

## Terms of Reference(ToR) for hiring the consultant for developing Disability Inclusion Strategy

### 1. Context

Bangladesh has nearly 16 million people with disabilities which is almost 7% of the entire population. So, the disability inclusive Global Goals have much relevance to Bangladesh. Bangladesh and countries of the Asian regions need to take advantage of the positive aura that has been created about the inclusion of disability in the SDGs and translate that into concrete actions for advancement of its citizens with disabilities. Goals and Targets, especially Goals 4, 8, 10, 11 and 17. Goal 4 deals with inclusive and equitable quality education and promotion of life-long learning opportunities for all, including persons with disabilities. Goal 8 seeks to promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all including persons with disabilities. Closely connected to Goal 8 is Goal 10 which aims to promote social, economic and political inclusion of persons with disabilities. While Goal 11 calls for providing universal access to safe, inclusive and accessible, green and public spaces, particularly for persons with disabilities, Goal 17 urges the Member States to ensure high-quality, timely and reliable data that is also disaggregated by disability.

Government has made a provision to include underprivileged groups including the person with disabilities (PWDs) in National Skill Development Policy (NSDP). Besides, various projects and programs are now given emphasis on inclusive development of skills and employment.

Persons with disabilities are one of the vulnerable and excluded groups from the mainstream development process of society aligned with the National and International Context. Even in many cases the access for them in the development process particularly in skills development and decent employment are not well addressed. Besides, the mindset of the industry employers needs to be changed. Besides, most of the industries and workplaces do not have inclusive policies to address the issue of a person with disabilities. The TVET Institutes, employers and community are not well aware of the rights of the PWDs as well as their potentials to contribute to the development process. Besides, the resources needed for inclusive development of the PWDs are inadequate that experience has been gathered through intervention by UCEP Programme.

### 1. Introduction:

The Underprivileged Children's Educational Programs (UCEP) Bangladesh is a registered non-governmental and non-profit organization providing basic education and training for children and youth from poor marginalized communities in mainly urban and peri-urban areas of Bangladesh.

UCEP Bangladesh is a non-profit and non-governmental organization that aims to uplift the socio-economic conditions of underprivileged communities—especially the underprivileged children and adolescents where 50% are girls, 5% are persons with disability and 3% ethnic and other minorities group through 'help to learn skills to earn'.

UCEP Bangladesh has been working for overall inclusive development of underprivileged communities for more than 4 decades. It services thus creating scopes for empowering the target beneficiaries of the

Persons with Disability through participating in the education, skills development, and job placement support services of the organization.

UCEP could regularly identify the appropriate beneficiaries (Persons with partial visual impairment, physical disabilities, hearing impairment, speech impairment, mental disability, multiple disabilities) through engaging its Child and Woman Rights Advocacy team.

Besides UCEP are involved its strategic partners as well as selected Disabled People's Organizations (DPOs) for mobilizing adequate trainees as students of the Technical Schools.

It aligns with DFAT's Disability Inclusive Development (DID) approach – Twin-track approach will follow to develop this strategy, which involves :

1. mainstream approach—actively including people with disabilities as participants and beneficiaries of development efforts across all sectors
2. targeted approach—targeting people with disabilities in development initiatives designed specifically to benefit people with disabilities.

Actively including people with disabilities in mainstream development efforts is necessary to ensure that broader systems, policies and services include and benefit people with disabilities.

Targeted efforts are also required to address barriers and exclusion experienced by people with disabilities and accelerate efforts towards disability inclusion. Targeted efforts can include providing disability-specific support and services, such as:

- assistive devices to support mobility
- assistive technology to enhance communication
- community-based rehabilitation to meet the basic needs and improve the quality of life of people with disabilities and their families by facilitating access to health, education, livelihood and social sectors
- life skills training programs for people with disabilities to build their capacity to participate more fully in community, education and employment

UCEP has successfully completed the project on vocational skills training and job placement activity in partnership with ILO B-SEP, GIZ project in the selected occupations of different sectors for the Persons with Disability. The result of the intervention has been evaluated and found successful.

### 3. Justifications:

- ❖ This Terms of Reference (ToR) sets out the basis for developing **'the strategy for the Inclusion of Persons with Disability'**.
- ❖ Quality Education and Skills for Transformation (QuEST) project is a four-year programme(1<sup>st</sup> March 2019 – 30<sup>th</sup> June 2022) which is being implemented in all UCEP interventions areas.
- ❖ According to the proposed project, these activities will be provisioned for the disability inclusiveness in the organization: Major activities related to disability inclusion under the QuEST project will be-
  - Enrollment of 5% of persons with disabilities (PWD) in general and technical schools.

- Strategy development on Disability Inclusion for ensuring disabled focused program implementation in UCEP Bangladesh.
- Ensure assessment of PWD learners on their impairment for providing device support and regular follow up.
- Curriculum designed and developed on Social Inclusion and included in the soft skills curriculum for sensitization amongst learners to become employed and entrepreneurs.
- Workshop will be organized for Community and parents for ensuring supporting roles for creating a favorable environment in the family and community for the disadvantaged group.
- Development of relations and networks for partnership with DPOs and other relevant wi organizations for identification of PWDs and others.

In considering those activities list of the QuEST project, UCEP plans to develop a Disability Inclusion Strategy for working with those people who are Disabled.

UCEP Bangladesh is, thus, looking to procure an independent consultant (or consultancy firm) for developing a Disability Inclusion Strategy for using as Guideline for working with disabled people as an inclusive organization. The individual consultant (or consultancy firm) will prepare an action plan for developing this strategy paper for using as a tool for the Disability Inclusion for all stakeholders.

#### **4. Purpose of the Assignment**

Purpose of this work is:

To Develop a new and user-friendly Strategy for the Disability Inclusion, inline with DFAT's Disability Inclusive Development (DID) approach – Twin-track approach with a strategic action plan that will be used as an implementation tool for working with disabled staff, teachers, instructors and students of all programmes,project and campuses of UCEP Bangladesh by reviewing and revising the existing implementation status of Disability Inclusion and make it instrumental for using as guideline, according to the commitment with DFAT' and availability of the Strategy to apply in organizational policy and program as and when is necessary.

#### **5. Specific objectives for addressing Disability Inclusion Issues**

- Assess the present achievement and gaps according to the existing mechanism and recommendation on the basis of findings.
- Address the organizational risk, find the mitigation process, align with the national and International policy after reviewing the relevant documents.
- Reviewed all issues by addressing all recommendation by DFAT
- Make it a public document for all stakeholders of UCEP Bangladesh.

## 6. Methodology

The review and analysis process of inclusion situation and the present mechanism that are using should follow the organizational and country context. The Qualitative Impact Assessment Protocol uses a combination of Beneficiary Assessment & Contribution Analysis approach- self-reported attribution of impact (key informant attribution) adhered through interviews to provide sufficient evidence using process tracing to test the theory of change behind the activity being evaluated.

The consultant is expected to share suitable methodologies to apply the approaches mentioned.

In addition to the methods suggested by the consultant, the analysis process will include a desk-based review of relevant documents: project proposal, existing organizational and DFAT Disability Inclusion strategy, action plan, training module, local workshop/ other organization selection procedure, and guidelines and reports. The analysis and review process would be finalized in consultations with UCEP Bangladesh CWRA, another programme, and HRM & D team.

### Possible Key Respondents:

- UCEP Management
- All Program Staff
- All relevant students
- CCM/YCM
- Disability Inclusion Focal Person
- Families and communities
- Instructors
- Employers
- UCEP and DFAT officials
- Partners and Employers.
- All Networks etc.

**Ethical standards:** The team should explain clearly to participants involved in the analysis and review process what the purpose of the exercise is, how people's information will be used. They should follow ethical standards for information collection and should include a risk assessment covering security risks to respondents. As a minimum, the research should 'do no harm'

## 7. Intended users:

- UCEP staff, use the findings of the present practiced, to improve the quality of the inclusiveness in the organization so that it would be an accessible and disabled friendly environment for the disabled students.
- 'Targeted Beneficiaries', particularly UCEP Students and their family member, instructors, teachers and other relevant of staff involved in the project and programme, to better

understand effective strategies for bringing about changes in their studying and training environment

- UCEP programme and policy, staff, especially in regards to the activities that work to promote and ensure an accessible environment for the persons with disability
- Externally, the policy shared with a like-minded organization, strategic partners, donors, government institution who are working for education, child and woman rights, gender, persons with disabilities, ethnic minorities, skills and vocational skills, entrepreneurship and apprenticeship, etc.

## 8. Scope of work:

- It is intended that a team of reviewer will: Assess the mechanism of existing disability inclusion content of the existing practiced , align with the national and international Disability Strategy and Policy (Including DFAT Disability Inclusion Strategy ) and practiced from the secondary data source, intervention system, implementation and assessment mechanism and present role of responsible people such as: role of CCM/YCM, Disability Inclusion Focal Persons,partnership modality with DPOs and Other organization.
- The newly developed strategy needs to be instrumental enabling UCEP to use it for building the capacity of all staff and the organization focused on disability inclusion issues and code of conduct for staff.
- Its need to be addressed the lack of capacity of all teaching staff and administers, lack of accessibility and reasonable accommodation that would be faced by the persons with disability with mitigation measures for the inclusion issues.

## 9. Time Frame of the assignment

The total numbers of person-days allocated for this work are 68 working days that will be spread over 118 calendar days starting tentatively from 30 May 2019, to September 26, 2019.

**Table 1: Tentative Timeline**

Activity	Working Days
Preparation and finalization of methodologies, tools and work plan (inception meeting including final inception report)	10
Fieldwork for information collection and present mechanism practiced and situation analysis	15

Information collection and sharing on capacity assessment for the disability inclusion	10
Draft strategy preparation with an action plan and implementation mechanism	15
Report Writing	7
Presentation	7
Final report incorporating feedback	4
Total	68

**10. Expected Deliverables**

The consultant(s)/ firm will submit the following outputs in the English language.

- 1) Inception report including a detailed methodology and reporting template submitted to UCEP.
- 2) A comprehensive plan including methodology and approaches.
- 3) Draft and final report to include, but not limited to:
  - Executive summary (1500-2000 words)
  - Methodology
  - Work Plan for the Implementation of Disability inclusion issues
  - Detailed Implementation mechanism
  - Monitoring Mechanism and format
  - Findings/Results
  - Conclusions
  - Recommendations
  - Annexes
- 4) All collected information:
  - Assessment tools/module for workshop
  - Final findings and information file including raw information, and data analysis
  - Transcript of FGDs and Key Informant Interviews
  - All pictures/photos.

**11. Technical Proposal Submission Format:**

- a) **Assignment:** ‘PWD Inclusion Strategy developed, the focus of which will be to look at how Disability Inclusion Development (DID) can be integrated into UCEP Bangladesh services
- b) **Understanding of the Assignment** (maximum 1 page)
- c) **Work Approach and Methodology** (maximum 4 pages): Here you should explain your understanding of the objectives of the assignment, approach to the services, a methodology for carrying out the activities and obtaining the expected output.

You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. The methods of collecting information, workshop with UCEP people, present mechanism and documents analysis, management should be stated.

- d) **Detailed Description of Activities** (maximum 2 pages) Provide detailed descriptions of key activities mentioned above which are critical for the methodology and approach to be successful.
- e) **Work Plan** (maximum 1 pages). Here you should propose the main activities of the assignment, their content and duration, milestones (including interim approvals by the Client), and delivery dates of the reports. The work plan should be consistent with the Work schedule.
- f) **Organization and Staffing** (maximum 2 pages) In this section you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. The roles and responsibilities of professional staff should be summarized.
- g) Detailed CV's of the of the consultant or team members should be included in the annexure of the technical proposal. It is desirable that the proposal should contain the above-mentioned sections only.

**12.Financial Proposal Submission Format:**

The budget of the task should be broken down in details as like the following format:

**Cost Proposal Format**

SI	Description	Unit	Man days	Per man day unit cost	Total cost
	(a)	(b)	(c)	(d)	(b) X (c) X (d)
A	<b>Consultancy Fee</b>				
<b>Sub Total</b>					
B	<b>Information Collection and Analysis</b>				
C	<b>Other Cost</b>				
<b>Sub Total</b>					
	<b>Total Cost (A+B+C)</b>				
	VAT 15%				
	Tax @10%				
	Grand Total				
	Total Cost (in Ward)				

Note:

- The consultant/team may **include/exclude** any necessary heads from the above-mentioned format.
- Proposers are required to abide by page limits and formats. All attached forms must be completed and submitted with the proposals. Organizations are also required to submit their Technical proposals in English (Font – Time New Roman, size 12, page margins – 1” on all sides, Page size- A4.

All the pages of the financial proposal must be signed by the consultant/ firm.

### 13. Payment Schedule

**Table 1: The payment schedule is as follow:**

Installments	Amount	Terms and condition of payment
1 <sup>st</sup> installment	20% of the total amount	Satisfactory completion and sharing Inception Report with detailed methodology, tools and work plan
2 <sup>nd</sup> installment	30% of the total amount	Satisfactory completion and submission of the Draft Report to UCEP
Final installment	50% of the total amount	Satisfactory completion and submission of the final Report to UCEP along with data set and relevant documents

### 14. Payment Details-

- Payment will be made through account payee cheque.
- UCEP Bangladesh will deduct VAT and Tax from the invoice amount as per Govt. rules
- The consultant will provide appropriate invoice / Bill and E-TIN
- No TA/DA will be paid by UCEP Bangladesh for any activity carried out by the consultant or his representative for the survey activities.

### 15. Documents Required:

- a) Company profile/CV of the consultants
- b) Copy of the Trade License
- c) Up-to-date VAT and Tax certificate (form individual Consultant only Tax certificate)
- d) List of clients served and at least 02 acknowledgment letter (successful completion of study) form clients.
- e) A recent report on similar work done by the proposed team

### 16. Proposal Evaluation

The Proposal Evaluation shall be carried out based on the following criteria:



Sl. no	Description	Weight
1.	Understanding of the task	15
2.	Methodology/approach including the analytical framework of the work	20
3.	Execution plan	10
4.	Team composition	15
5.	Relevant knowledge, and experience of Disability Inclusion Issues in vocational skills training, general and technical education and/or inclusive mechanism and situation analysis for strategy document development	25
6.	Legal documents and affiliation	5
7.	Financial proposal	10
Total		100

## 17. Key Contacts and Report

Respective Programme focal and Manager-HR of UCEP Bangladesh will be the contact person on behalf of UCEP Bangladesh. The Consultant/team should report to **Director –People and Operations** of UCEP Bangladesh. The final draft will be shared with DFAT and will be finalized after including their inputs.

## 18. Expiry of Agreement and Negotiable Flexibility

1. Considering the initiative as proactive and responsive, activities can be amended and elaborated based on the properly documented negotiation between the two parties.
2. The Agreement will be invalidated after the expiry of duration unless a further extension is made by UCEP Bangladesh. UCEP also reserves the right to amend or change or cancel the Agreement at any time.
3. For any clarifications, please write to Mansur Rahman ([mansur.rahman@ucepbd.org](mailto:mansur.rahman@ucepbd.org)) or
4. Mariam Akhter ([mariam.akhter@ucepbd.org](mailto:mariam.akhter@ucepbd.org);

## 19. Disclaimer:

UCEP Bangladesh has the right to accept or reject any or all proposals without assigning any reason what so ever. The organization also reserves the right to terminate the contract if it is not satisfied with the performance in terms of quality and progress of work. In case of termination, the payment will not be made. Copyright of the study report will remain with UCEP Bangladesh.

## 20. Submission of Proposal

a) Consultant/firm that meets the requirements mentioned above are invited to submit detail technical proposal and financial proposal on or before 5:00 PM, May 20, **2019**, to Director-People and Operations, Head Office, UCEP Bangladesh, Plot# 2 & 3, Mirpur-2, Dhaka – 1216 or e-mail to [tender@ucepbd.org](mailto:tender@ucepbd.org);

b) Apply under the subject line of **Proposal** – ‘PWD Inclusion Strategy developed, the focus of which will be to look at how Disability Inclusion Development (DID) can be integrated into UCEP Bangladesh services’