

**ANNEX I**

**TERMS OF REFERENCE**

**Project Title: “Creating enabling environment and ecosystem for CRPD implementation and disability mainstreaming in Armenia”**

**Start Date:** 1 November 2022

**Duration:** 20 May 2023

**Hiring Office:** UNFPA Armenia CO

**Funding Source**: ARM04DIS, DIS3ADVOC

1. **Background**

UNFPA works to ensure persons with disabilities are leading efforts to make the world more inclusive and are championing equal rights and a life free from violence. The UNFPA puts persons with disabilities at the very centre of everything UNFPA does. Focusing on the rights of persons with disabilities supports the achievement of the Sustainable Development Goals, especially the principle of “leaving no one behind” and “reaching the furthest behind”, aligns with the United Nations Disability Inclusion Strategy as well as the UNFPA Strategic Plan, 2022–2025. Disability inclusion matters because it contributes to all UNFPA transformative results.

In light of this, in the 4th Funding Round, UNPRPD MPTF granted the opportunity to the UN Country Team (UNCT), in particular UNICEF, UNDP and UNFPA to set up the necessary environment with mechanisms and platforms allowing a systemic approach to CRPD implementation and disability mainstreaming in Armenia, through the joint programme on “*Creating enabling environment and ecosystem for CRPD implementation and disability mainstreaming in Armenia*”.

Within the frame of the aforementioned UNPRPD programme, a *Comprehensive Situational Analysis on the Rights of Persons with Disabilities in Armenia* was conducted in 2021 in collaboration with the representatives of the HRDO, as well as local experts with the guidance and support from the UNCT team based on UNPRPD methodology. According to the Situational Analysis, despite some progress in disability related area, there is a lack of strong OPDs (Organizations of Persons with Disabilities) in the country, while for available OPDs an enabling environment is not sufficient for their capacity building to ensure active and meaningful participation at different levels of decision-making. The Situation Analysis has also revealed that the OPDs’ participation and influence on the legislative process has been limited, partly because of the OPDs’ limited technical capacities, and lack of technical skills to elaborate evidence-based advocacy materials for constructive policy dialogue.

1. **Purpose**

Provision of support to the OPDs and or NGOs representing and defending the interests of persons with disabilities to assess their needs in terms of evidence-based advocacy in order to allow them to effectively and meaningfully participate in the design and implementation of the disability inclusive policies by-laws and regulations (including by drafting a methodology).

1. **Scope of Work**

1. Support the OPDs and/or NGOs representing and defending the interests of persons with disabilities to conduct a needs assessment of their needs in terms of evidence-based advocacy that will allow them to effectively and meaningfully participate in the design and implementation of the by-laws and regulations, by;

1. carry out stakeholder mapping and baseline analysis to ascertain the current ways in which advocacy is defined, how it is conducted within the disability sphere;
2. drafting a needs assessment methodology and tools for OPDs and/or NGOs representing and defending the interests of persons with disabilities in terms of evidence-based advocacy to be reviewed and approved by the UNPRPD Armenia programme team;
3. discuss and validate the developed methodology with the bigger group of OPDs, ensuring participation of underrepresented groups;
4. conduct needs assessment of the OPDs and/or NGOs representing and defending the interests of persons with disabilities in terms of evidence-based advocacy;
5. providing comments and guidance to the OPDs and/or NGOs representing and defending the interests of persons with disabilities during the needs assessment process.

2. Develop a three-year action plan along with monitoring and evaluation measures to support OPDs and/or NGOs representing and defending the interests of persons with disabilities in terms of evidence-based advocacy;

1. develop an action plan based on the assessment to capacitate OPDs and/or NGOs representing and defending the interests of persons with disabilities to better influence policies and social dialogue;
2. validate the developed action plan with a broader group of OPDs and/or NGOs representing and defending the interests of persons with disabilities, ensuring participation of underrepresented groups;
3. accompany action plan by monitoring and evaluation measures to enable organisations to carry out advocacy work and to monitor the effectiveness of advocacy work they carry out;
4. prepare training materials for OPDs and/or NGOs representing and defending the interests of persons with disabilities in regards to evidence-based advocacy and 3 year action plan;
5. conduct a two day training for OPDs and/or NGOs representing and defending the interests of persons with disabilities in regards to evidence-based advocacy and 3 year action plan and provide training evaluation (excluding hotel arrangements and costs). The trainings must cover the given topics;

* Research and understanding of issues from multiple perspectives
* Advocate and communicate
* Gain consensus and build alliances
* Plan interventions
* Lead or take part in policy initiatives
* Monitor and review how those policy initiatives work in practice
* Accountability mechanisms

1. **Expected Deliverables and Timing**

* All the deliverables must be prepared and submitted in Armenian;

1. Methodology and tools of needs assessment developed. End of November 2022;
2. Needs assessment conducted. End of February 2023;
3. Advocacy action plan with KPIs developed and validated. End of May 2023.

1. **Payment**

The payment will be made in AMD in three instalments upon fulfilment of the respective deliverables stated above:

The first transfer (30% of the contract amount) to be disbursed by the end of November 2022 upon completion of the 1st deliverable

The second transfer (30% of the contract amount) to be disbursed by the end of February 2023 upon completion of the 2nd deliverable.

The third and final transfer (40% of the contract amount) will be done by the end of May 2023 upon completion of the 3rd deliverable.

UNFPA’s policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract. UNFPA’s policy is not to grant advance payments except in unusual situations where the potential contractor specifies in the financial proposal that there are special circumstances warranting an advance payment. UNFPA will normally require a bank guarantee or other suitable security arrangement.

Any request for an advance payment is to be justified and documented, and must be submitted with the financial proposal. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Further information may be requested by UNFPA at the time of finalizing contract negotiations with the awarded organization.

1. **Qualifications and Experience Requirements**

* Thorough understanding of the Convention of the Rights of Persons with Disability (CRPD) and its principle.
* Previous experience in development/implementation of programs for inclusion of persons with disabilities.
* Strong knowledge and experience in national and international strategies, frameworks, and policies in relation to disability inclusion and human rights.
* Excellent knowledge of the disability landscape in Armenia.
* Demonstrated experience in stakeholder engagement, particularly in engaging vulnerable groups.
* At least three years of relevant experience in conducting needs assessments and/or development of advocacy strategies and action plans.
* Proven experience and expertise in advocacy and inclusion of people with disabilities.
* Partnerships / consortiums are accepted, but applications should be submitted by a single lead organization, with whom we will form a contract. The lead organization would have to meet the eligibility criteria and manage all partner organizations for the proposal.
* Priority will be given to OPDs and/or NGOs representing and defending the interests of persons with disabilities.

1. **Reporting and travel requirements**

* At the end of the task, the organization is required to provide a short report (within five pages) to the UNFPA CO on the achieved results, challenges and lessons learnt.
* Expected travel to Yerevan and regions of Armenia

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