

## **Terms of Reference (TOR-IST-2021-0158)**

### **Disability Inclusion Consultancy**

#### **Background**

Save the Children (SC) is a rights-based organization with a vision of a world in which every child attains the right to survival, protection, development and participation. In Turkey, SC's programming is framed by our Country Strategic Plan 2019-2021, which favors integrated child-focused programming to promote access to education and Early Childhood Care and Development (ECCD), access to livelihood, predominantly among youth, and protection and child protection, with particular focus on prevention and response to child labour, child marriage and violence against children and Mental Health and Psychosocial Support (MHPSS). We also have a strong focus on child and youth participation, community-based programming, efforts to promote protection of children's rights, inclusive programming (particular focus on sex and disability), social cohesion and resilience to promote sustainable solutions for children and their families and communities. SC Turkey works in partnership and/or collaboration with key civil society, private sector stakeholders and formal duty bearers, including municipalities, in order to reach refugee and host community girls and boys who are particularly vulnerable to risks, such as poverty, school drop-outs, child labour, child marriage, violence and psychosocial distress.

In line with SCI's working principles for inclusion and meaningful participation, SC TCO is seeking a consultant to train their implementing partner staff members of a local municipality in Istanbul on disability inclusion.

#### **I. Purpose of the Assignment**

This consultancy is consisting of two pillars;

- Disability inclusion audit for the designated department of the municipality which runs community centers for refugees and host community. The consultant will assess the existing programmatic approach and physical accessibility of at least 2 implementation site. The consultant is also expected to share a guidance note and audit tools with the municipality and SC TCO. Interviews with staff should include measuring & evaluating the attitudes of staff towards persons with disabilities so that the training program can be tailored
- Delivery of disability inclusion training for the municipality staff

The consultant is expected to cover below topics at minimum during the training:

- Rights of people with disabilities: Concept, Terminology, Models of Disability, Disability & Intersectionality, History and Legal Framework with special focus on Turkish law and regulations
- Access to people with disabilities; Outreach strategies, community engagement
- Participation of people with disabilities: Definition, relevance, types of participation, outreach strategies
- How to ensure inclusion? Sample tools, reasonable accommodation types & processes for different groups with disabilities, and disability mainstreaming within programmatic approach.

- Case study relevant to municipality's work<sup>1</sup>

Provision of training should be in line with Save the Children International core values and global commitments, humanitarian principles, and refugee and migrant children's rights.

All the meeting and trainings will be conducted online due to COVID-19 pandemic.

The trainings and materials will be in Turkish; sign language translation will be provided if needed.

## II. Duration of the assignment

Task	Days	Output
Interview with municipality staff (prep work for training)	1	Consultant should conduct series of meetings with municipality staff to understand needs and capacities of the designated department to adapt the training content Report on interviews
Training content contextualization	2	Training agenda after receiving inputs from municipality staff
Guidance note	2	Brief guidance note on disability mainstreaming in project implementation and types and processes of reasonable accommodations for groups with specific disabilities (max. 15-20 pages including practical tools)
Delivery of training	2	Online training: participatory approach, interactive tools and evaluation of participants' level of knowledge (e.g. pre & post test)
Disability inclusion audit: programmatic audit and physical access audit for 2 sites	3	Audit checklists/materials Audit report
Coaching of 2 municipality staff members	2	One-to-one coaching with 2 designated staff from municipality to implement disability inclusion audit for other departments and evaluation of the coaching
Final report	1	Final report of the overall consultancy

## III. Outputs/ deliverables

In accordance with the scope of work, the key deliverables are:

- Report on interviews with municipality staff for preparation

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<sup>1</sup> Consultant is expected to conduct preparation meetings with selected municipality staff to contextualize the training material

- Material such as handouts, power point presentation etc. shall be shared with participants and Save the Children.
- The applicant/s is expected to present the training methodology in the proposal, preferably case examples and role plays should be embedded into the training methodology as tools.
- Disability inclusion audit materials (checklists, SoPs...etc.)
- Guidance note on disability mainstreaming and reasonable accommodation processes
- Evaluation result of the coaching for municipality trainers
- Final report

#### **IV. Qualifications and Requirements**

The Applicant should have the necessary expertise to carry out the requirements as per this ToR of highest possible quality. The technical expertise and practical experience should consist of one that can deliver the scope of work and deliverables, in particular, with regards to:

The Applicant must have

- Bachelor's Degree in relevant field; Master's Degree is an asset
- Experience in rights based approach, advocacy, disability rights, participation and inclusion
- Previous working experience with public authorities; experience with municipalities is an asset
- Experience in delivering training in similar context or assurance of an experienced trainer.
- Familiarity with the context, guiding principles and values including adherence to Save the Children's code of conduct, child safeguarding practices, confidentiality.
- Skills and personal traits including respect for diversity and the principle of non-discrimination.

#### **V. Application Requirements**

The application must include the following:

- The Applicant must either have a legitimate business /official premises, and must be registered for trading and tax as appropriate OR apply as an individual but hold a Turkish Citizenship in Turkey OR work as consortium of consultants eligible to issue receipts.
- Cover letter and CV.
- Presentation of the Applicant articulating previous experience and familiarity with the context (max 2 pages).
- Financial proposal including a detailed budget breakdown. The budget must differentiate between fees and reimbursable costs (currency unit: USD/TL), and include VAT, stamp duty, withholding tax and all other taxes and lieu administrative fees. The applicant needs to provide financial invoice for the service.
- This opening is for national applicants only. If you are based outside Istanbul, travel and accommodation expenses should be included in the quotation provided as part of the application process.

## **VI. Legal documentation:**

- The Applicant must provide necessary documentation for proof of your registration in country (**Trade Registry Gazette, Chamber of Commerce Registration, Tax Documentation, Circular of Signature for signatory person for the offer submitted**)
- The Applicant must be compliance with **Save the children International standard policies (Please sign and stamp our Policies and send together with your bids)**
- **RFQ-IST-2021-0158** document (attached) should be filled with required information and be submitted signed & stamped.

## **VII. Evaluation Criteria**

### Capability Criteria (60%)

- Qualification and experience of the Applicant **(20%)**
- Relevancy of the methodology **(10%)**
- Timeline **(10%)**
- Technical approach of the previous work sample(s), and proposed detailed work plan **(20%)**

### Commercial Criteria (40%)

- Financial proposal including a detailed budget breakdown of estimated costs

## **VIII. Submission of Bids**

**Deadline for “Request for Clarifications”: 02 June, 1500 TK Time**

**Deadline for “Submission of Bids”: 04 June 2021, 1700 TK Time**

Please submit your respective bids electronically to [procurement.turkey@savethechildren.org](mailto:procurement.turkey@savethechildren.org) via email before the given deadline above. Any bid received after the mentioned deadline will not be considered eligible.