



**TERMS OF REFERENCE FOR**

National Consultant for the Situational Analysis of the Rights of Persons with Disabilities in the Cook Islands (Readvert1)

**A. PROJECT TITLE**

United Nations Partnership for Rights of Persons with disabilities (UNPRPD) Cook Islands – Joint Programme to advance the Rights of Persons with Disabilities in the Cook Islands, with a specific focus on Women and Girls with Disabilities (#00133334)

**B. PROJECT DESCRIPTION**

**1. Introduction and Background**

The UNPRPD Programme is a joint initiative by the United Nations<sup>1</sup> and the Government of the Cook Islands.

Cook Islands is among the most fragile Small Island Developing States (SIDS) due to their isolated geography, small economies, and vulnerability (to climate change and external shocks). With limited economic opportunities, the quality of life for many of the local people have deteriorated with increased, poverty, social exclusion, and inequality. An increased number of local people are facing economic hardships unable to meet basic needs. Urbanization and monetization are changing lifestyles and social dynamics creating new forms of hardships, such as high costs of living and lack of access to basic services and decent employment opportunities. Increased non-communicable diseases, alcohol abuse, and domestic violence are key concerns for the health and well-being of Pacific island people.

Persons with disabilities as defined under the UN Convention on the Rights of People with Disabilities (CRPD) are “those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others”. In the Pacific, WHO’s International Classification of Functioning, Disability, and Health, estimates that 17% of the Pacific population have some form of disability. This percentage translates to about 1.7 million people in the Region. This definition by the UN CRPD is used in the Cook Islands as the Cook Islands Disability Inclusive Development Policy 2020-2024 is guided by both the Pacific Framework for the Rights of Persons with Disabilities and the UN CRPD. The key schemes accessible to persons with disabilities in the Cook Islands are the Old Age Pension Scheme, the Infirm and Destitute Benefits, the Caregiver Allowance, and the Special Assistance Fund.

Three priority areas have been prioritized under the social protection pilot programmes to scale up and complement social protection programs already in place in the Cook Islands. These include an employment pathways project, the production of the Cook Islands Disability Inclusive Development Policy 2020-2024 in braille and audio formats, and the improved representation of persons with disabilities through the establishment of the Disability Reference Group. New components to the social protection systems in place will focus on situational analysis and registers of the existing registers and schemes, fiscal space analysis, proposed SP framework development, and actuarial analysis. This will be

<sup>1</sup> Participating UN agencies are the UNDP (UN Development Programme), UNICEF (UN International Children's Fund), UNESCO (UN Educational, Scientific and Cultural Organization).

further strengthened through capacity development in program management, employment and financing, and digital data systems.

The UNPRPD Programme aims at mainstreaming CRPD into plans and policies and to ensure adequate resources are allocated to the inclusive programmes that will address the needs of people with disabilities, strengthen inclusive social protection system and enhance socio-economic inclusion and opportunities. The main purpose is to conduct a multi-sector and multi-stakeholder analysis to understand what is most catalytic at the country level and identify bottlenecks in progressing implementation of the CRPD and the realization of persons with disabilities equal rights. The situation analysis will also support a better understanding of the mainstreaming disability in the implementation of national development plans, UN Sustainable Development Cooperation Frameworks, and other processes.

In line with the principles of the 2030 Agenda for Sustainable Development and outcomes of the UNDP Pacific Strategy 2018-2022, the UNPRPD-JP will establish a high-level picture of legislative and policy context regarding persons with disabilities and non-discrimination, including coordination mechanisms, accountability, and monitoring; accessibility; access to disability support services and assistive devices and technology; disability assessment and determination processes; referral systems; collection and use of disability data; CRPD aligned budgeting and a stakeholder analysis. The 2016 census report that 2914 persons reported having a disability or a health problem which was 24 percent of the resident population 10 years and older<sup>2</sup>.

The Cook Islands has one of the most extensive formal social protection systems in the Pacific region. Recognition for the critical role of social protection interventions to social and economic development came as early as 1965 when the formal social protection system was introduced. The vital role of social welfare benefits in the country is supported by the legislative framework within which they operate; ranging from the adoption of the Welfare Act (1989), the inclusion of poverty reduction as a key priority in development plans, and more recently, the Cook Islands 2020 National Sustainable Development Plan (NSDP). The government of Cook Islands provides an Infirm and caregiver allowance of NZD 100 twice monthly to support people with disabilities. Infirm allowances are paid for persons unable to sustain themselves and must be aged 16 years and above and hold a medical certificate.

There is a need for comprehensive situation analysis on the rights of peoples with disabilities that the Cook Islands can adopt to measure progress, mainstream CRPD, identify bottlenecks, and accelerate progress on SDGs. The situation analysis for the Cook Islands will provide a high-level picture of legislative and policy context regarding persons with disabilities and non-discrimination, including coordination mechanisms, accountability, and monitoring; accessibility; access to disability support services and assistive devices and technology; disability assessment and determination processes; referral systems; collection and use of disability data; CRPD aligned budgeting and stakeholder analysis.

To assist with the implementation of the UNPRPD-JP and as part of strengthening disability-inclusive plan and policies to advance CRPD (frameworks, policies, operating tools, and procedures), UNDP is seeking the service of a qualified national consultant (NC) to work with the UNDP and the UNPRPD-JP Cook Islands Technical Committee in conducting a situation analysis on the rights of people with disabilities, which is one of the key initiatives of the UNPRPD-JP. The findings will be critical to advance the implementation of CRPD in the Cook Islands.

The situation analysis will enable policymakers, implementers, advocates and brokers as well as development partners to evaluate the effectiveness of existing public policy efforts and programmes (including social inclusion measures that will be developed under the UNPRPD), and whether they are addressing the needs of people with disabilities in the Cook Islands.

### **C. SCOPE OF WORK**

The main purpose is to conduct a multi-sector and multi-stakeholder analysis to understand what is most catalytic at the country level and identify bottlenecks in progressing implementation of the CRPD and the realization of persons with disabilities equal rights. The situation analysis will also support a better understanding of the mainstreaming disability in

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<sup>2</sup> Cook Islands 2016 Census Report: [http://www.mfem.gov.ck/images/documents/Statistics\\_Docs/5.Census-Surveys/6.Population-and-Dwelling\\_2016/2016\\_CENSUS\\_REPORT-FINAL.pdf](http://www.mfem.gov.ck/images/documents/Statistics_Docs/5.Census-Surveys/6.Population-and-Dwelling_2016/2016_CENSUS_REPORT-FINAL.pdf)

the implementation of national development plans, UN Sustainable Development Cooperation Frameworks, and other processes.

Findings from this analysis will be used to generate recommendations with all stakeholders and to identify key priorities where PRPD program funding can provide the biggest impact in accelerating CRPD implementation. These recommendations will shape the PRPD program design process.

The analysis primarily is designed to:

- ❖ Get a high-level picture of legislative and policy context regarding persons with disabilities and non-discrimination, including coordination mechanisms, accountability, and monitoring; accessibility; access to disability support services and assistive devices and technology; disability assessment and determination processes; referral systems; collection and use of disability data; CRPD aligned budgeting and stakeholder analysis.
- ❖ Conduct a high-level analysis of outcome inequality between persons with and without disabilities across a range of areas. A list of suggested indicators to include is included in the framework.
- ❖ Provide enough information and recommendations to inform PRPD country programming and to recommend further, in-depth analysis where needed.
- ❖ Support UN actors and OPDs and other relevant stakeholders to come together to get a high-level understanding of critical issues around the implementation of disability-inclusive SDGs, policies, gaps, and opportunities and build a base of mutual understanding to bring into future co-design of programs.
- ❖ Support working relationships between government, UN, organizations of persons with disabilities (OPDs), and other civil society organizations, as well as the private sector and academia, working on the rights of persons with disabilities, and build a joint understanding of critical issues and priorities
- ❖ Strengthen the capacity of the above stakeholders in analyzing issues impacting persons with disabilities from a CRPD perspective.

Other uses of the analysis conducted include:

- ❖ To shape and feed into instruments for planning and implementation of UN development activities at the country level including in humanitarian settings and the Sustainable Development Cooperation Frameworks processes
- ❖ To work with governments and provide information useful for policy planning and implementation across multiple sectors, including sectoral policies, poverty reduction policies, and SDG national plans, among others.
- ❖ To provide a disability rights perspective to COVID-19 recovery planning and beyond, including feeding into ex-ante assessments, baselines, and needs assessments.
- ❖ To compile a range of country-focused disability-related analyses in one place (including disability-related COVID-19 analysis).
- ❖ To use for advocacy and accountability purposes by OPDs and other civil society partners, national and international.
- ❖ To contribute to regional analyses as relevant.

The reports of country analyses will be critical for south-south learning especially for small island developing states. Given the ongoing impacts of the COVID-19 pandemic, and the potential use of the analysis to support broader UN and country recovery planning and implementation, several questions related to COVID-19 have been included in each section, to be used/adapted as relevant and useful within the country context.

#### **Objectives of the assignment:**

The general objective of the assignment is to conduct a situation analysis for people with disabilities in the Cook Islands, with a specific focus on their access to social services, social protection, and economic opportunities, and on any barriers affecting their ability to be fully included in their communities.

Specific objectives:

- a. To undertake a comprehensive analysis of the existing programmes/initiatives in the Cook Islands that targets people with disabilities to inform the designing of the Full Project document on potential synergies and opportunities for the programme.
- b. To generate evidence on the access of people with disabilities to social services such as education, health, and social welfare; on the participation and inclusion of people with disabilities in their local community; on the protective environment of people with disabilities at home, at school and in their communities – including a focus on the attitude of service providers and communities towards children with disabilities.
- c. To provide an in-depth analysis of the barriers affecting the full social inclusion of people with disabilities, focusing on the enabling environment, the supply and demand sides of access to services, and qualitative issues.
- d. To analyze the existing procedures for identification of disability and referral to health facilities, as well as the availability at the health service level of protocols for prevention, treatment, and follow-up of identified cases.
- e. To analyze in-depth the ability and readiness of the education system, including both formal and non-formal schools, as well as monastic education providers and ECD centers to include children with disabilities in education – including the identification of supply-related barriers to inclusion of children with disabilities.
- f. To analyze and document the existing provision of community-based rehabilitation services and provide recommendations for how to scale this up.

### **Methodology**

Given the severe shortage of evidence on the situation of people with disabilities in the Cook Islands, the Situation Analysis will utilize a mixed-methods approach to generate evidence on the realization of the rights of people with disabilities. The mixed-methods approach is the most suitable in a situation where limited data exists: there is a need for quantitative evidence on the children’s access to social services, which can be used for planning purposes; at the same time qualitative data is needed to investigate in more detail the children’s and families access to services, experiences in their interaction with social service providers, their interaction with their communities, and how families care for the person with a disability.

According to UNPRPD guidelines, it is suggested to focus the report on the identification of barriers to the fulfillment of the rights of people with disabilities, with a focus on four categories of determinants – each of which will require different data collection methods:

<b>Determinant</b>	<b>Main Method of data collection</b>
Enabling environment	Desk review Key informant interviews
Supply of services	Desk review Survey interviews Focus group discussions Key informant interviews
Demand for services	Survey interviews Focus group discussions Key informant interviews
Quality of services	Survey interviews Focus group discussions Key informant interviews

### **Qualitative analysis**

- ❖ Qualitative interviews will be undertaken with key informants both at the central and local level to explore elements related to the enabling environment - legal and policy regulations, budgetary allocation, existing mechanisms for people with disabilities to have their voices heard; service delivery – existing structures, barriers to access, prejudices and attitudes.

- ❖ Desk review and key informant interviews relating to the legal, policy, and budgetary environment will be a key part of the analysis.
- ❖ The ability and readiness of the education system, including early childhood development (ECD), to include people with disabilities in education will be analyzed through key informant interviews both at the central and local level, as well as a desk review of relevant policy documents.
- ❖ The qualitative component will also consist of focus groups and individual interviews with people with disabilities and their families. Innovative and participatory methods should be utilized to collect data. Qualitative interviews/focus groups will be used in communities to analyze in more detail individual experiences of people with disabilities and their families in accessing services such as health and education, their views of the quality of services, and the social inclusion of people with disabilities within their local communities. The qualitative component will also analyze how people with disabilities see their situation and their plans for the future.
- ❖ The qualitative component should also include a sample of community members to analyze their attitudes toward people with disabilities. Specific interviews will have to be conducted with service providers (health; education – mainstream and special; social welfare services), relevant Government representatives, and key stakeholders from the civil society. Key informant interviews at the local level will be used to analyze and document the provision of community-based rehabilitation services.
- ❖ Case studies will be undertaken of one residential institution for people with disabilities with the aim of looking into the care of people with disabilities, their contact with their families, the access to education and health services, quality of services, their inclusion in the community, and their protective environment.

#### D. EXPECTED OUTPUTS AND DELIVERABLES

In line with the primary tasks and scope of work outlined above, the NC will be working under the direct supervision of the UNDP Governance & Poverty Reduction Unit (GPRU), to effectively and efficiently complete and submit the following outputs and deliverables within the specified timelines

ASSIGNMENT OUTPUTS	DELIVERABLES	No. of Days
1. Inception – detailing how the consultant will carry out the consultancy within the required scope and timelines.	❖ Inception report outlining the approach, methodology, and work plan for the consultancy.	2 days
2. Develop a set of research tools for qualitative data collection with people with disabilities and their families; key informants and community members	<ul style="list-style-type: none"> <li>❖ Research tools for qualitative in-depth interviews with children with disabilities and their families</li> <li>❖ Research guides for focus groups, including innovative participatory methods of data collection</li> <li>❖ Research tools for interviews with community members</li> </ul>	5 days
3. Create a sampling plan detailing sampling strategy, sample size, and strategy for respondent selection (detailing how children and their families will be selected and which key informants/entities will help with respondent identification); Draw a representative sample across the country	<ul style="list-style-type: none"> <li>❖ Sampling plan</li> <li>❖ Representative sample drawn</li> </ul>	5 days
4. Key informant interviews at central level; analysis of findings from interviews with key informants and desk review	❖ Draft input to analysis based on interviews and desk review	10 days

5. Data analysis of qualitative data. Consultations with DPOs based on the preliminary findings	❖ Analysis of qualitative data	5 days
6. Draft Situational Analysis report based on findings from qualitative and quantitative components of research	❖ Draft Situational Analysis Report in line with guidelines for Disability Situational Analysis	5 days
7. Finalize the report based on comments from UN and government departments	❖ The approved final report in line with guidelines for disability Situational Analysis (no more than 70 pages + annexes)	2 days
8. Create a PowerPoint presentation on the findings; deliver a presentation in one conference	❖ Presentation created and delivered in one conference	1 day
<b>TOTAL</b>		<b>35 Working Days</b>

#### **E. INSTITUTIONAL ARRANGEMENT**

Under the direct supervision of the UNDP Assistant Resident Representative, GPRU with the technical quality assurance from UNICEF and UNESCO as the participating UN Organisations (PUNOs) for the Joint Programme, the NC will work closely with the GPRU, focal points of other PUNOs, the Ministry of Internal Affairs (INTAFF) as the national focal point, to deliver the expected deliverables within the required timeframes.

The NC is also expected to engage and work with a range of relevant stakeholders such as Government Agencies, Private Sector Entities, NGOs, and Civil Society Organizations.

#### **F. DURATION OF WORK**

The duration of the assignment is approximately 35 working days and is expected to be completed within 8 Weeks period and by September 2021.

#### **G. DUTY STATION**

The national consultant will be home-based but virtual communications and participation in all aspects of the assignment is required.

#### **H. QUALIFICATIONS AND EXPERIENCE OF THE SUCCESSFUL CONTRACTOR (SHOWING ASSESSMENT VALUE)**

##### Education

- ❖ At least Bachelor's degree in Social Sciences, Humanities, Social Policy, Research & Data Analysis, or equivalent areas

##### Experience

- ❖ At least 10 years of work experience at the international level in Development, Social sciences, Sociology, Social Protection, Poverty reduction, and/or Labour market and skills development at theoretical and practical levels in the field.
- ❖ Proven experience of conducting social research utilizing a mixed-methods approach and with solid experience of conducting interviews with vulnerable respondents on potentially sensitive issues
- ❖ Excellent research, analytical, and writing skills
- ❖ Demonstrated familiarity with human rights standards and principles, including CRC and CRPD
- ❖ Demonstrated knowledge and experience with work on social inclusion and people with disabilities

- ❖ Relevant work experience in the Pacific Islands & developing countries in a multi-stakeholder environment with development organizations, Government, civil society, private sector, or a research/academic institution
- ❖ A sound understanding of project results-based management would be an asset.
- ❖ Proficiency in written and spoken English required.

**Functional Competencies:**

- ❖ Strong policy knowledge and skills.
- ❖ Strong analytical skills and critical thinking skills.
- ❖ Excellent research and evaluative skills.
- ❖ Excellent report writing skills.
- ❖ Excellent interpersonal and teamwork skills, networking skills, and proven ability to work well in multicultural environments.
- ❖ Excellent facilitation and presentation skills.
- ❖ Demonstrated ability to communicate effectively with various partners including government, civil society, the private sector, UN agencies, development partners, and communities.
- ❖ Strong interpersonal and cross-cultural skills and ability to foster relationships with key stakeholders.
- ❖ Ability to work under pressure, effectively coordinate with others, and meet tight deadlines without compromising the quality of work.

**Corporate Competencies:**

- ❖ Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability.
- ❖ Demonstrates integrity by modeling the UN's values and ethical standards.
- ❖ Promotes the vision, mission, and strategic goals of UNDP.
- ❖ Treats all people fairly without favoritism.
- ❖ Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

**I. SCOPE OF PRICE PROPOSAL & SCHEDULE OF PAYMENT**

<b>Deliverables</b>	<b>Target Due Date (days)</b>	<b>Amount (USD) to be paid upon UNDP Certification of Deliverable Satisfactory Performance</b>
Inception report outlining the approach, methodology, and work plan for the consultancy including research tools and guidelines	12 July 2021	30%
Draft Situational Analysis Report in line with Guidelines for Disability Situational Analysis	18 August 2021	30%
Approved Final Situational Analysis Report in line with Guidelines for Disability Situational Analysis, with presentation	2 September 2021	40%

The financial proposal shall specify an ALL-INCLUSIVE LUMP SUM amount that is inclusive of all foreseeable expenses to carry out the assignment, and that the contract price is fixed regardless of any changes in the cost components. All inter island travel costs (where applicable) envisaged for the assignment must be included in the financial proposal.

**J. RECOMMENDED PRESENTATION OF PROPOSAL**

Interested offerors must submit ALL the following documents/ information to demonstrate their qualifications in one single PDF document:

1. Technical Proposal (Approach, Methodology & Workplan)

2. Completed and signed Confirmation of Interest and Availability, including the breakdown of costs supporting the all-inclusive Financial Proposal (using the template provided by UNDP in Annex I)
3. P-11 form or CV, indicating education details, past relevant experience, contact details (email and telephone number), and at least three (3) professional references (most recent), Annex II
4. All-inclusive Financial Proposal (Annex III)

*Incomplete proposals will NOT be considered. They will be disqualified automatically*

**Annexes:**

- a) Annex I: Offeror's Letter confirming interest and availability for the assignment;
- b) Annex II: P-11 form
- c) Annex III: the breakdown of costs supporting the all-inclusive financial proposal;
- d) Annex IV: UNDP General Terms and Conditions for the Services of Individual Contractors

Queries about the consultancy can be directed to [procurement.ws@undp.org](mailto:procurement.ws@undp.org).

**All proposals should be submitted through the following Jobs site link.**

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=99840](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=99840)

## **K. CRITERIA FOR SELECTION OF BEST OFFER**

The award of the contract will be made to the Individual Consultant whose offer has been evaluated using the "Combined Scoring Method" and determined as:

- ❖ Responsive/ Compliant/ Acceptable, and,
- ❖ Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation:

**TECHNICAL CRITERIA WEIGHT – 70%**

**FINANCIAL CRITERIA WEIGHT – 30%**

Only candidates obtaining a minimum of 70% of the total technical points (49 points) will be considered for the Financial Evaluation.

### **Technical Proposal (70%)**

Technical Approach, Methodology, and Workplan (30 marks) - This explains the understanding of the objectives of the assignment, approach to the services, methodology for carrying out of the activities, and obtaining the expected output. The Applicant should also provide a workplan broken down by deliverable.

Qualification and Experience (100 marks) – Evaluation of CVs for Shortlisting

- ❖ At least Bachelor's degree in Social Sciences, Humanities, Social Policy, Research & Data Analysis, or equivalent areas (20 Marks)
- ❖ At least 10 years of work experience at the international level in Development, Social sciences, Sociology, Social Protection, Poverty reduction, and/or Labour market and skills development at theoretical and practical levels in the field. (20 Marks)
- ❖ Proven experience of conducting social research utilizing a mixed-methods approach and with solid experience of conducting interviews with vulnerable respondents on potentially sensitive issues (10 Marks)
- ❖ Excellent research, analytical, and writing skills (10 Marks)

- ❖ Demonstrated familiarity with human rights standards and principles, including CRC and CRPD (10 Marks)
- ❖ Demonstrated knowledge and experience with work on social inclusion and people with disabilities (10 Marks)
- ❖ Relevant work experience in the Pacific Islands & developing countries in a multi-stakeholder environment with development organizations, Government, civil society, private sector, or a research/academic institution. (10 Marks)
- ❖ A sound understanding of project results-based management would be an asset. (5 Marks)
- ❖ Proficiency in written and spoken English required. (5 Marks)

**Financial Proposal (30%)**

Financial proposal that indicates the all-inclusive fixed total contract price in United States Dollars (including professional fee and all other related and applicable costs to be incurred by the individual consultant in completing the assignment), supported by a breakdown of costs, as per template provided (Annex II)

**Awarding of Contract**

The combined scoring method which will be based on a combination of the technical and financial score to award the contract:

Rating the Technical Proposal (TP):

$$TP \text{ Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

Rating the Financial Proposal (FP):

$$FP \text{ Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

Total Combined Score:

$$\text{Combined Score} = (\text{TP Rating}) \times (\text{Weight of TP, 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, 30\%})$$

NOTE: In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, before travel and will be reimbursed.

**L. APPROVAL**

This TOR is approved by

**Signature:**

**Name and Designation:** Christina Mualia-Lima (UNDP ARR - Governance & Poverty Reduction Unit)

**Date of Signing:** 16 June 2021