# **TERMS OF REFERENCE FOR DISABAILITY AND INCLUSION BASELINE ASSESSMENT FOR SSJR PARTNER ORGANIZATIONS 2023**

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| **Project Name** | Disability and Inclusion baseline assessment |
| **Position** | Consultant |
| **Duration** | **28TH August 29th September 2023** |
| **Partners** | **Save the Children, Plan International, Dorcas Aid International, Care International, War Child Holland, Help a Child, Tearfund, Charity Empowerment Foundation, Smile Again Africa Development Organization, Women Development Group, UNIDOR, ACROSS, Mary Help Association and Widows and Orphans Charitable Organization.** |
| **Reports to** | **SSJR Coordination Office (Save the Children)** |
| **Position Status** | **Consultancy work** |

**Introduction**

The Dutch Relief Alliance (DRA) is a collaborative initiative between 14 International Non-Governmental Organizations (INGOs) based in the Netherlands, in partnership with the Netherlands Ministry of Foreign Affairs (MFA). The DRA is committed to saving lives and improving the well-being of those hit hard by humanitarian crises around the world. Inclusivity and equal participation are key values of the DRA. More specifically, in its Strategy of 2022-2026, the DRA continues to lay emphasis on the inclusion and active participation of persons with disabilities in its humanitarian responses to ensure that no one is left behind.

In response to the humanitarian situation in South Sudan, 7 INGOs and 7 NNGOs in collaboration with the Dutch MFA, have been working together in the South Sudan Joint Response (SSJR) programme since 2015.

The organizations and the locations they work in, can be seen in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/No | INGO | NNGO | NNGO | State |
| 01. | Save the Children | CEF |  | Warrap (Tonj East) |
| 02. | Plan International | SAADO |  | Upper Nile State (Malakal & Melut) |
| 03. | Dorcas Aid International | WDG | MHA | Western Bar el Ghazal (Wau, Tonj North-Warrap) |
| 04. | Care | UNIDOR |  | Unity State (Koch) |
| 05. | War Child Holland | WOCO |  | Upper Nile State (Malakal & Melut) |
| 06. | Help a Child | ACROSS |  | Jonglei & Western Bahr El Ghazal (Pibor & Tonj North –Warrap) |
| 07. | Tearfund |  |  | Central Equatoria State (Lainya) |

**Overall Objective of the Assignment:**

The SSJR in the 2022-2023 project is committed to strengthen disability inclusion awareness in the community and support increased involvement of people with disability in community-based project structures such as the Beneficiaries Selection Committees and Water Management Committees, to ensure their views are captured and reflected in the beneficiaries targeting and decision-making processes. JR partners recognize that removing barriers to include persons with disabilities in our programs is important. As much as possible, partners shall strive to remove communication, physical and attitudinal as well as institutional barriers that may hinder the full participation of persons with disabilities.

In order to be able to achieve the above, the SSJR would want to conduct a baseline assessment to look at *practices* happening in the different locations and from different partners on Disability & Inclusion within the Joint Response partners. More specifically, the SSJR would want to understand different practices among partners to know where we are, know what disability tools are in place and used by partners, asses the experience & capacity of JR organisations, have a shared vision where we want to go and develop an action plan based on this.

In summary, we want to develop a roadmap on how we as JR can increase active participation of people with disabilities in our program.

**Consultants key focus will be on:**

The consultant will among others look at practices along:

* Partners budget allocation for people living with disability beneficiaries
* Look at M&E tools and if disability disaggregated data is collected if yes /no how it can be improved
* Recruitment of a disability and inclusion focal person / point
* Incorporation of disability friendly environment e.g. ramps in offices, communal latrine constructions, market place, Child Friendly Spaces etc.
* Integration of disability and inclusion key messages in routine project awareness events or campaigns
* How information sharing sessions happens to communities affected disability and inclusion
* How recruitment of PLWDs (based on qualifications and merit) happens in organizations.
* How support staff and volunteers help address and mitigate some challenges facing people living with disability
* How do organizations advocate for this category of people
* Look at the current participation of people with disabilities in project design and implementation of partners, e.g. Active and meaningful participation in committees
* Look at the language used by the partners when speaking / writing about disability and people with disability
* The consultant should also assess the experiences of the communities, particularly the people with disabilities, right?
* How do organizations eliminate some of the belief and cultures that affect people living with disability?

**Key Deliverables**

The following are expected to be the deliverables of the disability inclusion baseline assessment;

* 1. Comprehensive inception report including a good inception report detailing overview of the questions that will be asked in the survey, Focus Group Discussion (FGD) and interviews guide to be submitted to the Lead within 7 days from the commencement of the assignment.
  2. Facilitation of a validation workshop, to be conducted within 7 days after presentation of the final report.
  3. All raw data and information that has been collected from all the organizations visited and their existing practices in relation to disability and inclusion.
  4. The lessons learned and practical actionable points suggested in the validation workshop should be submitted within 3 days after the workshop.
  5. Final report including findings, clear summary of concrete actions to be undertaken, lessons learned, priorities, as well as recommendations for a possibility of either joint or organizational disability inclusion approach in line with the findings and agreements in the validation workshop.

**Roles and Responsibilities**

*Consultant*

The roles and responsibilities of the consultant will include the following:

# Develop a detailed technical proposal and budget for the proposed consultancy activity

# Organize, facilitate and report on the inception mission including timed deliverables

# Facilitate formulation of the data collection and analysis instruments and actualized information and data collection.

# Undertake data analysis and report writing

# Provide recommendation and a clear and realistic pathway to opportunities from the different practices among partners for the SSJR partners to design a joint approach to disability and inclusion for the SSJR Partners

# Responsible financially to organize for flights from Juba to the field locations for data collection and any other needed support at the field locations

* Responsible for all administrative issues for their team during this assignment including (Insurance, Visa if needed, taxes as per the country laws etc.)
* Plan and facilitate the validation workshop for the SSJR partners

**METHODOLOGY**

Throughout this assignment the consultant should in the process take into consideration the following but not limited to only:

* Disability inclusion tools being used – The disability score card; Washington Group of tools; gender considerations – sex and age disaggregation of data
* Methodology to be used e.g. snowballing or purposeful sampling methods that will be adopted
* Identify sources of secondary data, tools etc. from actors in the PWD including Clusters and government stakeholders
* Train enumerators on the data collection processes; types of disabilities and how these might influence outputs
* Consider, types of disabilities to consider; cultural sensitivities; consider the settings (urban or rural);
* Engaging local authorities, communities and families
* Ethical considerations around photography, personal interactions, intention to disseminate the report, the do’s and don’ts
* Sensitivity to data protection;
* Consider the various disability needs
* In analysis, you need to consider the kind of disabilities that could influence the result e.g. hearing impairments (sign language);
* Consider the channels of dissemination to use and why; consider how the report can be used to respond to the needs of PWD in the project locations

**Save the Children**

Save the Children shall organize a meeting with the SSJR managers before the assignment to review the ToR and agree on tentative work plan. The contracted Consultant will closely be supervised by Save the Children, who will be responsible for the overall management of the assessment. Other roles of Save the Children will include reviewing and monitoring the delivery of deliverables and payment of the consultant as agreed at initials.

**Roles of the SSJR partners**

* Making available information and time required
* Presenting their practices and documents to team from the consultant
* Presenting organization practices and learnings during the Key Information Informers KII and Focus Group Discussion (FGD)

**Duration and Timeframe**

The duration and timeframe for the assignment will depend on the availability of flights to the various locations, but will generally align to the key indicators in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Key Tasks** | **# of days** | **Location** |
| 1 | Desk review | 3 | Remotely |
| 2 | Development and Presentation of inception report | 3 | SC Country Office |
| 3 | Data collection and Analysis | 13 | Juba and field offices |
| 4 | Preparation of draft consolidated report | 4 | Remotely |
| 5 | Facilitation of validation workshop | 1 | SC Country Office |
| 6 | Preparation of final the consolidated report | 3 | Remotely |
| Total | | 27 |  |

**Skills and Experience Required of the Consultant**

The consultant is expected to have the following skills and expertise:

* Advanced degrees in economics, development studies, social sciences, education or a related discipline;
* A minimum of five (5) years’ experience in conducting similar assignments focusing on disability and inclusion.
* Excellent writing and communication skills in English
* Demonstrates analytical communication and report-writing skills with Good knowledge on disability and inclusion in the development and or humanitarian sector.
* A consultancy firm, organization and individual with previous work experience with DRA is with added advantage.
* Strong interpersonal skills and the ability to communicate and work well with diverse people
* Cultural sensitivity; since South Sudan is of varied cultural ways of life, the consultant should
* Knowledge of computer (Microsoft, power point and internet is a must to qualify for this assignment

**How to apply**

## Any competent institutions, National and International organizations and individuals are encouraged to apply. No consideration shall be applied based on Religion, Nationality and organization status. Any firm, organization, institution or individual trying to influence the selection shall **NOT** be considered.

The Expression of Interest (EoI) should include:

1. A technical proposal that responds to the asks of this ToR; The technical proposal should contain a clear outline of the methodology and proposed tools for the assessment, a tentative work plan with clearly defined milestones to achieve within the given timeline of the assignment and a financial proposal.
2. Consultant’s CV;
3. Two references, to be attached as annex to the technical proposal.

Please note that incomplete EoI will not be assessed. Willing individual, Consultancy firms and organizations as mentioned above should submit their completed Expression of Interest to:

## **Financial Proposal**

Financial bids must be prepared and submitted with clearly defined breakdown of consultant’s daily fee and other associated costs. While developing and finalizing the financial proposal ensure it covers the consultant’s daily fee and other associated costs including international and local travels, visa fee, insurance, and accommodation throughout his/her stay in South Sudan during the course of assignment.

Please be aware that, along with the quality of the technical proposal and of the sample of previous work submitted, the amount of the financial proposal will also be a criterion for assessing the Expression of Interest received.

# **Payment Schedule**

The consultant will be paid in two instalments following the terms and conditions agreed in the time of the signing of the agreement.

1. 30% first payment after submitting an approved inception report to Save the Children South Sudan
2. 70% payment will be released upon successful completion of assignment and acceptance of final report and any other deliverables by assignment LEAD.

The consultant will be paid fixed fee as per signed contract after deduction of all taxes applied by South Sudanese law. Any other costs will be covered by the consultant.

**Code of conduct**

Save the Children's work is based on deeply held values and principles of child safeguarding, and it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff and other people working for and with Save the Children. Save the Children's Code of Conduct sets out the standards which all staff members must adhere to and the consultant is bound to sign and abide to the Save the Children’s Code of Conduct.

submit your profile to [Jobs.southsudan@savethechildren.org](mailto:Jobs.southsudan@savethechildren.org)