

Terms of reference for Disability Inclusion M&E framework and Baseline report

1.0 Background

According to the Seventh National Development Plan, human development involves expansion of human freedoms to live long, healthy and creative lives and to actively participate in shaping equitable and sustainable development. This expansion of human freedoms is extended to all citizens in Zambia including those identified as poor and vulnerable. This entails that everyone should be educated both through formal and non-formal skills development, healthy, have a reasonable standard of living and feel safe.

The direct causes of poverty are always varied and dynamic, but there is a powerful link between disability and poverty. Disability is both a cause and a consequence of poverty. People experiencing poverty are more likely to have a disability, and those who have a disability are more likely to be poor. In this regard and specifically on the need to reduce poverty and vulnerability, the Government has shown its commitment to promoting the rights of persons with disability as evidenced by the adoption of the National Disability Policy and the Persons with Disabilities Act of 2012 of the Laws of Zambia.

The Zambia Agency for Persons with Disabilities (ZAPD) is a Government Institution established by an Act of Parliament - The Persons with Disabilities Act No. 06 of 2012 of the Laws of Zambia and has the responsibility of coordinating the implementation of the National Policy on Disability and acts as an advisory body to the Ministry of Community Development and Social Services. One of the core functions of the Agency prescribed in the Act is to (n) monitor and evaluate the provision of services to persons with disability and the implementation of the Disability Act and any other policy or national strategy on disability.

The mission of ZAPD is “To coordinate and regulate the provision of inclusive services for persons with disabilities through targeted coordination and regulation interventions, creation of strategic partnerships and fostering awareness creation on disability issues”.

A key intervention planned within the five year strategic plan of the Agency is to provide technical support to different Ministries in their efforts to promote disability mainstreaming. Rather than work with all the Line Ministries, ZAPD has selected to start working with the following thirteen Ministries to further strengthen their capacities to target persons with disabilities. The targeted Ministries to be part of the baseline study include:

1. Ministry of Education
2. Ministry Water Development, Sanitation and Environmental Protection
3. Ministry of Agriculture
4. Ministry of Housing and Infrastructure Development and Urban Development
5. Ministry of Justice
6. Ministry of Science and Technology
7. Ministry of Health
8. Ministry of Labour and Social Security
9. Ministry of Information and Media

10. Ministry of Small Medium and Entrepreneurs
11. Ministry of Green Economy and Environment
12. Ministry of Local Government and Rural Development
13. Ministry of Finance and National Development and Planning
14. Ministry of Community Development and Social Services.

For purposes of this assignment, at least Seven (07) Ministries that provide services to persons with disability will be targeted. These will include the following;

1. Ministry of Finance and National Development and Planning
2. Ministry of Health
3. Ministry of labour and social security
4. Ministry of Education
5. Ministry of Small medium and Entrepreneurs
6. Ministry of Local Government and Rural Development
7. Ministry of Community Development and Social Services.

The final selection of Ministries will be advised by ZAPD after completion of the first stage of the review.

2.0 Objectives of the assignment

The overall objectives of the assignment are:

1. To gather information on disability mainstreaming efforts from 7 selected Ministries that will then be used as baseline data to monitor the mainstreaming efforts and serve to document good practice among the Ministries on an annual basis.
2. Analyse budget guidelines such as those issued by the Ministry of Finance to all Ministries, Provinces and other Spending Agencies (MPSAs) to assess the extent to which they do promote disability mainstreaming.
3. To prepare a Baseline Report on the State of Disability Inclusion in Zambia, based on the proposed M&E Framework. The report will be based on information collated across the five Ministries and will include a small number of case studies identifying good practices in disability mainstreaming among the identified Ministries. The Baseline report should not exceed 30 pages excluding annexes.
4. To undertake a mapping of programmes, targets and indicators included in the 8NDP (Volume I and II) that have relevance for the agenda of disability inclusion and analyse their consistency/alignment vis-à-vis the objectives of the Disability Policy.
5. To develop a Disability Inclusion M&E Framework, based on 8NDP disability inclusion indicators and the Disability Policy. It is expected that this will also be used as M&E framework for the Disability Policy. The M&E framework will guide ZAPDs monitoring of disability mainstreaming and reporting on good practice. The M&E Framework should have a general section, covering cross-sector objectives, and a specific section that will be developed only for each of the five selected

Ministries. The M&E frameworks should allow to map results at the levels of resources, output, and outcome. The M&E framework should provide clarity on the proposed sources of information for proposed indicators and monitoring practices

3.0 Specific tasks

The specific tasks shall be undertaken at the national Government level within Lusaka and will include:

a. Inception Phase

1. Review relevant documents supporting disability mainstreaming within GRZ. This will include the National Social Protection Policy and all relevant policies in the selected ministries
2. Hold discussions with the ZAPD and all relevant state and non-state stakeholders.
3. Prepare the inception report that should detail the process and methodology that will be followed in undertaking the assessment, defining timeline and responsibilities.

b. Mapping of GRZ Disability mainstreaming efforts

1. Collect, systematize and critically analyse disability inclusion indicators in the 8NDP and their relevance/adequacy to monitor progress vis-à-vis objectives of the Disability Policy. Map indicators from other existing M&E Frameworks that have relevance for disability inclusion in selected sectors.
2. Analyse the existing policy and legal framework in support of disability mainstreaming efforts, across public sector and specifically in the 5 selected Ministries .
3. For selected ministries, analyse the Ministerial strategic plans and programmes and assess extent to which disability mainstreaming efforts has been put in place. To this end international and regional disability inclusion tools and checklists can be utilized or adaptations can be proposed.
4. For selected ministries, analyse Ministerial budgets and assess extent to which the Ministry is budgeting for support towards mainstreaming. Analyse Government guidelines that guide Ministerial budgeting and planning including but not limited to the National Planning and Budgeting Policy, Circulars on budget preparation, any Ministerial planning and budgeting guidelines that may have relevance for availing resources for disability inclusion agenda.
5. Produce a register of all GRZ Ministries of the Disability Focal Point Persons (DFPPs). This must clearly indicate the names, emails, phone numbers, level of responsibility (position held in the ministry)

c. Disability Inclusion M&E Framework

1. Develop an M&E framework that will be used by ZAPD to monitor the mainstreaming efforts of the Ministries based on the 8NDP indicators and the Persons with Disabilities Act. The M&E Framework should have a general section, covering cross-sector objectives, and a specific section that will be developed only for each of the five selected Ministries. The M&E frameworks should allow to map results at the levels of resources, output, and outcome.
2. Analyse and propose sources of information for proposed indicators in the M&E framework and make a proposal on monitoring and reporting practices.
3. Perform consultations with ZAPD, state and non-state actors on the proposed M&E framework for its refinement.

d. Baseline report

1. Prepare a baseline report describing the available evidence on the state of disability inclusion in Zambia based on the proposed M&E framework (resources, outputs, outcomes) and with specific focus on the selected Ministries. The study should include a section describing any good practices identified.
 2. Present the report to ZAPD and relevant stakeholders.
 3. Finalise the report following input from the stakeholders meeting.
- 5.0 Assignment expected deliverables

The following are the expected assignment deliverables:

Task 1: Inception Report

Deliverable Number 1: Following the discussions with the relevant line ministries and review of necessary documents it is expected that an inception report will be produced. This should clearly spell out how the team is going to accomplish the works within the time frame that is provided.

Task 2: M&E framework and Mapping

Deliverable Number 2: Following in-depth discussions with state and none state actors, a draft M&E framework for disability inclusion is expected to be produced. This will be based on key findings of the discussions and review of relevant documents and legislatures that are key in each of the selected ministries. This should include the mapping done across the GRZ line ministries on the status of disability inclusion at national level. This will include the development of indicators as enshrined in the 8NDP, Persons with Disabilities Act, key policies and legislatures in each of the selected key ministries.

Task 3: Baseline Report

Deliverable Number 3: Draft Baseline Report informed by the discussions held with Key GRZ ministries and the draft M&E frameworks.

Task 4: Draft Disability Inclusion and M&E Report

Deliverable Number 4: Draft Disability Inclusion and M&E framework report produced.

Task 5: Final version Disability Inclusion and M&E framework

Deliverable Number 5: Following the lessons learnt and the feedback provided by both the GRZ line ministries and the technical working group, the final version of the disability inclusion M&E framework and the final version of report will be presented.

6.0 Required experience

It is expected that Companies as well as individuals can pool expertise under one Proposal and undertake this assignment, they will have to demonstrate that they have a team that will be assigned the different tasks of this assignment to ensure that it is completed within the time frame of four months.

The service provider should:

- Demonstrate prior experience in undertaking assignment of similar nature in M&E and disability inclusion, at similar scale
- Demonstrate a good understanding of disability issues in Zambia
- Demonstrate a good understanding of M&E, planning and budgeting processes in public sector in Sub-Saharan Africa or any other experience.
- Demonstrate relevant experience in working for governments and/or international organizations on consultancy assignments, especially in the areas of M&E, disability or gender mainstreaming.

7.0 Supervisory Arrangements

Once selected, the Consultants undertaking this assignment will be expected to present the work to an Advisory Committee (This will be made up of representatives from different Ministries and s Organizations for Persons with Disabilities) to be constituted under the auspices of ZAPD.

All deliverables will be submitted to ZAPD and approved by ILO. The exercise will be supervised by the ZAPD with technical support of the ILO through the National Project Officer on Disability.

8.0 Timing and duration

The duration of the assignment will be for 4 months. This exercise is expected to start in April and is projected to be completed by the end of July 2022.

9.0 Deadline and Proposal Submission

Interested consultants are encouraged to submit a technical and financial proposal to lusaka@ilo.org copying mwiya@ilo.org The submission of an expression of interest for the above outlined assignment should include:

- A cover letter stating eligibility for the assignment in line with the above described profile;
- A brief technical proposal (max 5 pages) clearly indicating understanding of the assignment as presented in these Terms of Reference, a schedule of planned activities and all –inclusive budget;
- CV of the individual to undertake the assignment; and
- A summary or samples of similar assignments undertaken previously.

The deadline for submission of proposals is April 4th, 2022.