

**TERMS OF REFERENCE FOR NATIONAL CONSULTANCY ON
DEVELOPMENT OF A MAINSTREAMING STRATEGY FOR INCLUSION OF
PERSONS WITH DISABILITIES IN SKILLS 21**

Duty Station : Dhaka, Bangladesh
Duration of Ex-Col Contract : thirty (30) Working days over the period two (2) months (tentatively the assignment will be started from April 2019 but the date will be finalized after completion of recruitment process)

I. BACKGROUND

The ILO Country Office for Bangladesh in cooperation with the Government of Bangladesh (GOB) is implementing the European Union-funded Skills 21 – Empowering Citizens for Inclusive and Sustainable Growth project. The Project aims to increase productivity and better employment opportunities for youth through institutionalizing an environmentally conscious, inclusive, demand-driven, and interlinked education and skills development system responding to the needs of the labour market. The Project targets to build the capacity of relevant government agencies, education and training institutions, learners, workers and employers with a particular focus on disadvantaged groups. It will enhance the market-relevance and effectiveness of the Technical and Vocational Education and Training (TVET) system with the following three interrelated outcomes:

- a. Outcome 1. Improve Quality of the TVET/Skills Development System
- b. Outcome 2. Improved Access to and Equity within the TVET/Skills Development System through TVET Model Institutions
- c. Outcome 3. Improve Governance and Management of the TVET/Skills Development System

The project is looking to develop a gender mainstream strategy for which this ToR for a consultant to support the gender focal person of the project is being put out.

II. OBJECTIVES

The overall objective of this assignment is to develop a mainstreaming strategy for the inclusion of persons with disabilities for the Skills 21 project (all seven outputs), guided by

1. Skills 21 project document
2. ILO's Disability Inclusion Strategy and Action Plan 2014-17
3. ILO's 'How to guide on inclusion of persons with disabilities'
4. ILO B-SEP project's guideline on Including Persons with Disabilities in Technical and Vocational Education and Training
5. ILO Policy Brief on Making TVET and skills systems inclusive of persons with disabilities

The document should guide the action of the Skills 21 project at programming and operational level. In this respect, the specific objective of this consultant will be to recommend steps for establishing structures and processes (including for staff) that will promote effective mainstreaming of inclusion of persons with disabilities in Skills 21 operations.

III. SCOPE

To ensure the development of a well-aligned inclusion for persons with disabilities strategy

The consultant will work closely with the Skills 21 project team, Gender Equality and Diversity Committee (GEDC) of ILO Country Office Dhaka and the Disability Advisor based out of ILO HQ based at Geneva. Constituents including government will be closely consulted and at least one Skills 21 model TVET institute and Technical Teachers' Training Centre in Dhaka visited.

IV. EXPECTED RESULTS

The consultant will submit:

1. An inception report outlining preliminary findings from consultations and documentation review and methodology for carrying out the task;
2. An outline of the document incorporating the inputs from the Disability Advisor on methodology and the overall process;
3. A first draft of the strategy and presentation during a validation workshop with senior management, programme and operations teams and ILO constituents; and
4. A final version of the strategy incorporating comments on the first draft.

V. OVERALL TASKS AND FUNCTIONS

Under the guidance of the disability advisor and direct supervision of the Programme Officer & Gender Mainstreaming & inclusion of person with disabilities focal person of Skills 21, the consultant shall perform the following tasks:

- Carry out a literature review of ILO strategy documents on inclusion of persons with disabilities, Skills 21 documents and national strategic documents on inclusion amongst others, and also hold consultations with ILO constituents and partners
- Develop an inception report and methodology for the strategy and action plan outlining priority areas
- Present the Inception report for comments and feedback
- Finalize the Inception report
- Develop first draft strategy and action plan
- Present strategy and plan for review and discussion by Skills 21 team
- Incorporate comments from exercise and finalize the document
- Present document at validation session
- Finalize the document by incorporating comments from the validation exercise
- Submit a well-crafted strategy on inclusion of persons with disability for the Skills 21 project

VI. REQUIRED QUALIFICATIONS

Education:

- Advanced University Degree (minimum Master's Degree in gender / inclusion studies, development studies, political science or other related fields).

Experience:

- Seven years of experience in programme management of equal opportunities, inclusion of persons with disabilities, gender equality, gender mainstreaming, women empowerment policies/projects/programmes; knowledge of gender equality at the institutional level.
- At least five years of experience in planning, design, preparation and delivery of inclusion strategies, preferably for UN Agencies.
- Experience with UN Agencies and/or strong understanding of UN system, frameworks and structures, particularly those related to inclusion and equal opportunities, both in programme and operations.

Language:

- Excellent proven written and spoken English. Knowledge of Bangla will be an advantage
- Strong oral and written communication skills

VII. METHODOLOGY

The following methodology is proposed to ensure the success of the assignment:

- Literature review - Review the rich source of available reference documents, including the ILO Bangladesh Decent Work Country Programme, ILO Action Plan for inclusion, global instruments and pronouncements on equal opportunities; How to guide on inclusion of persons with disabilities; Including Persons with Disabilities in Technical and Vocational Education and Training; Making TVET and skills systems inclusive of persons with disabilities; project documents produced by ILO's BSEP project, & UNDAF
- The consultant will have a joint briefing meeting with the Chief Technical Advisor Skills 21, Disability Advisor & Skills Specialist (DWT Delhi), CO Dhaka Gender mainstreaming and disability inclusion focal person and Skills 21 team. The purpose of this meeting is to discuss and clarify expectations on the expected outcome and deliverables of the assignment;
- The consultant will prepare a work plan at the beginning of the assignment, with clear timelines and milestones to ensure that the assignment will be completed on time
- The consultant will meet with relevant staff
- The consultant will regularly brief the Gender Mainstreaming and inclusion of persons with disabilities focal person on the development of the assignment, including progress and challenges;
- At the end of the assignment, there will be a debriefing meeting with Skills 21 team, to discuss the outcome of the assignment and the way forward.
- The CO will provide office space where the consultant will work and background documentation.

VIII. COMPOSITION

- The assignment will be carried out by one (1) consultant.

IX. SPECIAL TERMS AND CONDITIONS

IX.a) Confidentiality Statement and Intellectual Property of Data

All data and information received from the ILO and the stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these ToR. All intellectual property rights arising from the execution of this ToR is assigned to ILO according to the grant agreement. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without the express advance written authorization of the ILO.

IX.b) Unsatisfactory or incomplete work

For the assignment, the ILO's Standard Rules and Procedure for Implementation Agreement shall be applicable. In event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, the ILO reserves the right, as appropriate to interrupt it, to request that it be corrected or modified, or to refuse to accept the service.

IX.c) Insurance

The ILO accepts no liability in the event of death, injury or illness of the External Collaborator. The External Collaborator attests that he/she is adequately covered by insurance for these risks. In no circumstances shall the External Collaborator be covered by any ILO insurance and it is his/her responsibility to take out, at his/her own expense, any personal insurance policies he/she may consider necessary, including a civil liability insurance policy.

X. PAYMENT SCHEDULE

- a) 1st Payment: 20% of total contract value will be paid after submission of Inception report specifying the methodologies and timeline/work plan and accepted by the ILO;
- b) Final Payment: 80% of total contract value will be paid after submission of final report on development of mainstreaming strategy for inclusion of persons with disabilities in Skills 21 and accepted by the ILO to the satisfaction.

XI. EVALUATION CRITERIA

Individuals will be evaluated based on the following methodologies:

Combined Scoring method:

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

* Technical Criteria weight; 70

* Financial Criteria weight; 30

Only candidates obtaining a minimum of 49 points (out of 70) in the technical evaluation would be considered for the Financial Evaluation. The technical proposal will be evaluated in accordance with the criteria stated below-

- Education background and overall experience on gender/development studies;
- Past Experience in developing of mainstreaming strategy for inclusion of persons with disabilities;
- Prior experience to develop similar strategy for Bangladesh and
- Experience and skills in conducting workshops/training relevant to persons with disabilities.

XII. RECOMMENDED PRESENTATION OF PROPOSAL

Interested individuals must submit the following documents/information to demonstrate their qualifications.

- **Personal CV (with sample of finished product of previous assignment)**, indicating educational qualification, all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **Financial Proposal** shall specify a total lump sum amount that includes professional fee, travel and living allowances in alignment with proposed work plan and methodology. The financial proposal will include a breakdown of this lump sum amount according to attached template. No other cost will be borne by the ILO. Financial Proposal has to be submitted through a standard template attached herewith (*ANNEX-01*).
- To substantiate your daily fee, you are also requested to enclose any of your recent contract.
- As ILO accepts no liability in the event of death, injury or illness of the External Collaborator. Therefore, you are requested to enclose a copy of INSURANCE as adequate coverage for these risks.

*Interested individuals must submit aforementioned documents to the ILO through email ID: dac_skills@ilo.org within **March 27, 2019 by 4.30pm**. Proposers who shall not submit these documents shall not be considered for further evaluation.*

Note:

1. External collaborators are also responsible for their own medical and accident insurance and may be required to provide proof that they are adequately insured. The ILO accepts no liability in the event of death, injury, illness or any other loss to the external collaborator.
2. The contractor shall present the valid insurance coverage paper if ILO wish to see the documents prior to issuance of contract.

**BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A. **Breakdown of Cost by Components:**

Cost Components	Unit Cost in BDT	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		30 working days	