

Terms of Reference

Revision of the disability assessment in Zambia

Assignment: Consultancy

Duration: End November 2016 to end February 2017

1.0 Background

Country context – Zambia

People with disabilities still face exclusion and discrimination in Zambia and have limited opportunities to access basic services such as health and education and including access to social protection schemes and programmes. However, the Government of Zambia has made significant efforts in improving the legal and policy framework through the ratification of the UN Convention on the Rights of Persons with Disabilities in 2010, through enactment of the Disability Act in 2012 and the National Policy on Disability in 2015. Further, a household based national disability survey was undertaken on 2015. The survey results indicated a disability prevalence of 7.2 % in the country. Equally, the National Social Protection Policy contains a pillar on disability, clearly indicating the need of social protection services to be inclusive of people with disabilities. In this regard, the UN Joint Programme on Social Protection (UNJPSP) is committed to support the efforts of the Government to improve access of people with disabilities to social protection. Part of this support has included the support to Zambia Agency of Persons with Disabilities (ZAPD) in developing a Disability Management Information System (DMIS). The development of the DMIS is currently ongoing. In parallel to this, the UNJPSP will also support the revision of the current disability assessment process in Zambia. It is in this regard that the ILO is launching a call for proposals for the assignment to undertake the revision of the disability assessment and develop a new assessment. The revision should lead to a new assessment tool and a well thought through assessment process. The development of these should be done in careful consideration of the existing institutional and human resource capacities, and ensure the feasibility and functioning of the assessment, while at the same time ensuring compliance with the principles of the UN Convention of the Rights of People with Disabilities. The details of the assignment are outlined below.

Disability Assessment

A disability assessment is an examination of a person's impairments and functional limitations, the environmental barriers and facilitators they face, and how these all combine to influence the person's ability to fully participate in society. This comprises four components:

- (1) A medical assessment to determine if a person has a medical condition associated with impairments
- (2) A functional assessment to determine the difficulties the person has undertaking basic activities
- (3) A needs assessment to determine what types of assistance a person needs to undertake these activities, such as assistive devices or a personal assistant
- (4) A social assessment to determine what barriers and facilitators exist in the person's family, community, and wider environments.

A disability determination procedure relies on those portions of the assessment relevant for the delivery of services and/or benefits. The more extensive and person-specific the services provided, the more information is needed to determine eligibility. A medical assessment is almost always at the beginning of the process, because it serves as evidence that the person has a health condition or impairment.

In the best case scenario, a full disability assessment would take place, followed by a disability determination based on the portions of the assessment corresponding to the conditions qualifying someone for benefits in a particular program. The full assessment would then provide the needed information for the design and delivery of services to promote full participation. However, often the programs and services available can be very limited.

In those cases, the assessment should be aligned to the purpose. That is, it should generate information that is useful for the determination of eligibility and provision of services that are actually available. Conducting a full assessment in a country with limited benefits would be financially inefficient and could also raise false hopes of people being assessed that the information being collected will actually be used. One reason for doing a more extensive assessment than is needed for disability determination would be to collect information about people's needs that could be used in designing future programs.

But even in a case with minimal benefits a functional assessment that goes beyond the medical assessment is important. Exclusive reliance on medical conditions ignores the fact that people with the same condition may be very different from one another when it comes to disability.¹ Also it could be that a combination of several minor impairments could lead to significant difficulties in undertaking basic activities.

One key consideration is the permanency of the disability determination. Many conditions change over time. Some countries allow certain determinations to be permanent because the underlying impairment is significant enough and not expected to change. Other people can be subject to periodic re-assessments to see if their functional capacity has increased.

All of the eligibility issues – determination framework, appeal system, who is making the determination, and permanency of the determination – become more complicated when disability is not considered an all or nothing condition, but instead is assessed on a scale with different levels of disability. Persons with disabilities are a very heterogeneous group with various support needs and many countries have disability determinations with graduated benefits.

2.0 Objective of the assignment

The objective of the assignment is to develop a disability assessment mechanism and corresponding tools for Zambia which rely on current international principles on inclusion and good practice from other similar country contexts. The assessment should be developed based on a review of the current assessment practice in Zambia and the relevant country context as well as through consultations with key stakeholders and persons with disabilities themselves.

The assignment should in particular take note of the following guiding principles:

¹ National Academy of Sciences, Improving the Social Security Disability Decision Process Committee on Improving the Disability Decision Process: SSA's Listing of Impairments and Agency Access to Medical Expertise, John D. Stobo, Michael McGeary, and David K. Barnes, Editors, National Academy of Sciences, 2007

Disability assessment process aligned with the International Classification of Functioning, Disability and Health (ICF)

Elements of the ICF model (impairment, activities, environmental factors, personal factors) should be included in the assessment. A disability assessment process which is only looking at the impairment/health condition and which is done only by doctors would not be aligned with the ICF.

UN Convention on the Rights of Persons with Disabilities (UNCRPD) compliant disability assessment

The assessment should be CRPD-compliant and respect the following principles:

- Respecting the dignity of the person
- Full accessibility (information, meetings, etc.)
- Having been designed with the participation of representative DPOs
- Country-wide coverage including a proactive outreach strategy and particular attention to those most disadvantaged (rural, remote, etc.)
- Respecting the diversity of disability
- Respect for privacy (of data)
- Gender-sensitive

Elements of a «good» disability assessment/determination process should include the following:

- Aligned with ICF and CRPD compliant
- Predictable outcome, including clear information on which questions influence the disability determination (yes/no or levels)
- (Preliminary) identification of support needs and, when relevant, further referral to additional assessments (for instance, for assistive devices and personal assistance)
- Appeals process
- Information on available support services, benefits, etc.
- Decision on need (or not) for periodic reassessment
- Collection and analysis of administrative data for policy and programme design

Areas to be covered in a disability assessment process:

- Impairment/ health condition
- Functional limitations/capacities (with or without assistive devices, support)
- Activities of daily life
- Environmental barriers
- Social participation
- Support needs

4.0 Scope of the Assignment

The consultants are expected to undertake the following tasks:

- a) Review the current assessment process and tools as well as the country context, including the perceptions of key stakeholders, reflecting on the principles of UNCRPD and the ICF classifications and referring to good practice from similar contexts and produce a draft report on the same.

- b) Make recommendations on the assessment process and institutional set up through drafting a manual of operations for the assessment, taking into consideration the limitations in capacity and infrastructure, while adhering to the extent possible to current international standards and understanding on disability inclusion
- c) Develop a revised easy to use assessment form
- d) Facilitate a validation workshop on the new assessment for key stakeholders

5.0 Methodology

The consultants are expected to conduct a short desk review on the current and emerging standards on disability assessments, and on the implications for the assessment in adhering to the principles of the UNCRPD and aligning to the ICF classifications. The desk review should also provide some country examples on disability assessments, conducted in similar country contexts and reference to corresponding benefits and challenges.

Further, the consultants are expected to thoroughly familiarize themselves with the current practises of the assessment in Zambia through interviews and meetings with key stakeholders, at individual level and in groups.

When the recommended assessment tool is drafted, it should be tested with selected stakeholders, this could be undertaken through a meeting and can be facilitated by the ILO.

Persons with disabilities themselves should be consulted on their perceptions of the current assessment and on proposed new assessment process and tools.

It is proposed that the University of Zambia will be contacted and invited to be part of the process so as to ensure transfer of knowledge to local institutions, aside of ZAPD. The invitation will be facilitated by the ILO as well as the ways of collaboration between UNZA and consultants.

Finally the consultants are expected to report to the ILO at each step of the study in order to provide information on progress and for the ILO to provide guidance. The ILO will take responsibility for updates to ZAPD, MCDSW and UNICEF and their respective feedback.

6.0 Expected deliverables

The consultancy is expected to produce the following deliverables:

- a) Inception note, including proposed methodology and expected timeline
- b) A draft report describing the current international standards, describing the current assessment practise and tools in Zambia and the relevant country context, outlining a proposal for revised assessment , institutional arrangements and corresponding tools
- c) Proposed manual of operations for the assessment, indicating roles and responsibilities about application, data collection, data analysis, grievances, and recertification.
- d) Proposed new assessment tools

- e) Recommendation for Social Cash Transfer complaints mechanism
- f) A finalized report of item b) above including final versions of items c) and d) and e) as annexes

7.0 Roles and Responsibilities

The ILO and ZAPD will facilitate access to partners and relevant documentation.

The ILO Lusaka, UNICEF, ZAPD/MCDSW will supervise the progress of the assignment and will provide technical guidance. University of Zambia will be contacted with an invitation to be part of the process, so as to strengthen the transfer of knowledge to local institutions. ILO Geneva will also provide technical inputs.

8.0 Duration

The assignment is expected to take 60 working days, while the assignment is expected to start end November 2016 and to be completed by end February 2017.

9.0 Reporting

The consultants will report to the Disability Programme Specialist for the ILO Country Office in Lusaka, who will liaise with the Chief Technical Adviser on Social Security, ILO Lusaka, Senior Disability Specialist ILO Geneva, Chief Social Policy, UNICEF Zambia, the Director ZAPD and the Senior Social Welfare Officer Disability MCDSW..

10.0 Fee and payments

ILO terms and conditions shall apply to the payment of this assignment based on the consultants' background and experience.

11.00 Consultancy profile

The contract will be awarded to a team of consultants or an organization with the following qualifications:

- Higher University level academic qualifications on social sciences, including social protection, disability rights, public health or other relevant fields, or equivalent in experience.
- Demonstrated successful work on design of disability assessments
- Thorough understanding of the UNCRPD and its principles, as well as the IFC classifications.
- Experience and knowledge of working within a developing country context
- Good report writing and communication skills
- Excellent command of English, both written and spoken

12.0 Application process

Send a proposal/concept note responding to the Terms of Reference that includes CV/s, a proposed work plan including a timeline and a budget to korpinen@ilo.org. Applications should be submitted by COB 20 November 2016.

