

**Term of References for Gender, Age, Disability Inclusion and Localisation**

**(Individual Consultant) for Cox’s bazar Sub Office**

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| **TERMS OF REFERENCE (to be completed by Hiring Office)** |
| Hiring Office: | UNFPA- Cox’s Bazar Sub Office  |
| Purpose of consultancy: | The Disability Inclusion Consultant is located in the UNFPA Cox’s Bazar Sub-Office and directly reports to the Head of Sub Office to support all units in disability inclusion in the units for technical, programmatic and reporting activities. UNFPA has been implementing programs supporting the Rohingya people from the beginning of the humanitarian crisis. UNFPA supports the sexual and reproductive health (SRH) activities within the camps and the host communities, Gender Based Violence (GBV) interventions through Women Friendly Spaces and Women Led Community Centres. UNFPA promotes life skills amongst adolescent boys and girls through the provision of structured sessions on gender, SRHR, conflict resolution, safety, social and emotional skills, among other topics. In addition, UNFPA coordinates GBV sub Sector, leads Sexual and Reproductive Health Working Group and co-chairs Youth Working Group, three platforms which gather many government and non-governmental actors active in these fields, making sure that they do not overlap but work together to leverage resources, both human and financial to maximize the impact of its work.While UNFPA and its implementing partners (IPs) strive to ensure that all women and girls equally access to appropriate services according to their age appropriate and gender sensitive needs, women and girls with disability status face greater barriers in accessing services. These challenges may be physical (camp topography, infrastructure, facility layout) as well as based on social and discriminatory gender norms (cultural practices and beliefs, protection concerns, stigmatization).The purpose of this consultancy is three-fold. First, understand the gaps and opportunities for disability inclusion in UNFPA programming and reporting progress based on tailored activities or increased access to services by women and girls living with disabilities. Second, in the camps and host community undertake a mapping of all services that may/may not be used by people with disabilities, including adolescents and youth with disabilities, and for what reasons —including entry points, barriers, and opportunities. This will include services provided by government, NGOs, CSOs, women and youth-led associations to understand the information and service opportunities and gaps on the themes covered in the systematic review. Thirdly, as GBV SS, SRHR WG and Youth WG are led or co led by UNFPA, support is needed to mainstream disabilities, age, and gender diversity issues in order to successfully coordinate and influence partners to prevent and address GBV with a gender-sensitive and age-appropriate survivor-centred approach to overcome human rights and gender-related barriers to services.The findings of the systematic review and mapping will help to inform the design of UNFPA’s interventions going forward. |
| Scope of work:*(Description of services, activities, or outputs)* | **Duties and responsibilities:*** Identify the (a) situation of the target group, (b) knowledge and lessons learnt in reference to women, adolescents, and youth with disabilities regarding SRH information and services, GBV, as well as life skills and life enhancement skills education
* Give due emphasis to existing regional and global UNFPA Guidelines to ensure inclusive access to SRHR and GBV services for women, adolescents and youth with disabilities.
* The systematic review will cover both the affected host communities and the Rohingya refugee camps.
* Comprehensive mapping of services for women, adolescents, and youth with disabilities (government, non-government, civil society, and organizations) in the camps and in the host community
* Identify the existing services, facilities and platforms to help determine the state/level of readiness to start or strengthen programming related to women and adolescents and youth with disabilities. This includes the strengths, barriers and bottlenecks, and other challenges and opportunities to access services, personnel, facilities, and platforms such as the women-friendly spaces and adolescent and youth friendly spaces/clubs, and women led community centres
* Based on the evidence, produce practical guide women, adolescent and youth friendly toolkit to increase the participation of women, adolescents, and youth with disabilities on the field using existing women-friendly spaces, adolescent and youth friendly spaces/corners, and mentorship skills
* Develop strategies as far as is possible to ensure the engagement of women, adolescents, and youth with disabilities throughout the program cycle
* Identification of potential data collection methods, suited to the WFS/WLCC, UNFPA health service points, for monitoring disability inclusion
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| Duration and working schedule: | 6 months |
| Place where services are to be delivered: | Cox’s Bazar city |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | The consultant will prepare monthly work plan to be approved by his/her supervisor and submit a monthly progress report by the first week of each month for the previous month.  The following is a list of indicative but not exhaustive tasks that the consultant has to undertake to deliver the outputs of the ToR:* Develop and finalize methodology for systematic review and mapping
* Develop a guide of women and adolescent and youth friendly toolkit to increase the participation of women and youth with disabilities
* Collect all evidence and data from the camps and host community and undertaken the analysis;
* Draft systematic review and mapping report and a toolkit; to include clear implementation strategies to be included in the CXB humanitarian strategy (implemented across the sectors esp.SRHR, GBV and AY)
* Feedback from all key stakeholders including UNFPA and other UN agencies;
* Presentation (PowerPoint) of the findings and with clear recommendations and way forward

All documents to be submitted to UNFPA in electronic copy using MS Word format. |
| Monitoring and progress control, including reporting requirements: | The Consultant will work closely with all units in carrying out the duties within the deadlines for the deliverables mentioned above and the Consultant should adhere to these timelines. Progress will be monitored on a monthly work plan and progress reports, sharing electronic updates against terms of reference and deliverables as per initial agreement. |
| Supervisory arrangements:  | The Consultant will work under the overall guidance of the Head of Sub Office to fulfil the activities mentioned above.  |
| Expected travel: | Travel will be required for this Consultancy within Cox’s Bazar District.  |
| Required expertise, qualifications and competencies, including language requirements: |  **Education:*** Master’s degree or equivalent in human rights, international development, international relations, disability studies, or other social science or public health fields is required.

**Knowledge and Experience:*** At least 7 years progressively responsible experience in designing and managing programme evaluation studies, preferably on gender, SRHR, adolescents and youth, and/or violence against women and girls and harmful practices
* Proven experience in capacity building programmes, preferably for the United Nations, the EU or the World Bank.
* Proven experience working with persons living with disabilities and/or other vulnerable communities
* Experience in providing technical assistance, data and policy analysis, strategic planning, results-based management
* Experience working with governments, donors, civil society organizations.
* Proven experience supporting partnerships
* Experience and sound knowledge in Monitoring and Evaluation, Results based Management, Human Rights based Approach.
* Experience in developing countries.
* Previous experience with the UN and specifically UNFPA is an asset.
* Experience working at joint UN programmes/projects is considered an asset.
* Experience developing practical guides and adolescent and youth friendly toolkits to increase the participation of women, adolescents, and youth with disabilities

**Languages:*** Fluency in oral and written English.
* **Computer skills:**
* Proficiency in current office software applications and statistical programmes, such as SPSS, Stata or others. Experience of using spatial software is an asset.
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| Inputs / services to be provided by UNFPA or implementing partner: | Office space: The consultant will be responsible for arranging her/his own computer and other working aid equipment. Depending on UNFPA Cox’s Bazar office arrangements during the period of consultancy, consultant might be required to work either from home location in Cox’s Bazar or office or follow rotational arrangements if in place due to COVID19 pandemic.  |
| Payment Instruction:  | Payment will be made on a monthly basis based on the actual numbers of days worked related to the deliverables as established in the work plan.  |
| Level of the Consultant:  | Commensurable to the qualification and experience of the selected Consultant as per the IC guideline. |
| Other relevant information or special conditions, if any: | Working arrangement will be 40 hours/week  |
| COA | DFAT via RedR Standby Partner roster arrangements |
| **Application instruction:**Applicants with the required qualifications and experience stated above (required expertise, qualifications and competencies, including language requirements) should forward their application using **Google Forms platform only**, following below link (copy and paste into Google Chrome browser) Link to Google Form: [**https://forms.gle/Stt2urwqTUNf2mRA7**](https://forms.gle/Stt2urwqTUNf2mRA7)After providing, the information required on this form, you will be required to upload a Cover Letter and a detailed CV, for the position you are applying for. Please have them ready, before starting to fill the form. Note: Only those candidates who meet all qualifications and experience will be contacted for further consideration.Female candidates are encouraged to apply. **Disclaimer: This consultancy is under RedR, UNFPA Standby Partner roster arrangements** The application deadline is **14 October 2021.** |