**POSITION: Consultant for Disability, SSEPD Department**

**CLOSING DATE: 06 July 2017**

UNICEF, Odisha office is looking for a Consultant for ***Consultant for Disability, SSEPD Department*** who will provide technical support to strengthen the SSEPD initiatives on inclusive education and early identification of developmental delays.

**Main Objective:** The main objective of this assignment is to provide state level technical support for strengthening ECI compliance monitoring

1. System Strengthening and capacity building on early Childhood Intervention and Inclusion from the early years of life.
2. Support building the evidence base: mapping of good practice and lessons learned as well as piloting programmes for inclusion – disability.
3. Support roll out of initiatives of the Department on monitoring and convergence with other line departments, Educational Institutions and Universities.
4. Develop an equity base on promoting Disability Prevention and Early Childhood Intervention in AWCs
5. Facilitate the Convergence process through Coordination with the line departments for a sustainable implementation

**Major tasks to be accomplished:**

The incumbent would be responsible for the following tasks:

* Provide technical support for System Strengthening on ECI and Inclusion
* Evidence building for good practices
* Advocacy, IEC strategy building for popularize the rights based policy framework on Disability.
1. **END PRODUCT/EXPECTED OUTPUT – *01 August to 31 December 2017***

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| **Major Task** | **Deliverables** | **Specific delivery deadline for completion of deliverable (mention as date/ days/ month)** | **Estimated travel required for completion of deliverable (mention number of days)** |
| *Provide technical support for System Strengthening on ECI and Inclusion*  | 1. Capacity Development needs diagnostics Develop training checklist
2. Training and Capacity Building
3. Disability and Early Childhood Intervention
 | September 2017 | 20 days  |
| *Evidence building for good practices* | 1. Capacity Development strategy
2. Concurrent input for the development of APIP
3. Follow up on access audit
 | December 2017 | 10 days |
| *Advocacy, IEC strategy building for popularize the rights based policy framework on Disability* | 1. Strengthening the policy framework for the State
2. Facilitate coordination of training policy finalization
 | December 2017 | 10 days  |

**Duty Station:** The incumbent will be based at Bhubaneswar.

**Official travel involved (itinerary and duration):** Field travel for approximately 35 days during the consultancy period. Travel Outside State for approximately 5 days during the consultancy period

**Duration of contract**: 5 months

**Payment Schedule: (**01 August – 31 December 2017**):**

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| --- | --- | --- |
| Submission of final products of deliverables 1,2  | (25%) | By 15 September 2017 |
| Submission of final products of deliverables 3,4,7 | (35%) | By 30 October 2017 |
| Submission of final product of deliverables 5,6 ,8  | (40%) | By 15 December 2017 |

**The total amount for professional fee, DSA and Travel/OPE (all inclusive) to be mentioned in the financial bid (attached Annex 1) as per percentage shown above in the payment schedule.**

**Qualifications or specialized knowledge/experience required:**

1. **Educational Qualifications:**
* Post graduate degree/diploma in any of the subject Education/ Psychology/ Mental Health and Anthropology
1. ***Experience:***
* Work experiences of min. 5 years in the field of administration , management of education
* Good analytical, negotiation and communication (oral and written) skills
* Computer conversant with MS Office and its application, internet, e-mail
* Knowledge/familiarity with the national flagship programmes (ICDS, PVTG, NHM, RBSK, training policy of GoI and others) and prior experience of working with Government is an asset
* Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective working relationships with governmental, non-governmental and civil society organizations and agency
* Knowledge of English and Odia is essential

**Application Procedures**

1. Qualified candidates are requested to please indicate their ability and availability to undertake the terms of reference above.
2. Your application should be sent to **bhubaneshwar.consultants@unicef.org** by **06 July 2017** with subject line **" Consultant for Disability, SSEPD Department”** in separate files consisting of:
3. An application letter
4. Up-to-date Curriculum Vitae (CV)
5. Up-to-date P-11 form (which can be downloaded from our website <http://www.UNICEF.org/india/overview_1440.htm>)
6. A financial proposal/bid (below-Annex 1), **duly signed, in PDF format** only indicating all inclusive deliverable based fee as per template below. Please mention your name in the file name while saving.
7. Sample of previous works, if any

1. The short-listing will be on the basis of technical evaluation & financial proposal in the ratio of 70:30. The technical criteria for evaluation is as follows:

1 Educational Qualification (5)

2. Relevant Experience (5)

3. Interview – Technical (35) and Competancies (20)

4. Experience in Bilateral / International/ UN agencies (5)

**Total Score should be 70. Minimum overall qualifying score should be 49**.

1. Only short-listed candidates will be called for written test/interview.
2. The financial proposals of only those candidates, who are found technically responsive, will be opened.
3. Any attempt to unduly influence UNICEF’s selection process will lead to automatic

dis-qualification of the applicant.

1. Joint applications of two or more individuals are not accepted.
2. Incomplete applications, submissions without all required documents or submissions after the deadline will be invalidated.

Please note, UNICEF does not charge any fee during any stage of the process.

While applying, kindly let us know where you have seen this advertisement.

**UNICEF reserves the right to invalidate applications for reasons mentioned above.**

**QUALIFIED WOMEN ARE ENCOURAGED TO APPLY**

For any clarifications, please contact:

UNICEF

Supply Focal Point, 44, Surya Nagar, Bhubaneswar-751003

Telephone # +91-0674-2397977-80

*Contd…..*

Annex 1

**Financial Bid Cost (INR)**

**Consultant for Disability, SSEPD Department**

 ***Shaded area to be filled in by candidate/applicant***

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Tasks** | **Deliverable (s)** | **UNICEF Estimate** | **Candidate’s Proposal** |
| **Estimated deadline for completion of deliverable (please mention as days/months)** | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** | **Complete timeframe for deliverable** | **Professional Fee** | **Travel Cost** | **DSA Cost** |
| Place | No of days | Rate per day |  |  |  |  |
| Provide technical support for System Strengthening on ECI and Inclusion  | 1.Capacity Development needs diagnostics Develop training checklist  | September 2017 | 30 District | 20 | @2500 |  |  |  |  |
| 2.Training and Capacity Building | September 2017 |  |  |  |  |  |  |  |
| 3.Disability and Early Childhood Intervention | October 2017 |  |  |  |  |  |  |  |
| Evidence building for good practices | 4.Capacity Development strategy  | October 2017 | 30 Districts | 10 | @2500 |  |  |  |  |
| 5.Concurrent input for the development of APIP | December 2017 |  |  |  |  |  |  |  |
| 6.Follow up on access audit | December 2017 |  |  |  |  |  |  |  |
| Advocacy, IEC strategy building for popularize the rights based policy framework on Disability | 7.Strengthening the policy framework for the State | October 2017 |  30 districts Out of State  | 55 | @2500@6000 |  |  |  |  |
| 8.Facilitate coordination of training policy finalization  | December 2017 |  |  |  |  |  |  |  |
| **Grand Total (Prof. Fee + Travel cost + DSA) = INR……………………………………….** |

**Name of the Bidder:**

**Address:**

**Contact no.:**

**Email address:**

**Signature:**

**Date:**