.consultancy@gmail.com***

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**LWF aligns and embeds ethics for safeguarding the interests/rights of children and all other vulnerable groups in all its research and communication. The consultant will have to sign to LWF code of conduct and child protection policy and will be expected abide by principles of non-discrimination, Child participation, informed consent, identification of risks, confidentiality and misuse of information**