**Terms of Reference (ToR)**

**Hiring of Local Consultant to Develop a Wellbeing Package for Parents/Caregivers of Children with Disabilities**

1. **Summary**

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| **Title** | Development of Wellbeing Package for Parents/Caregivers of Children with Disabilities |
| **Purpose** | To develop a simple and *practical Self-Care and Wellbeing Packages* aimed at promoting and upskilling the knowledge, skills & abilities (KSA), among parents/caregivers of Children with Disabilities. |
| **Location** | Bhutan |
| **Duration** | 2 ½ Months (Approximate) |
| **Start/End Date** | Mid July to September End 2023 |
| **Reporting to** | Designated Project Coordinator, ABS |

**II. Background and Rationale**

Caring for a child with a disability is a long-term journey that is both rewarding and difficult. Caring for a child with a disability has additional challenges and demands that can take a toll on a parent/caregiver’s emotional and physical health. Today, parents/caregivers of children disabilities are faced with various issues and challenges, such as making home accessible for the child, selecting best therapies and assistive devices, identifying an inclusive learning environment, determining the need for additional helpers and assessing child’s social and emotional needs, besides facing the social stigma within the community. Additionally, many parents/caregivers are required to take care of the household and livelihood of other family members on daily basis. Thus, caring for children with disabilities places significant stress on parents & caregivers, which is often aggravated in low-resource settings. A parent or caregiver has a major impact on children’s survival and their growth and such, their wellbeing is critical in achieving optimal child care and development. In particular, having to take care of a child with disability have a toll on both the mental and physical health of the parents/caregivers, making it more difficult in terms of affordability and finding appropriate services. To date, very little attention has been given to the parent/caregivers’ wellbeing in Bhutan*.*Thus, the development of a wellbeing package for the parents/caregivers of Children with Disabilities is crucial towards promotion of their wellbeing and self-care, inclusive of the components on mental & physical health and social-emotional wellbeing by listing the basic services and additional support in need for a better living.

1. **The Objectives**

The purpose of this consultancy is to research and develop a simple and pragmatic wellbeing package for Parents/Caregivers living with the children with disabilities (CWDs). To achieve this objective, the consultancy should focus on the specific tasks and requirements as mentioned below:

* Conduct consultative meetings (minimum 3 times) with OPDs (Organizations working for Persons with Disabilities), parents/caregivers of CWDs and other relevant service providers).
* Include a parent counselling program/management/support component in the wellbeing package.
* Include strategies to promote wellbeing and self-care of the parents/caregivers among community at large.
* Identify and map the key service providers, focused on counselling, mental health support and wellbeing of the parents/caregivers of PWDs.
* Refer to the various disability/other caregiving support devices and quality packages developed by the key stakeholders in Bhutan and beyond as a part of the desk research.
* Be open to feedback provided by the stakeholders and service recipients alike and include their feedbacks & recommendations in the wellbeing package.
* The above specified tasks (but not limited to) should be taken as the basis for development of this package.

1. **Expected Deliverables**

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| **Deliverables** | **Specifications** |
| **1. Detailed work plan** | * To be submitted within one week upon signing of the contract. The work plan must provide clear timelines related to the deliverables and must also include details of the list of stakeholders, schedules, and questions to be used during consultations. |
| **2. Wellbeing Package** | * First draft report to be submitted within a month of signing of the contract. The draft report must be comprehensive and include all components of the wellbeing packages.   The draft report should be shared via email to the Project Coordinator prior to the consultative workshop. * Second draft to be submitted prior to the second consultation meeting towards August end or early September. * Final Package must incorporate the valuable views and comments received from the relevant stakeholders. * The final report should be submitted latest by 25th September 2023. |

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1. **Duration**

The assignment will be contracted for a period of two and half months (July Mid to September end 2023).

1. **Expected Qualifications and Experience**

The consultant should have the following specific qualifications and experiences:

* A minimum of Bachelor’s Degree in counselling, mental health, wellbeing studies or any other relevant degrees
* A minimum of five years of demonstrated work experience in the field of mental-health, caregiving and socio-emotional wellbeing.
* Demonstrated knowledge, skills and understanding on various issues and challenges faced by Parents/Caregivers of children with disabilities.
* Must demonstrate strong understanding and knowledge of the emotional and mental health aspects of parents/caregivers of vulnerable groups, such as the children with disabilities.
* Fluency in both written and spoken English, with excellent interpersonal and communication skills.
* Demonstrate strong analytical skills and ability to conceptualize, plan and prepare analytic plans and reports.
* Proven expertise and skills in public speaking and facilitations, including the competence to conduct public consultative meeting/workshops.
* Demonstrate effective working skills and strong drive for results.

**VI. Reporting and Quality Assurance**

* The consultant will work closely with the Project Coordinator on the specific tasks and assignments with oversight by the Executive Director (ED) for all activities. Formats for reporting will be discussed agreed with the Project Coordinator and ED, ABS.

**VII. General Conditions: Procedures and Logistics**

The consultant is expected to use his/her own computer and work from his/her own workstation.  It is also expected to use his/her own means of transportation for travel within Thimphu.  If field visits outside of Thimphu are necessary, transportation costs will be reimbursed upon submission of appropriate travel log sheets only for travels that had prior approval of the ED, ABS and based on the agreed work plan and as specified in the budget proposal included at the time of submission of the application. In general, the consultant will be working closely under the supervision of the Project Coordinator and ED, ABS.

**VIII. Application and Evaluation Process**

The application will be assessed based on the proposal submitted by the consultants, that should be inclusive both technical expertise and financial capacity to execute the project. The criteria for evaluation will be 70% for technical expertise and 30% financial capacity. The budget proposal should include details of all costs related to the consultancy (daily rate (x) number of days of team members), travel costs, and any other expected costs. The proposal should take into account of the payment modality shared below.

**IX. Proposals and evaluation criteria**

The Consultancy Proposal should include the following:

1. A sealed Cover Letter

2. Consultant’s Curriculum Vitae, (CV) along with attested copies of the qualifications and experience certificates

3. Approach that will be followed in executing the project assignment

4. Tentative workplan

5. Fee structure/budget for carrying out the assignment (budget proposal)

6. Name(s) of collaborator(s), if applicable, and the detail curriculum vitae of collaborator(s)

7. Submission of similar work done earlier (final products or links to be shared along with the proposals) will be an asset

Selection will be done by the evaluation committee nominated by Ability Bhutan Society in accordance with the procedures and existing norms. Assessment of proposal will be weighted as follows:

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| Quality of the proposal | 50% |
| Relevant qualifications & appropriate work experiences | 20% |
| Costing (fee competitiveness and charges as compared with other competing applicants, where appropriate) | 30% |
| TOTAL | 100% |

**X. Submission of proposal**

The project proposal must be clearly marked and submitted in hard copy *on or before 10th July by 5.00 pm.* Late submission will not be entertained.

**XI. Payment Modality**

The Consultant will be paid based on deliverable phases upon certification by ABS’s Project Coordinator that all deliverables have been delivered satisfactorily and based on incorporation of feedback and only upon submission of the original invoice. The final payment will be made after successful completion of all deliverables and submission of consultancy performance report. The tentative payment modality would be based on the following deliverables:

* Submission of detailed work plan/inception report (10%).
* Submission of draft Package and completion of presentations (40%).
* Completion of final Package (50%).

**XII. Policies both parties should be aware of:**

* Under the consultancy agreement, a month is defined as 21 working days and consultants are not paid for weekends or public holidays.
* The Consultant is not entitled to overtime payment. All remuneration must be within the contract agreement.
* No contract may commence unless the contract is signed by both parties.
* The Consultant will not have any supervisory responsibility over execution of this project whatsoever.
* The consultant is required to complete **two online courses** in Agora: (https://agora.unicef.org/index.php) and must submit the certificates before submission of any bill for payments related to the assignment. The two mandatory courses are:

1. Prevention of sexual Exploitation and Abuse (PSEA).

2. Prevention of Sexual harassment and Abuse of Authority (PSHAA).

XIII: **Project Coordinator – Name and Contact Details:**

Ms Chey Chey

Project Coordinator

Ability Bhutan Society (ABS)

Email: ccheyabs@gmail.com

Contact no: 17584441