

TERMS OF REFERENCE FOR AN IMPLEMENTING PARTNER	
Title:	Organizational Capacity building of Organizations of Persons with Disabilities
Hiring Office:	Sub-regional Office for the Caribbean (SROC), Trinidad and Tobago Liaison Office
UNPRPD Activity:	Organizational capacity building of OPDs with specific focus on women and other underrepresented groups (Year 1, Outcome 1 in the work plan).
Background:	<p>Organizational context</p> <p>It is estimated that 1 billion people, or 15% of the world’s population live with a disability and approximately 3% with severe disability. With an increase in the aging population and chronic diseases, it is expected that the prevalence of people living with disabilities will increase.</p> <p>Persons with disabilities continue to face multiple barriers that prevent them from equal and effective enjoyment of human rights and fundamental freedoms. The UN Convention on the Rights of Persons with Disabilities (UNCRPD) and the strong emphasis on disability inclusion within the Sustainable Development Goals, have created important advances in this area, but much more needs to be done before people with disabilities can participate fully within society on an equal basis with others.</p> <p>Data on disability in Trinidad and Tobago stems from the 2011 Population and Housing Census (Central Statistical Office Trinidad and Tobago 2011). According to the census, the disability prevalence rate in Trinidad and Tobago is 4.3% of the total population with a slightly larger number of females with disabilities than males. Disaggregated data by age and gender was collected on Primary, Secondary, Tertiary and non-formal education and training. Data was also collected on the unemployment rate of persons with disabilities.</p> <p>Comparing the figures of the 2011 census with international figures on the prevalence of disability, it can be assumed that the figures in the census are grossly understated (WHO and World Bank 2011). The Census is based on self-reporting and does not include adequate questions to fully determine the prevalence of disability and therefore does not provide statistically sound and internationally comparable data essential for developing evidence-based disability policies, legislation and programmes for people with disabilities in Trinidad and Tobago. The Equal Opportunity Act (EOA) Chap.22:3 is currently the only piece of legislation that</p>

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specifically references the rights of persons with disabilities. This Act seeks to prohibit certain types of discrimination and established an Equal Opportunities Commission (EOC) and an Equal Opportunities Tribunal (EOT).

In June 2015, Trinidad and Tobago ratified the CRPD. Trinidad and Tobago is also a signatory to the ILO Vocational Rehabilitation and Employment Convention (No. 159, reasonable employment) and Recommendation 168. As a signatory to the United Nations Partnership on the Rights of Persons with Disabilities (UNPRPD), the Ministry of Social Development and Family Services' (MSDFS), Disability Affairs Unit has responsibility for reporting the progress of implementation of the articles of the convention every two years to the CRPD committee at the Office of the United Nations High Commissioner for Human Rights (OHCHR)

The government has a National Policy on Persons with Disabilities (2018) to address the gaps and inconsistencies of existing legislation and to provide a foundation for the development of appropriate disability legislation. The National Policy which was approved as a White Paper in May 2019 acknowledges that legislation in Trinidad and Tobago requires amendments to bring the country in line with CRPD standards.

Justification

In this regard, Trinidad and Tobago was selected to implement an induction phase [hereafter called 'the project'] of a UNPRPD grant. This project is being implemented jointly by both PAHO and UNFPA with oversight from the UN Resident Coordinator's Office. Based on the requirement of the grant, three main activities were conducted by 15 October 2021.

These activities are

1. A national stakeholder training workshop for over 70 stakeholders;
2. A comprehensive [situational analysis](#) informed by extensive multi-stakeholders' consultations; and
3. A full grant proposal.

Given the successful implementation of the inception phase, the full project proposal was approved and received funding to implement over a 24-month period.

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This second phase of the project will focus on strengthening mechanisms for the effective participation and inclusion of PWDs through:

- Developing and piloting a mechanism for the inclusion of PWDs to enable their active participation in legislation development and amendment processes by the establishment of a legislative review panel and the development of guidelines and a checklist.
- Improving access to rehabilitation and assistive technology programmes by evaluating the existing system and developing a national plan aimed at improving access at the community level.
- Developing a standardised methodology for collecting reliable disability data across sectors.
- Improving disability mainstreaming within the UN's collective response to the SDGs through the MSDF 2022-2023 Trinidad and Tobago country implementation plan.

PAHO/WHO is the coordinating agency for the overall project and will take the lead in the first two areas of work described above (legislation and rehabilitation/AT). UNFPA is the partner UN agency and will lead on the other two areas of work (data and UN response).

UNFPA is the sexual and reproductive health and rights agency of the United Nations. Our mission is to deliver a world in which every pregnancy is wanted, every childbirth is safe and every young persons' potential is fulfilled. UNFPA is working with governments, civil society, regional partners and other UN agencies to achieve the Sustainable Development Goals (SDGs) by 2030, specifically Goal 3 (health), Goal 5 (gender equality), and Goal 10 (reduced inequalities).

A multi-tiered systems approach will be taken by building the capacity of PWDs and OPDs who will then actively guide the system changes and reforms indicated. Since the issues being addressed are influenced by different actors/stakeholders, building capacity at the Government and the UN level will also be done. There will be a particular focus and emphasis across all outcomes on women and underrepresented groups. By focusing on the preconditions and developing mechanisms for change, the project aims to build long term sustainability beyond 2023.

Purpose of Consultancy

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	The purpose of this programme is to build the organizational capacity of OPDs with specific focus on women and other underrepresented groups. Training to include change management, advocacy, budgeting, leadership, communications and proposal writing
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>MAJOR DUTIES AND RESPONSIBILITIES: Develop trainings to ensure National Stakeholders have the knowledge and practical tools to effectively contribute to the development and implementation of disability inclusive policies</p> <ul style="list-style-type: none"> ● Enhance the capacity of national stakeholders, especially of key duty bearers and rights holders, to ensure more effective contributions towards disability inclusive policies, systems and - for the implementation of the CRPD and SDGs. <p>This will include:</p> <ul style="list-style-type: none"> ● Confirmation of participants and identification of trainers and facilitators. ● Development of training curriculum and materials for the different training courses. <ul style="list-style-type: none"> ○ i. proposal writing for OPDs ○ ii. budgeting, planning and financial management for OPDs ○ iii. change management, leadership, and advocacy for OPDs ○ iv. communication to include both oral and written ○ v. Addressing sexual exploitation and abuse ● Selecting training modalities and accessibility needs to support the OPD organizational capacity trainings ● Developing monitoring and evaluation forms for both facilitators/trainers and participants ● Conducting the organizational capacity building training sessions for the PWDs and OPDs representatives ● Conducting evaluation of trainings

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	<ul style="list-style-type: none"> • Collating, and analysing evaluation data and developing training report 				
Duration and working schedule:	<p>Training should be conducted over the period September 2022 to June 2023 with a minimum of two Workshops. In the proposal, the organization should indicate their proposed means for delivering the capacity building sessions.</p> <p>The key tasks to be implemented by the selected NGO are outlined below</p> <table border="1" data-bbox="485 718 1440 1318"> <thead> <tr> <th data-bbox="485 718 1205 852">Activity</th> <th data-bbox="1205 718 1440 852"># of Working Days</th> </tr> </thead> <tbody> <tr> <td data-bbox="485 852 1205 1318"> <p>Activity 1.1.a Organizational capacity building of OPDs with specific focus on women and other underrepresented groups. Trainings to include change management, advocacy, budgeting, leadership, communications, and proposal writing</p> </td> <td data-bbox="1205 852 1440 1318"> <p>2 5-day workshops - 1 per year (workshop 1: September-November 2022; and workshop 2: April - June 2023)</p> </td> </tr> </tbody> </table>	Activity	# of Working Days	<p>Activity 1.1.a Organizational capacity building of OPDs with specific focus on women and other underrepresented groups. Trainings to include change management, advocacy, budgeting, leadership, communications, and proposal writing</p>	<p>2 5-day workshops - 1 per year (workshop 1: September-November 2022; and workshop 2: April - June 2023)</p>
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Place where services are to be delivered:	Services are to be delivered on a mixed basis both remotely and in-person. Each workshop can also be split geographically and/or by ability.				
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The following deliverables should be submitted.</p> <table border="1" data-bbox="470 1619 1421 1829"> <thead> <tr> <th data-bbox="470 1619 1201 1686">Deliverables</th> <th data-bbox="1201 1619 1421 1686">Dates</th> </tr> </thead> <tbody> <tr> <td data-bbox="470 1686 1201 1829">Training Curriculum and associated supporting materials</td> <td data-bbox="1201 1686 1421 1829">4th week</td> </tr> </tbody> </table>	Deliverables	Dates	Training Curriculum and associated supporting materials	4 th week
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	Monitoring and evaluation forms for both facilitators/trainers and participants	2nd week
	Review and modify the UNPRPD induction training materials with a special focus on disability inclusive programmes	6 th week
	Conduct organizational capacity building workshops for OPDs, Government and UN partners	September – November 2022; April - June 2023
	Workshop reports (one report per workshop)	2 weeks post workshop
	Quarterly reports in accordance with UNFPA's Implementing Partner agreements.	15 th of month following end of quarter
	The reports are to be delivered electronically and the training will be delivered in-person, unless Government Covid-19 restrictions are in effect or there are significant health risks to participants	
Monitoring and progress control, including reporting requirements, periodicity	While the selected NGO will have monitoring mechanisms in place to monitor the delivery of their project, UNFPA will provide oversight and support the monitoring of this initiative. Monitoring will be conducted based on the agreed plan for implementation included in the NGO's proposal.	

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format and deadline:	The above-mentioned deliverables should also be submitted in accordance with the schedule above to UNFPA’s SROC Liaison Officer, who will obtain feedback from its technical officers
Supervisory arrangements:	Overall supervision will be provided by UNFPA’s Deputy Director for the Caribbean Sub-region. Day to day supervision will be provided by UNFPA’s Project Manager with further oversight by UNFPA’s Liaison Officer in Trinidad and Tobago.
Expected travel:	There is no travel associated with the project. There will be a blended approach which will include Tobago participants and persons who are unable to attend in-person
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> ● Extensive experience in organizational capacity building. Preference will be given to those organizations who have previously engaged OPDs and persons with disabilities. ● Extensive experience in organizational capacity building in the public and private sector with specific emphasis on training in proposal writing, change management, advocacy, budgeting, leadership and communications ● Project management experience would be an asset <p>Trainers should have a strong command of the English language and be able to communicate effectively with diverse audiences. Trainers should also be equipped with the necessary tools to deliver capacity building to participants with varying disabilities e.g Sign Language interpreter, Braille, etc.</p>
Inputs / services to be provided by UNFPA or	The NGO implementing this activity will work from their office and must have their own operational capacities (office, information technology and

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implementing partner (e.g support services, office space, equipment), if applicable:	communication). The venue for the engagement with stakeholders must be negotiated by the NGO and included in their fees. UNFPA's technical officers are available to provide technical support during implementation and will support monitoring.
Other relevant information or special conditions, if any:	Payments will be made in accordance with UNFPA's rules for Implementing Partners.