



*Empowered lives.
Resilient nations.*

PROCUREMENT NOTICE

NATIONAL INDIVIDUAL CONSULTANT

Date: 30/07/2020

Country: Rwanda

Description of the assignment: **Recruitment of National Individual Consultancy to conduct a mapping and analysis of institutions' on-going efforts to empower persons with disabilities in Rwanda**

Period of assignment: 20 working days

UNDP Rwanda is recruiting National Individual Consultant to conduct a mapping and analysis of institutions' on-going efforts to empower persons with disabilities in Rwanda. The overall objective of the mapping and analysis is to get a clear overview of the current efforts to empower persons with disabilities and promote their rights. The analysis of the data will highlight areas with substantial support and areas where persons with disabilities are left behind in terms of dedicated focus.

All interested and qualified international individual consultants may download the Individual Consultant Notice, Terms of Reference, and P11, Confirmation Letter (Attached) and General Terms and conditions documents from UNDP Rwanda website at:

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

Submission is done by email address at offers.rw@undp.org not later than **13th August 2020**, Time: 12h00 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,

Varsha Redkar-Palepu

UNDP Deputy Resident Representative



TERMS OF REFERENCE (ToR) NATIONAL INDIVIDUAL CONSULTANCY

Application Type:	External Vacancy
Project	Disability Inclusion Platform
Consultant Title:	National Individual Consultancy to conduct a mapping and analysis of institutions' on-going efforts to empower persons with disabilities in Rwanda
Category:	Governance
Duty Station:	Kigali, Rwanda
Application Deadline:	
Type of contract:	Individual Contract
Expected starting date:	Immediately, August 2020
Duration of assignment:	20 working days

1. Background and problem statement

Background

Using the concept of activity limitations to identify persons with disabilities, Rwanda counts 446,453 persons with disability (50.4% are women), according to the latest census (2012 RPHC). 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.

As commendable as this progress is, however, persons with disabilities in Rwanda continue to be excluded and marginalized. A recently conducted study (UNICEF, 2018) and the draft disability policy document indicate that gaps in policy implementation and unclear roles and responsibilities are significant barriers to inclusion of persons with disabilities. Many persons with disabilities 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 organisations have programmes and/or facilities to accommodate the needs of people with disability.

Multi-partner disability platform

To respond to these challenges, and as part of the *Leave no-one behind* principle of the 2030 Sustainable Development Agenda, the UNDP Rwanda Country Office increased its support to empowering persons with disabilities and promoting their rights. Based on extensive consultations

with Government and civil society, UNDP Rwanda initiated partnerships with a range of Ministries, public and private institutions and development partners to implement a variety of activities at policy and grassroots level. Some of these activities focus on building capacities of Civil Society Organisations working on directly empowering PWDs, while others aim at ensuring inclusive access to services including justice, information and finance, and an enabling environment through up-to-date policy and legal frameworks. Some of the activities substantially contributed to data generation and studies for evidence-based decision making. UNDP is also supporting national and local level advocacy and awareness raising activities to address stigma and discrimination.

In view of the strategic importance of disability inclusion for sustainable development as well as the interest from the partners, UNDP established a multi-partner disability platform. The platform brings together various public and private sector institutions, development partners and civil society organizations to create synergies around efforts to empower persons with disabilities and transform their lives. Through the platform, partners work on priority setting and efficient pooling of available resources and comparative advantage. So far, the One UN, UNICEF, UNFPA, the European Union, USAID, the Embassy of the United States, the German Embassy, DFID and one commercial Bank called I&M Bank have expressed interest in this platform. By joining their voices, partners have enriched their advocacy for policy, legislative and programmatic change for better living conditions for persons with disabilities. The platform is functioning as a high-level planning and advocacy forum, where heads of institutions actively share insights on how best disability inclusion can be done in their respective programmes and operations. It also serves as a platform for synergy through the implementation of joint initiatives or conducting joint monitoring. At the technical level, technical counterparts find each other in working spaces to brainstorm challenges and priorities, and co-create solutions, resulting in an inclusive workplan of activities of the multi-partner platform.

2. Scope of Work

It is against this background and the on-going work of formalizing the disability inclusion platform, that UNDP, in collaboration with NCPD and NUDOR, is seeking to recruit a consultant to undertake a mapping and analysis of institutions' on-going work on disability inclusion in Rwanda.

The overall objective of the mapping and analysis is to get a clear overview of the current efforts to empower persons with disabilities and promote their rights. The analysis of the data will highlight areas with substantial support and areas where persons with disabilities are left behind in terms of dedicated focus.

More specifically, the mapping and analysis will include the following elements:

- Background and introduction;
- Mapping along the sectors of NSTI of on-going disability inclusion work of institutions and organizations, including:
 - o Public institutions;
 - o INGOs, CSOs and FBOs;
 - o Development partners;
 - o Private sector

(The full list of institutions will be finalized in collaboration with UNDP, NCPD and NUDOR)

- Data analysis and interpretation: what are priority areas, which sub-areas of intervention receive dedicated attention, and which do not;
- Recommendations for more coordinated support to empowering persons with disabilities and promoting their rights.

3. Expected Outputs and Deliverables

The consultant will provide the following deliverables:

Inception report of the mapping and analysis	By 28 August 2020
Draft report of the mapping and analysis	By 7 September 2020
Final report of the mapping and analysis	By 20 September 2020

4. Institutional Arrangement

The consultant will work under the guidance and direct supervision of the UNDP Transformational Governance Unit and will be responsible for the fulfilment of the deliverables as specified above. The list of institutions to be mapped will be finalized in collaboration with UNDP, NCPD and NUDOR. Partnering institutions in the disability platform will provide inputs and guidance related to the preparation and quality of the mapping.

5. Duration of the Work

The assignment will require 20 days of work.

6. Duty Station

Home-based in Kigali, Rwanda.

7. Scope of Price Proposal and Schedule of Payments

The consultant shall be paid the consultancy fee 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.

Inception report of the mapping and analysis	30%
Draft report of the mapping and analysis	30%
Final report of the mapping and analysis	40%

8. 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 individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services [Note: this is optional for support services];
- d. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror 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.

9. 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
Master's degree in social sciences, economics, law, research, business administration, education or in other related subjects Bachelor's degree with proven track record of conducting similar studies can be accepted.	10
Track record of executing similar researches and mapping exercises	25
Proven experience working on issues related to social inclusion, in particular disability inclusion	15
Demonstrated understanding of the scope and objective of the assignment	15
Well-described and comprehensive outline and methodology for the undertaking of the mapping	25
Excellent writing skills in English	10
TOTAL	100

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**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 :

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)
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables*

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

**Basis for payment tranches*