



## PROCUREMENT NOTICE

### NATIONAL INDIVIDUAL CONSULTANT

Date: 08/03/2021

**Description of the assignment: Consultant to conduct a rapid assessment of OPD capacities to identify technical capacity gaps that will be based on to conduct trainings and workshops to strengthen the research, monitoring and reporting, policy analysis and advocacy capacities of OPDs**

**Period of assignment:** 30 working days

UNDP Rwanda is looking to recruit National Individual Consultant to conduct a rapid assessment of OPD capacities to identify technical capacity gaps that will be based on to conduct trainings and workshops to strengthen the research, monitoring and reporting, policy analysis and advocacy capacities of OPDs. All interested and qualified national individual consultants may download the Individual Consultant Notice, Terms of Reference, Confirmation Letter and General Terms and conditions documents from UNDP Rwanda website at:

<http://www.rw.undp.org/content/rwanda/en/home/operations/procurement/notices/>

Only Electronic Submission is allowed attention to: Head of Procurement Unit, by email address at [offers.rw@undp.org](mailto:offers.rw@undp.org) not later than **21 March 2022**, Time: 05h00 PM Kigali Rwanda local time.

**N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equally encouraged to apply.**

Yours sincerely,

Shelagh Rwitare

UNDP Operations Manager



**TERMS OF REFERENCE (ToR)**  
**NATIONAL INDIVIDUAL CONSULTANCY**

<b>Application Type</b>	External Vacancy
<b>Project title</b>	Strengthening disability inclusion accountability and coordination in Rwanda (UNPRPD)
<b>Consultant Title</b>	Consultant to conduct a rapid assessment of OPD capacities to identify technical capacity gaps that will be based on to conduct trainings and workshops to strengthen the research, monitoring and reporting, policy analysis and advocacy capacities of OPDs
<b>Category</b>	Disability and inclusion
<b>Duty Station</b>	Kigali, Rwanda
<b>Application Deadline</b>	TBD
<b>Type of contract</b>	Individual Local Consultancy
<b>Expected starting date</b>	Immediately ( <b>March ... 2022</b> )
<b>Duration of assignment</b>	30 working days (from the date of signing the contract)

**1. Background and problem statement**

According to Rwanda’s fourth Population and Housing Census (RPHC) conducted in August 2012, Rwanda counts 446,453 persons with disability (50.4% are women), Approximately 20% (87,900) of the population of children between the ages of 5 and 18 live with disabilities i.e. using the concept of activity limitations to identify persons with disabilities. The census reported a higher poverty incidence among households headed by a person with a disability (50%) than among households headed by a person without a disability (44%), indicating that poverty remains a major challenge faced by persons with disabilities. Stigma and discrimination in society are other significant barriers.

Since Rwanda ratified the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) and its Optional Protocol in 2008, good progress has been made in protecting the rights of persons with disabilities through legislative reform and programme design. Rwanda has committed to key international and regional treaties and enacted domestic laws that support a strong enabling environment. For example, the creation of the National Council for Persons with Disabilities (NCPD) has been an important milestone in the disability sector, as well as the currently ongoing work on developing a national policy on disability and inclusion, establishment, and approval of disability policy (2021). Rwanda also demonstrates its commitment in implementing UNCRPD in its development frameworks like the National Strategy for Transformation (NST1) specifically, NST1 (2017-2024) pillars: “Economic Transformation, Social Transformation and Transformational Governance” as well as Vision 2050 and related subnational and sectoral strategies. However, there is still more to be done to achieve full implementation of UNCRPD. Rwanda, like all other countries in the world has been gravely affected by the Covid-19 crisis, the global pandemic has seriously impacted the political, social and economic life in the country.

Rwanda has committed to the implementation of recommendations of UNCRPD. In 2020, Rwanda underwent review in Geneva which resulted into several recommendations to be implemented

between then and the next review in 2023 when Rwanda will present the updates on the implementation. These processes need support so that Rwanda achieves its targets.

Persons with disabilities still face challenges accessing government policies, services and programmes aimed at alleviating poverty and empowering citizens. Furthermore, planning and decision making is hindered by a lack of reliable disability data. In the private sector, few organizations have programmes and/or facilities to accommodate the needs of persons with disabilities.

## **2. Scope of the assignment**

This assignment is limited to conducting a rapid assessment of OPD capacities to identify technical capacity gaps that will be based on to conduct trainings and workshops to strengthen the research, monitoring and reporting, policy analysis for advocacy, and advocacy capacities of OPDs based on UNCRPD.

## **3. Objective of the assignment**

The objective of this assignment is to conduct a rapid assessment of the capacities of OPDs to identify technical capacity gaps that will be based on to conduct trainings and workshops meant to strengthen their research, monitoring and reporting, policy analysis and advocacy capacities based on UNCRPD.

The intention seeks to contribute to increased capacity of OPDs in research, monitoring, reporting, policy analysis and advocacy through trainings of OPD members.

More specifically, the study will:

### **3.1. Specific objectives of the assignment**

- Conduct a literature review on the status of OPDs capacities for research, monitoring and reporting, policy analysis and advocacy.
- In collaboration with NUDOR, identify 15 OPDs representing various types of disabilities to assess OPDs' capacities gaps for research, monitoring and reporting, policy analysis and advocacy.
- Assess the capacity gaps in the coordination and stakeholder engagement by OPDs for effective policy advocacy, and strengthened OPD organizational and individual capacities;
- Based on identified gaps, suggest clear and specific actionable recommendations and strategies for strengthening OPDs' capacities for research, monitoring and reporting, policy analysis and advocacy based on UNCRPD.
- Explore specific priority needs of OPDs for engendering research, monitoring and reporting, policy analysis and advocacy.
- Identify best practices by OPDs in research, monitoring and reporting, policy analysis and advocacy.
- Assess OPDs' knowledge of UNCRPD and the National Disability Policy (including the rights of persons with disabilities), in order to know how to advocate for what disability inclusive principles (UNCRPD) is.

## **4. Key deliverables**

Deliverables	Deadlines
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<b>Inception report:</b> An inception report will detail the understanding of the assignment and how it will be conducted. It will include the design, methodology, data sources and collection tools, work plan and time frame.	25 March 2022
<b>Draft report:</b> A draft report will be submitted in line with the approved inception report. UNDP and relevant stakeholders will provide comments and feedback on the draft.	20 April 2022
<b>Final report:</b> The final report will be submitted to a validation session including key stakeholders in the promotion of the rights of persons with disabilities.	30 April 2022

All reports will be submitted in English, in soft formats.

## 5. Institutional Arrangement

The consultant will be hired by UNDP, but he/she will work daily under the guidance and direct supervision of the Executive Secretary of NUDOR and will report to the National Coordinator for Inclusive Governance at UNDP. The consultant shall however be working with the team of NUDOR who will be closely following up this assignment. NUDOR will spearhead and coordinate the entire process in close collaboration with UNDP.

## 6. Duration of the assignment

The successful candidate will start this assignment as soon as the consulting contract is signed, following the completion of the recruitment. The duration of the consultancy is expected to be not more than 30 working days, counted as of the signature of contract.

## 7. Duty Station

The duty station of the work is Kigali, Rwanda. However, the consultant (s) may be required to travel outside Kigali but in Rwanda as advised by the supervising team. In the case of traveling to the field, NUDOR will arrange his/her transport to the field.

## 8. Consultancy Price and Schedule of Payments

The consultant shall be paid the consultancy fees upon completion of the following milestones. Payments will be made only upon confirmation by UNDP that contract obligations have been delivered in a satisfactory manner.

An inception report, including the literature review, methodology and the work plan with an acceptable timeline;	20%
A draft report of the rapid assessment and recommendations;	40%
A final report that should contain: Executive summary; a detailed methodological approach used for the assessment and analysis; Main findings of the assessment and analysis. Conclusions and recommendations. feedback from UNDP and NUDOR and its partners and Validation workshop.	40%

## 9. Recommended Presentation of Offer

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP.

- b) Personal CV or P11, indicating 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.
- c) Brief description of why the consultant is the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.
- d) Financial Proposal that indicates all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offered is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

### 10. Criteria for Selection of the Best Offer

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%; with a technical pass mark of 70 points.

#### Technical selection criteria

Criteria	Max. Point
At least a Master's degree in Development Studies, Economics; Public Policy Political Science, Social Science or any other related field	15
A minimum of 5 years' experience in research and consultancy on capacity needs assessment and policy analysis on disability.	20
Experience in research and consultancy in the field on different domains and Experience in research methodologies, statistical methods and analysis; Ability to work comfortably with data and interpretation	10
Familiarity with Disability and Organisations of Persons with Disabilities in Rwanda.	10
Demonstrated understanding of the scope and objective of the assignment and well described and comprehensive research methodology	35
Excellent drafting skills in English and proven fluency in English. Knowledge of French and Kinyarwanda is an advantage;	5
Excellent computer skills, particularly MS Excel, PowerPoint and Word;	5
<b>TOTAL</b>	<b>100</b>

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence. UNDP does not

tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and sex-based discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks. Approved by Head of Unit, Transformational Governance Signature

## **OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*  
United Nations Development Programme  
*(Specify complete office address)*

Dear Sir/Madam :

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [ *indicate title of assignment* ] under the [ *state project title* ];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;

e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]:*

- An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
- A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

h) This offer shall remain valid for a total period of \_\_\_\_\_ days *[minimum of 90 days]* after the submission deadline;

i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

- Sign an Individual Contract with UNDP;
- Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

\_\_\_\_\_

\_\_\_\_\_

k) I hereby confirm that *[check all that applies]:*

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed :

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**Annexes [pls. check all that applies]:**

- CV or Duly signed P11 Form
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

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

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

Cost Components	Unit Cost (RWF)	Quantity	Total Rate for the Contract Duration (RWF)
<b>Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

**B. Breakdown of Cost by Deliverables\***

<b>Deliverables</b> <i>[list them as referred to in the TOR]</i>	<b>Percentage of Total Price</b> <b>(Weight for payment)</b>	<b>Amount</b>
Deliverable 1		
Deliverable 2		
....		
<b>Total</b>	<b>100%</b>	<b>RWF.....</b>

*\*Basis for payment tranches*