**REQUEST FOR PROPOSALS**

Title of Consulting Services:

National institutional consultancy to conduct a situational analysis research about access and participation of people with disabilities to health care, social protection, education, livelihood and building accessibility standards in Tajikistan

Date: 25.09.2020

Japan International Cooperation Agency Tajikistan

Office

# Section 1. Letter of Invitation

**Subject: Request for Proposal**

Reference Number: *[insert: 15-xxx]*

Reference Title: *[insert:* National institutional consultancy to conduct a situational analysis research about access and participation of people with disabilities to health care, social protection, education, livelihood and building accessibility standards in Tajikistan*]*

Date: *[insert: 25 September 2020]*

***[insert: Name and Address of Consultant]***

**Attention: Mr./Ms. *[insert: name]***

The Japan International Cooperation Agency (JICA) Tajikistan Office now invites proposals to provide the following consulting services: *[insert: name of consulting services assignment]*. More details of the services are provided in the Terms of Reference.

It is not permissible to transfer this invitation to any other firm.

The RFP includes the following documents

Section 1 - Letter of Invitation (LOI)

Section 2 - Summary Sheet of the Instruction to Consultants

Section 3 - Instruction to Consultants (ITC)

Section 4 - Technical Proposal Forms

Section 5 - Financial Proposal Forms

Section 6 - Terms of Reference (TOR)

Section 7 - Standard Form of Contract (SFC) *([select: Time-Based or Lump-Sum])*

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Muneo TAKASAKA

Chief Representative

JICA Tajikistan Office

**Section 2. Summary Sheet of the Instructions to Consultants**

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| --- | --- |
| 1. **Name of the assignment** | *[insert: name of consulting assignment]* Institutional consultancy to conduct a situational analysis research about access and participation of people with disabilities to health care, social protection, education, livelihood and building accessibility standards in Tajikistan |
| 1. **Method of selection** | QCBS (Quality and Cost Based Selection) |
| 1. **JICA’s officer in charge** | Sheroz JURAEV,Programme Officer, JICA TajikistanOffice  Address: Japan International Cooperation Agency (JICA)  Tajikistan Office,  4th and 5th floor, Serena Office Complex,  14 Rudaki Avenue, Dushanbe, Tajikistan  Telephone: (+992)938735525  Facsimile: *[insert: FAX number]*  E-mail: JURAEV-Sheroz@jica.go.jp |
| 1. **Pre-proposal conference** | A pre-proposal conference will be held: No  *[If yes, indicate date, time and venue]* |
| 1. **Type of contract** | Time-Based |
| 1. **Deadline of request for clarification** | 10 calendar days before the Proposals’ submission deadline |
| 1. **Proposal submission deadline** | **Date: 12 October 2020** **Time:** 16:30 local time |
| 1. **Proposal submission address** | Same as the above **3. JICA’s officer in charge** |
| 1. **Expected date for the negotiations** | 13 October 2020 |
| 1. **Expected date for the commencement of the Services** | 14 October 2020 |

# Section 3. Instructions to Consultants

# General Provisions

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| 1. **Introduction** | * 1. Consultants are invited to submit a Technical Proposal together with a Financial Proposal for consulting services required for the assignment (hereinafter called the “Proposal”). The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.   2.2 JICA will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant’s Proposal as specified below:  *[list or state “N/A” if none]*  N/A |

# Preparation of Proposals

|  |  |
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| 1. **General Considerations** | In preparing the Proposal, the Consultant is expected to examine the Request for Proposal (hereinafter called the “RFP”) in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. |
| 1. **Cost of Preparation of Proposal** | The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and JICA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. JICA is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant. |
| 1. **Language** | The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and JICA, shall be written in *[insert:* English*]*. |
| 1. **Documents Comprising the Proposal** | The Proposal shall comprise the documents and forms listed below;  **1st Inner Envelope with the Technical Proposal:**   * + - * 1. TECH-1         2. TECH-2         3. TECH-3         4. TECH-4         5. TECH-5         6. TECH-6   **2nd Inner Envelope with the Financial Proposal:**  (1) FIN-1  (2) FIN-2 |
| 1. **Only One Proposal** | The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. |
| 1. **Proposal Validity** | Proposal must remain valid for 30 calendar days after the Proposal submission deadline. |
| 1. **Clarification and Amendment of RFP** | The Consultant may request a clarification of any part of the RFP no later than 5 calendar days before the Proposals’ submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, which includes facsimile and email transmissions, to JICA’s address indicated in **Section 2. Summary Sheet of the Instruction to Consultants**. JICA will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should JICA deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below;   1. At any time before the proposal submission deadline, JICA may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing. 2. If the amendment is substantial, JICA may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals. |
| 1. **Technical Proposal Format and Content** | 9.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial details shall be declared non-responsive.  9.2 The Consultant is required to submit a Technical Proposal using the standard forms provided in **Section 4. Technical Proposal Forms**. |
| 1. **Financial Proposal** | 10.1 The Financial Proposal shall be prepared using the provided in **Section 5. Financial Proposal Forms**. It shall list all costs associated with the assignment, including (a) remuneration, (b) reimbursable expenses indicated in the Financial Proposal Forms.  10.2 The Consultant is responsible for meeting all tax liabilities arising out of the Contract.  10.3 The Consultant shall express the price for its Services in *[insert: currency* US dollars*]*. |

# Submission, Opening and Evaluation

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| --- | --- |
| 1. **Submission, Sealing, and Marking of Proposals** | 11.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 5 (Documents Comprising Proposal). The submission can be done by mail or by hand.  11.2 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.  11.3 The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is as stated below;  (1) **Technical Proposal:** one (1) original and one copy;  (2) **Financial Proposal:** one (1) original.  All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.  11.4 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “**Technical Proposal**”, name of the Assignment, name and address of the Consultant, and with a warning “**Do Not Open until the date and the time of the Technical proposal submission deadline”.**  11.5 Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked “**Financial Proposal**” followed by the name of the assignment, name and address of the Consultant, and with a warning “**Do Not Open With The Technical Proposal**.”  11.6 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “**Do Not Open Before the date of the time of the submission deadline”**  11.7 If the envelopes and packages with the Proposal are not sealed and marked as required, JICA will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.  11.8 The Proposal must be sent to the address and received by JICA no later than the deadline indicated in **Section 2. Summary Sheet of the Instruction to Consultants**, or any extension to this deadline. Any Proposal received by JICA after the deadline may be declared late and rejected, and promptly returned unopened. |
| 1. **Confidentiality** | From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact JICA on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information. |
| 1. **Proposals Evaluation** | 13.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.  13.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, JICA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals. |
| 1. **Evaluation of Technical Proposals** | 14.1 JICA shall evaluate the Technical Proposals on the basis of their responsiveness to the TOR and the RFP, applying the evaluation criteria, sub-criteria, and point system described below;  I Consultant's general experience and competence in the field covered by the TOR: *[*20 points*]*  II Adequacy of the proposed approach, methodology and work plan in responding to the TOR: *[*30 points*]*  III Experience and records of the staff members to be assigned to the work: *[*50 points*]*  Detail breakdown of scoring under III as follows.  a) Position 1: [Team Leader- Disability Research Expert]:[10 points]  b) Position 2: [Inclusive Financial Analyst]: [10 points]  c) Position 3: [National Budget Analysis Specialist]: [5 points]  d) Position 4: [Policy Analysis Specialist (minimum 2 specialists in Health care, Social Protection, Education and Labour and livelihood)]:[5 points:]  e) Position 5: [Building Architecture Engineer]:[5 points:]  f) Position 6: [Gender Specialist]:[5 points:]  g) Position 7: [Quantitative Data Collection Specialist]:[5 points:]  h) Position 8: [Legal Expert (Health care, Social Protection, Education and Labour and livelihood)]:[5 points:]  Total Points for Three Criteria: 100  Evaluation Table   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name of Consultant | | |  |  |  | | Evaluation Criteria | | Points | Score | Score | Score | | I | Consultant's general experience and competence in the field covered by the TOR | 20 |  |  |  | | II | Adequacy of the proposed approach, methodology and work plan in responding to the Terms of Reference (TOR) (Technical approach and methodology, work plan, organization and staffing, etc.) | 30 |  |  |  | | III | Experience and ability of the key experts to be assigned to the work  50  (i) Team Leader 20 | 50 |  |  |  | | Position 1: [Team Leader- Disability Research Expert]: | 10 |  |  |  | | Position 2: [Inclusive Financial Analyst]： | 10 |  |  |  | | Position 3: [National Budget Analysis Specialist]: | 5 |  |  |  | | Position 4: [Policy Analysis Specialist (minimum 2 specialists in Health care, Social Protection, Education and Labour and livelihood | 5 |  |  |  | | Position 5: [Building Architecture Engineer] | 5 |  |  |  | | Position 6: [Gender Specialist | 5 |  |  |  | | Position 7: [Quantitative Data Collection Specialist | 5 |  |  |  | | Position 8: [Legal Expert (Health care, Social Protection, Education and Labour and livelihood | 5 |  |  |  | | Total | | 100 |  |  |  |   14.2 Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score required to pass: *[insert:* 70*]* |
| 1. **Correction of Errors** | Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal. |
| **a. Time-Based Contracts** | 15.1 If a Time-based Contract form is included in the RFP, JICA will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and JICA shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost. |
| **b. Lump-Sum Contracts** | 15.2 If a Lump-sum Contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. |
| 1. **Taxes** | The JICA’s evaluation of the Consultant’s Financial Proposal shall include taxes and duties in Tajikistan. |
| 1. **Combined Quality and Cost Evaluation**   (In case of Quality- and Cost-Based Selection (QCBS)) | 17.1 The total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions stated below.  **[Financial Score]**  The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.  The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:  Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.  **[Combined Score]**  The weights given to the Technical (T) and Financial (F) Proposals are:  **W1 (T)** = % *[Insert: weight* 85*]*, and  **W2 (F)** = % *[Insert: weight* 15*]*  Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (W1 = the weight given to the Technical Proposal; W2 = the weight given to the Financial Proposal; W1 + W2 = 100(%)) as following: S = St x T% + Sf x F%  17.2 The Consultant achieving the highest combined technical and financial score will be invited for negotiations. |

# Negotiations and Award

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| --- | --- |
| 1. **Negotiations** | The negotiations will be held shortly after notification to successful/unsuccessful consultant(s) with the successful Consultant’s representative(s).  **[Technical negotiations]**  18.1 The negotiations include discussions of the Terms of Reference (TOR), the proposed methodology, JICA’s inputs, the Conditions of the Contract, and finalizing the “Description of Services” part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, in order that the quality of the final product, its price, or the relevance of the initial evaluation may not be affected.  **[Financial negotiations]**  18.2 The financial negotiations will reflect the agreed technical modifications in the cost of the services.  18.3 The financial negotiations will, as necessary, include remuneration rate and quantities of items of reimbursable expenses that may be increased or decreased from the relevant amounts shown in the Financial Proposal but without significant alterations. |
| 1. **Conclusion of Negotiations** | 19.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by JICA and the Consultant’s authorized representative.  19.2 If the negotiations fail, JICA shall terminate the negotiations informing the Consultant of the reasons for doing so and will invite the next-ranked Consultant to negotiate a Contract. |
| 1. **Award of Contract** | 20.1 After completing the negotiations JICA shall award the Contract to the selected Consultant and promptly notify the other shortlisted Consultants. Technical Proposals of those consultants who were unsuccessful shall be disposed or returned.  20.2 The Consultant is expected to commence the assignment on the date specified in **Section 2. Summary Sheet of the Instruction to Consultants**. |

# Section 4. Technical Proposal Forms

{Notes to Consultant shown in brackets { } throughout Section 4 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

###### Checklist of Required Forms

|  |  |  |
| --- | --- | --- |
| **Form** | **Description** | **Page Limit** |
| TECH-1 | Technical Proposal Submission Form | 1 |
| TECH-2 | Consultant’s Organization and Experience  A. Consultant’s Organization  B. Consultant’s Experience | 5 |
| TECH-3 | Description of the Approach, Methodology, and Work Plan for Performing the Assignment | 15 |
| TECH-4 | Work Schedule and Planning for Deliverables | 2 |
| TECH-5 | Personnel Schedule | 2 |
| TECH-6 | Curriculum Vitae (CV) for Key Experts | 4 pages per person |

###### Form TECH-1

**Technical Proposal Submission Form**

{Dushanbe, Date}

To: Chief Representative

Japan International Agency (JICA) TajikistanOffice

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[insert:* institutional consultancy to conduct a situational analysis research about access and participation of people with disabilities to health care, social protection, education, livelihood and building accessibility standards in Tajikistan*]* in accordance with your Request for Proposals dated *[insert:* date to be populated*]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

(a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by JICA.

(b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Instructions to Consultants (ITC).

(c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the expected date for the commencement of the Services indicated in the Summary Sheet of the Instruction to Consultants.

We understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Firm:

Address:

Contact information (phone and e-mail):

Form TECH-2

**Consultant’s Organization and Experience**

{Form TECH-2: a brief description of the Consultant’s organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant’s role/involvement.}

**A - Consultant’s Organization**

{Provide here a brief description of the background and organization of your company, and - in case of a joint venture - of each member for this assignment, including organizational chart, a list of Board of Directors, and beneficial ownership.}

**B - Consultant’s Experience**

{1. List only previous similar assignments successfully completed in the last *[*.....*]* years.}

{2. List only those assignments for which the Consultant was legally contracted by JICA and other similar organizations as a company or was one of the joint venture partners. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant’s partners or sub-consultants, but can be claimed by the experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by JICA.}

| **Duration** | **Assignment name & brief description of main deliverables/outputs** | **Name of Client & Country of Assignment** | **Approx. Contract value (in US$ equivalent) / Amount paid to your firm** | **Role on the Assignment** |
| --- | --- | --- | --- | --- |
| {e.g., Jan.2009– Apr.2010} | {e.g., “Improvement quality of...............”: designed master plan for rationalization of ........; } | {e.g., Ministry of ......, country} | {e.g., US$1 mill/US$0.5 mill} | {e.g., Lead partner in a JV A&B&C} |
| {e.g., Jan-May 2008} | {e.g., “Support to sub-national government.....” : drafted secondary level regulations on..............} | {e.g., municipality of........., country} | {e.g., US$0.2 mil/US$0.2 mil} | {e.g., sole Consultant} |

Form TECH-3

**Description of Approach, Methodology, and Work Plan for Performing the Assignment**

{Form TECH-3: a description of the approach, methodology, and work plan for performing the assignment}

{Suggested structure of your Technical Proposal}

1. ***Technical Approach, Methodology, and Organization of the Consultant’s team****.*

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TOR in here.}

1. ***Work Plan and Staffing***.

{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by JICA), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the FORM Tech-4 (Work Schedule).}

1. ***Comments (on the TOR and on counterpart staff and facilities)***

{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by JICA. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

Form TECH-4**: Work Schedule and Planning for Deliverables**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N°** | **Activity** | **Months** | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | **.....** | **n** |
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1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as JICA’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.

2. Duration of activities shall be indicated in a form of a bar chart.

3. Include a legend, if necessary, to help read the chart.

Form TECH-5**: Personnel Schedule**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N°** | Name of Expert  / Position | Input of the Personnel | | | | | | | | | | | | | Total person-month input |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | n |
| EXPERT(S) | | | | | | | | | | | | | | | |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | | | | | | | | | | | | | Sub-Total | |  |
| Other Personnel | | | | | | | | | | | | | | | |
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1. For experts the input should be indicated individually; for other personnel it should be indicated individually, or, if appropriate, by category (e.g. economists, financial analysts, etc.).

2. Months are counted from the start of the assignment.

Full time input

Part time input

**Form TECH-6**

**CURRICULUM VITAE (CV) for Experts**

|  |  |
| --- | --- |
| **Position Title** | {e.g., TEAM LEADER} |
| **Name of Expert:** | {Insert full name} |
| **Date of Birth:** | {day/month/year} |
| **Country of Citizenship / Residence** |  |

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:**

{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Employing organization and your title/position.**  **Contact info for references** | **Country** | **Summary of activities performed relevant to the Assignment** |
| [e.g., May 2005-present] | [e.g., Ministry of ……, advisor/consultant to…  For references: Tel…………/e-mail……;  Mr. Hbbbbb, deputy minister] |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):**

**Expert’s contact information:** (e-mail, phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by JICA.

Name of Expert Signature Date{day/month/year}

Name of authorized Signature Date{day/month/year}

Representative of the Consultant

(the same who signs the Proposal)

# Section 5. Financial Proposal Forms

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2 and 3.

**FIN-1 Financial Proposal Submission Form**

**FIN-2 Breakdown of Remuneration, Reimbursable Expenses and Indirect Local Tax Estimates**

**Form FIN-1**

**Financial Proposal Submission Form**

{Location, Date}

To: Chief Representative

JICA Tajikistan Office

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[insert:* institutional consultancy to conduct a situational analysis research about access and participation of people with disabilities to health care, social protection, education, livelihood and building accessibility standards in Tajikistan*]* in accordance with your Request for Proposal dated *[insert:* date to be populated later*]* and our Technical Proposal.

Our attached Financial Proposal is for the amount of {indicate the corresponding to the amount(s) currency} {Insert amount(s) in words and figures}, including of all indirect local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Firm:

Address:

Contact information (phone and e-mail):

**Form FIN-2**

**Breakdown of Remuneration, Reimbursable Expenses and Indirect Local Tax Estimates**

{When used for Lump-sum Contract assignment, information to be provided in this Form shall only be used, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-sum Contracts.}

**Total Costs of (1), (2) and (3) : *{insert: total estimate cost}***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Remuneration** | | | | | |
| No. | *Name* | *Position* | *Person-month Remuneration Rate* | *Time input in person/month* | *Cost* |
|  | **1) Experts** |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
|  | **2) Other Personnel** |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| **Total of (1)** | | | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reimbursable Items** | | | | | |
|  | *Type of Reimbursable expenses* | *Unit* | *Unit Cost* | *Quantity* | *Cost* |
| 1 | {e.g., Per diem allowances} | {Day} |  |  |  |
| 2 | {e.g., national air travel} | {Trip} |  |  |  |
| 3 | {e.g., rent-a-car} | {Day} |  |  |  |
| 4 | {e.g., reproduction of reports} |  |  |  |  |
| 5 | {e.g., office rent} |  |  |  |  |
| 6 | {e.g., office supplies} |  |  |  |  |
| 7 | {e.g., support staff/secretary} |  |  |  |  |
| 8 | {e.g., seminars/workshops} |  |  |  |  |
| **Total of (2)** | | | | |  |

|  |  |
| --- | --- |
| **Total Costs of (1)+(2)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Indirect Local Tax Estimates** | | | |
| 1 | {insert type of tax. e.g., VAT or sales tax} |  | |
| 2 | {e.g., income tax on non-resident experts} |  | |
| 3 | {insert type of tax} |  | |
| 4 | {insert type of tax} |  | |
| **Total Estimate for Indirect Local Tax (3)** | | |  |

# Section 6. Terms of Reference (TOR)

TERMS OF REFERENCE

CALL FOR PROPOSALS

Institutional research consultancy to design and conduct a situational analysis research about access and participation of people with disabilities to health care, social protection, education, livelihood and building accessibility standards in Tajikistan

(Draft) 8 September 2020

# BACKGROUD AND JUSTIFICATION

Persons with disabilities (hereinafter referred to as PwD) are among the most vulnerable and marginalized in many countries[[1]](#footnote-1). Due to inadequate legislation and lack of understanding toward PwD, they are frequently excluded from education, healthcare services, social protection and physical access to services. When they become adults, few employment opportunities are offered, thus PwD are often trapped in poverty and denied their basic human rights[[2]](#footnote-2). Accordingly, bringing PwD to the forefront of national development agenda will do much to improve the lives of the most vulnerable.

In 2018, Tajikistan signed the Convention on the Rights of Persons with Disabilities (CRPD), however, ratification has not yet done as of 2020. Although laws and regulations for PwD exist, their implementation remains a serious challenge. Adults and children with disabilities are still facing challenges in accessing social services, such as, health care, social protection, education and livelihood. Data collection about disabilities and PwD’s participation to society are far from meeting minimum standards recommended by international organizations and conventions.

In an effort to uphold the rights of PwD, the Ministry of Health and Social Protection of the Population (MOHSPP) has been working to increase assistance and services for PwD. Changes in the legislation and relevant regulations have been introduced, which lay the foundation for the ratification of the CRPD. Through this reform, the MOHSPP works to prevent unnecessary placement of PwD, especially children under the age of three and promote community-based rehabilitation services as alternatives to institutional rehabilitation; expand pension and allowance for PwD with other social care services.

The Ministry of Education and Science (MoES) has been working to promote inclusive education and in 2020, it is revising the National Concept on Inclusive Education for Children with Disabilities 2011 - 2015. The Government issued decrees to request installing ramps and universal access design in the new building projects. In October 2019, under the leadership of Deputy Prime Minister, Tajikistan adopted the Dushanbe Declaration, which is, the national commitment to implement actions for and with PwD to improve access to services and uphold the rights of PwD.

The efforts to reform legislation, policies, service provision and the ratification of the CRPD, however, are not sufficient to achieve the social inclusion and access of PwD to various services. Attitudes, prejudices and stigma against PwD in communities, widely held beliefs towards disability, hamper the inclusion and participation of PwD in society. Furthermore, dearth of limited fiscal space, universal services, for PwD leave them behind from the country’s development. In addition, limited understanding and information about PwD among key duty bearers as well as the general population also prevent PwD from full enjoyment of their rights and inclusion in the community, thus further perpetuating the vicious cycle of exclusion of PwD. Furthermore, treating PwD as passive recipients of assistance, rather than rights holders and active social actors, perpetuates the exclusion of PwD, making it even challenging them to actively access services and participate in society.

Since 2006, Japan International Cooperation Agency (JICA) has been assisting the Government of Tajikistan to overcome national development challenges in various sectors through providing grant aid and technical cooperation. While JICA aims to improve the lives of the people of Tajikistan, there is a need to revisit if PwD’s situations in terms of access to services and participation to the communities are improving and what approaches or considerations are needed to ensure that JICA’s development assistance is inclusive of PwD.

This concept note, thus, proposes to fill the existing knowledge gap and improving the understanding of issues related to PwD (article 8 of the CRPD) in health, social protection, building architecture, education and labour sector, which are interconnected and inseparable to address the needs of PwD. Better understanding about PwD will enable JICA to shape and reshape its development assistance to the Government of Tajikistan so that leaving no one behind in the development programme.

Therefore, JICA and the MOHSPP[[3]](#footnote-3) jointly propose and in coordination with other responsible Ministries and civil society and Organizations for People with Disabilities (OPD) to conduct a situational analysis research about access and participation of people with disabilities to health care, social protection, education, livelihood and building accessibility standards in Tajikistan. The research findings will be a signpost to navigate JICA’s development assistance strategy and enable to identify priority actions and interventions for inclusive development. Furthermore, it also aims to generate a knowledge both for JICA and Government of Tajikistan to further discuss about ways to enable the national inclusive development in Tajikistan.

**Note: In this document, health care, social protection, education, livelihood and physical access to services/facilities is referred to as Target Sectors herein later.**

**OBJECTIVES**

The main objectives of this Research are in two fold as follows.

Research Objective 1. [Country System Overview and donor mapping for PwD] Understand the latest situation and critical data of the national system,services and donor’s assistance for PwD in the Target Sectors and new or emerging areas of concerns.

Research Objective 2. [Understand inequity experienced by PwD through household survey] Unveil inequity against people with disabilities and challenges experienced by PwD to access the service in the Target Sectors and participate in the society.

The data and information generated in this research shall be primarily used to identify JICA’s strategic mid to long-term roles in its development projects with the Government of Tajikistan. The study results should also be used to promoting dialogues between the Government of Tajikistan, JICA and development partners to identify recommended priorities and actions for inclusive development in Tajikistan.

**RESEARCH QUESTIONS**

Research questions that the research aims to address are as follows.

|  |  |  |
| --- | --- | --- |
| Research Objective 1. Country System Overview for PwD | [National and sub-national system and service analysis] | What are the key state instruments designed and deployed to realise PwD’s access and participate in the Target Sectors[[4]](#footnote-4) [[5]](#footnote-5)?  The scope of analysis should include legislation, policies, definitions of key concepts (such as, but not limited to types of disabilities, accessibility, social and economic participation, inclusive education, CBR, care and services relevant to disability), data and statistics, national and sub-national coordination and service delivery mechanism, national and sub-national budgetary mechanism/expenditures, education and training system for professionals addressing disabilities in each service[[6]](#footnote-6). |
| [Stakeholder analysis (governmental and non-governmental actors] | Who are policy makers and service providers, and what are their mandates, administrative vertical structure (from republican to jamoat and village level), job descriptions and staff deployment relevant to disabilities? |
| [Service gap, challenges and bottleneck analysis] | What are the key service gaps and bottlenecks (including laws and policy, infrastructure/equipment, human and financial resources, coordination etc.), in the Target Sectors that need to be strengthened to promote assess and inclusion of PwD in society? |
| [Knowledge gap analysis] | What are key knowledge (data and statistics) that are still missing that needs to be collected by the Government to monitor and realize the rights of PwD in accessing services and social participation? |
| [Mapping about areas of assistance by development agencies] | Who and where and in which sector are development partners working in addressing the needs of PwD and what are their target population and future assistance plan?  What are good practices and key lessons learned in the development initiatives around promotion of access and participation of PwD? |
| [Funding gap analysis of the support by development agencies] | What are the key areas and funding gaps that the Government of Tajikistan needs in addressing the needs of PwD in the Target Sectors from life-cycle, gender and geographical perspectives? |

|  |  |  |
| --- | --- | --- |
| Research Objective 2.  Understanding the inequity and concrete challenges of PwD through household survey | [Inequity analysis] | What are the lived inequality/equity of PwD in their access and participation to services and information (health, education, social protection, livelihood) from early childhood to advanced age (life cycle), gender (gender analysis) and geographical (urban and rural) lens?  What are violence, vulnerabilities, discrimination and any additional barriers that prevent children with disabilities (CwD) and women with disabilities (WwD) from accessing and participating are of primary concerns of the research. |
| [Analysis on enabling and disenabling factor to access and participation of PwD] | What are attitudes, behaviour, and practice observed, which discourage or encourage PwD at household and communities level to access services and information (health, education, social protection, livelihood) and social inclusion of PwD from life cycle, gender and geographical (urban and rural) lens? |
| [Emerging needs analysis] | What are emerging areas of concerns that PwD are facing, such as, services and needs triggered by Covid-19 pandemic and online environment? |

**SCOPE OF ACTIVITIES**

Guided by the two Research Objectives and Research Questions, the following concrete activities should be conducted in this research.

For Research Objective 1.

* Develop a deep understanding of the situation of PwD by analysing the policies and strategies, budget, mandate and organigrams of governmental organizations, statistics, human resources, social and economic trends affecting them (data disaggregated by age, gender, urban/rural, ethnicity, life cycle, socio-economic status and other relevant factors).
* Identify and analyse the barriers and bottlenecks that prevent PwD from accessing social services across the Target Sectors in this research.
* Analyse the role/impact of stakeholders for PwD’s rights fulfilment and well-being.
* Analyse to what extent there is an enabling environment for the realization of the rights of PwD, and analyse which and how services should be prioritized in national policies, laws, strategies, plans and budgets to improve access.
* Identify good practices and lessons learned from development assistance and actions by other development agencies, the Government of Tajikisatn and civil society organizations around inclusive development.
* Update JICA’s 2002 data collection survey report about PwD, as appropriate The report is in Japanese. English version will be shared with the research institute.
* Identify support and funding gap for PwD by development agencies to avoid duplication of assistance by JICA and to promote strategic dialogues between JICA and the Government of Tajikistan to address PwD and the most disadvantaged in the development agenda.
* Recommend realistic steps “how” to realize inclusive development in the Target Sectors
* For Research Objective 2. Conduct a survey of households with people with disabilities to analyse inequity experienced among PwD (by age, gender, geographical lens).
* Highlight what and how rights fulfilment and wellbeing of PwD are hampered due to barriers to service and information and knowledge, attitude and behaviour (KAP) against PwD.
* Capture how new or emerging area of concerns for PwD, such as Covid-19, mental health issues and internet environment concretely affect them.
* Identify critical data gaps which will contribute to improve the monitoring of rights to social participation and access of PwD to services, if regularly collected by the Government.

**RESEARCH METHODOLOGIES**

JICA seeks to contract a research company to conduct a Situational Analysis Research about the Access and Participation of People with Disabilities in Health Care, Social Protection, Education, Building Architecture (physical access) and Livelihood with proposed methodologies and data collection methods, as follows.

[Mix Approach]

JICA proposes desk review, secondary and primary data collection and analysis by using a mixed approach, which is, collecting quantitative data and qualitative data.

[Data Collection Strategy]

Target population, sampling strategy and geographical scope of the research shall be guided by the scope of the study interest, which are, two Research Objectives and research questions of this research. It should be highlighted that JICA is interested to unveil the situation of PwD from life-cycle, gender and geographical perspectives along with socioeconomic and ethnological characteristics in accessing the Target Sectors.

**For research Objective 1:**

In order to attain the Objective 1 of this research, primary and secondary data collection

is considered essential. Relevant ministries, departments, agencies as well as

development agencies, civil society organizations (including OPD) should be consulted

to collect the data.

At the national level, at least, desk review and key informant interviews should be considered to collect data about existing laws, policies, governmental programmes, official statistics and budgetary expenditures at the national and sub-national level, as well as mapping of existing services by state and private service providers and that of target population of the services. Secondary and primary data collection and analysis are required to understand the bottlenecks in realizing PwD’s universal access and participation to the services.

At sub-national level, district governments, departments, development agencies and OPDs and service providers should be consulted to collect sub-national level data. The target districts are selected based on criteria with quantile categorization (such as, advantaged, moderately advantaged, disadvantaged, and severely disadvantaged areas) in Dushanbe, minimum 5 districts per province, 4 districts in GBAO and selected cities. Criteria for the quantile shall be proposed by the research institute (for example, use socio-economic indicators, geographical distribution, educational attainment as indicators to be used for the criteria etc.).

The mapping of development agencies (including but not limited to each agency’s project budget amount, geographical areas of intervention, sector and approach of assistance, such as, budget support, technical assistance, in-kind or financial donation, policy level assistance or pilot or model approach, number of target beneficiary and key performance indicators used etc.) need to be collected. MOHSPP and JICA shall suggest key development agencies to be consulted.

For Objective 1, an overview of the national and sub-national system and services in the Target Setor is essential, thus a representative sample survey or household survey are not considered mandatory. However, it is welcome to propose survey methods for Objective 1.

**For research Objective 2:**

To attain the research Objective 2, it is essential to obtain concrete and nationally comparable data about lived inequality and vulnerabilities in accessing services and social participation by people with disabilities (age and gender, geographical data disaggregation).

Thus, primary data collection at household and community levels is deemed essential in order to obtain concrete data about the lives of PwD. Secondary data, such as, published reports, statistics can be used or can be referred.

While national representative sampling strategy and survey method are desirable to understand the concrete situation of people with disabilities, this research shall also take into consideration about practical and time limitations. Therefore, a technical proposal which proposes alternative sampling strategy to the national representative sampling strategy with strong justifications shall also be considered.

[Primary and Secondary Data in the research]

Secondary data collection is recommended to obtain data necessary for Objective 1 and 2. Secondary data collection should be used to understand the overall national and sub-national situation by accessing official data, statistics and published official information about policies, laws and official definitions, regulations, standard operation procedures (SOPs), as well as available services, stakeholders, budget allocation and analysis, published by the government. In agreement with the Government of Tajikistan, the research will also research unpublished data to obtain a comprehensive picture of the situational analysis.

Primary data collection is recommended to obtain data necessary for Objective 1 and 2. This data collection aims to obtain data from national and sub-national level information which are not stated in the official documents, individual data and information which need to be collected to understand lived experience/first-hand experience of inequity, vulnerabilities, access about PwD which are not captured in the official documents. Interviews, focus group discussions with governmental and non-governmental stakeholders, survey and questionnaire are examples of methods that can be considered for primary data collection.

[Definition of Disability]

In agreement with the MOHSPP, the research applies six categories of disabilities recommended by the Washington Group for Statistics on people with disabilities to unveil a wide range population experiencing disabilities in addition to the national definitions of disabilities. The methods of Washington Group for Statistics are based on ICD-11 and are growingly used to obtain data about disabilities in line with WHO recommended category of disabilities. This method would highlight that the disability is widely experienced among and the population which evolves with life cycle and events (such as pregnancy, aging and injuries).

**DATA DISAGGREGATION**

The findings of the research should allow for disaggregated analysis of population data by rural and urban areas, gender, age, ethnicity, education level (school, college, lyceum and university), profession, socio-economic background (income level), etc. The data will be further divided into people/families who have been exposed to PwD and those who have not.

**SUMMARY OF SUGGESTED DATA COLLECTION STRATEGY AND METHOD**

While not exhaustive, the following table aims to clarify some preliminary recommended research strategy and data collection methods to achieve Research Objective 1 and 2. **This is an indicative suggestion and not mandatory to follow**. As such, research institute is free to explore and propose alternative methodologies for JICA’s consideration.

|  |  |  |
| --- | --- | --- |
| Data collection strategy and method | Research Objective 1 | Research Objective 2 |
| Expected Data to be collected (these are examples of data and not an exhaustive list of data) | Latest information, data and statistics about laws and policy, services, stakeholders (service providers and beneficiaries) and bottlenecks to access and social participation of PwD. Projects and programme funded by development agencies. | Nationally representative and comparable data about inequity, access to social services and social participation of PwD at individual level |
| Research Method | Mix method suggested for 1 and 2 | |
| Type of Data collected | Primary and secondary data collection suggested for 1and 2 | |
| Geographical coverage in data collection and analysis | National and sub-national level recommended | National and sub-national level recommended |
| Sampling strategy | Consultative selection (minimum 5 districts per province, 4 districts from GBAO, cities and Dushanbe) and snowball key informant interviews | National representative sample (or snowball sampling as alternative with strong justification) |
| Data collection method: Desk review | Recommended | Recommended |
| Data collection method: Interview | Recommended (Governmental organizations, development agencies, CSOs including ODPs, capital and sub-national levels etc.) | Recommended (community members, people with disabilities, ODPs etc.) |
| Data collection method: Focus Group Discussion | Conduct as needed | Conduct as needed |
| Data collection method: Survey (questionnaire) | Conduct as needed | Recommended |
| Data collection method: Site visits  (national and sub-national) | Recommended | Recommended |
| Cross cutting analysis lens | Life-cycle, gender, geographical, socio-economic and ethnicity lens | |
| Data disaggregation | Rural and urban areas, gender, age, ethnicity, education level (from pre-school to higher education), profession, socio-economic background (income level), etc. | |

**ETHICAL CONSIDERATIONS**

The research company will uphold the highest standards of ethics throughout its operations, including developing an ethical protocol that are guided by international documents on ethics in social research and relevant ethics guidelines. The research company and consultants should have appropriate processes in place to safeguard ethics in all aspects of operations during the delivery of research activities. As such, the research company shall be requested to submit their proposed ethics governance processes during inception including zero tolerance to sexual exploitation and abuse (SEA) to the as well as checklist to be filled out to ensure do no harm to research subjects during the research.

Data enumerators, drivers, translators as well as consultants and reseaerch sujects (focus groups respondents if any) who contribute to the data collection should be provided with Personal Protective Equipment, and follow a mandatory hygiene measures (hand washing with soap and hand sanitizer) to minimize infection risks against the COVID-19. Meeting place should be carefully selected to avoid heightened risks of viral infection. Data enumerators and researchers are advised to use hired car, and not croweded public transport at the time of data collection. The applicants to this research is expected to include the costs into the financial proposal.

**RESAERCH STEERING COMMITTEE**

An Ad-Hoc Research Committee will be formed to oversee the progress, provide technical inputs and validate the research findings and report. The proposed representatives to the Committee are as follows.

Chair: Ministry of Health and Social Protection of the Population under the Republic of Tajikistan

Co-Chair : 1 representative from OPD.

Secretariat: Scientific Research Institute for Medical and Social Expertize and Rehabilitation of Disabled People and JICA Tajikistan Office

Proposed Representatives (temporary): MOES, MOLM, Statistics office, and relevant key Agencies, key development partners, OPDs and the Coalition of parents association for CwD.

**TASKS TO BE ACCOMPLISHED**

1. The consulting firm will be expected to carry out the following tasks in collaboration and coordination with a Research Institute who will be recruited for this research (This Research Institute will be responsible for data collection under the Objective 2). The consultant under the research company shall closely share and exchange information with the Research Institute to achieve the Research Objective 1 and 2. Jointly conduct an inception meeting with the Research Institute to the Ad-hoc Research Steering Committee to explain the consultant team’s understanding of the TOR, preliminary desk review results, if any, and confirm the scope of the consultancy;
2. Lead a joint desk review with a support from the Research Institute about existing legislation, policies, decrees, regulations, reports, statistics, data and research about persons with disabilities in Tajikistan in the Target Sectors published by the Government and development agencies and published studies approved by academic journals.
3. Lead to develop a detailed research methodology and its implementation plan, including, but not limited to, timeline, geographical coverage, data collection methods, screening questions for the selection of target population, and ethical protocol of the entire research. Handover the components relevant to the Research Objective 2 to the Research Institute (so that the Institute can conduct data collection relevant to Research Objective 2);
4. Lead designing data collection tools, such as questionnaire(s) and interview, in English and Tajik (and other languages as needed for Soghd and GBAO province) for both Research Objective 1 and 2;
5. Assist Research Institute to identify, train and supervise data enumerators;
6. Assist Research Institute to conduct a small scale pre-test of data collection tools and revise the data collection tools as needed;
7. Collect secondary and primary quantitative and qualitative data in line with the selected methodological options for the Research Objective 1; Assist the Research Institute so that they collect data for the Research Objective 2.
8. Input, clean data and information collected for Research Objective 1 and 2, analyse the data and lead drafting a final report in coordination with the Research Institute (Please note, Recommendations part of the report will be prepared by the Research Institute).; At drafting the report, eliminate discrepancy or contradiction between the data collected between Research Objective 1 and 2.
9. Submit a soft and hard copy of the draft study report (60 pages maximum excluding annex and tables), and a separate executive summary (8 pages maximum) and PPT presentation (20 slides maximum to be presented to the MOHSP and JICA to Ad-hoc Research Steering Committee members;
10. Revise draft study report based on the feedback received from the Ad-hoc Research Steering Committee members;
11. With close coordination with the Research Institute, submit the final study report in English and Tajik to the Ad-hoc Research Steering Committee members, all methodological materials and raw data (excel files and interview notes, etc.).
12. Joint presentation with the Research Institute of the findings to stakeholders by using PPT power point (1 hour presentation including Q and A session) in Dushanbe.
13. Handover of the study methodologies, data, report, tools and information to the MOHSPP.

**Summary table of tasks and responsibilities**

|  |  |  |
| --- | --- | --- |
| **Description of Task** | **Research Company** | **Research Institute** |
| a) Joint inception meeting | Jointly conduct | Lead and conduct |
| b) Joint desk review | Lead and conduct | Assist |
| c) Methodology development | Lead and conduct | Assist |
| d) Data collection tool development | Lead and conduct | Assist |
| e) Identify, train and supervise data enumerators Training of enumerators | Assist | Lead and conduct |
| f) A small scale pre-test of the tools | Assist | Lead and conduct |
| g) Data collection for the Research Objective 1. | Lead and conduct | Assist |
| g) Data collection for the Research Objective 2. | Assist | Lead and conduct |
| h) Data inputs, cleaning of data and draft report for the Research Objectives 1 and 2 | Assist | Lead and conduct |
| i) Draft report submission | Assist | Lead (Recommendations to be drafted by the Research Institute) |
| j) Review and revise the report | Assist | Lead and conduct |
| k) Final report submission | Assist | Lead and conduct |
| l) Joint presentation | Jointly conduct | Jointly conduct |
| m) Handover to MOHSPP | Assist | Lead and conduct |
| o)Independent quality control | Lead and conduct | Assist |

**KEY DELIVERABLES**

The consultant(s) shall produce the following key deliverables by gathering, reviewing, analysing and synthetizing available literature and data generated in this research. The deliverables are submitted in English and Tajik language.

|  |  |
| --- | --- |
| Deliverable number | Description of the deliverable |
| Key deliverable 1.  Inception report (maximum 20 pages) | A document that explains the research firm’s understanding of the TOR, proposed scope of work and timeline, request for support. PPT presentation to be prepared in no more than 15 pages (to be submitted in electronic and printed format). |
| Key deliverable 2.  Research methodology and implementation plan | Format to be agreed with MOHSPP and JICA (to be submitted in electronic and printed format) |
| Key deliverable 3.  Data collection tools | Format to be agreed with MOHSPP and JICA (to be submitted in electronic and printed format) |
| Key deliverable 4.  Final report of the situational analysis (maximum 80 pages, excluding necessary annexes and bibliography). | A draft report. The report should include diagrams, tables, statistics and charts that visualizes the data presentation. It also includes the latest country’s basic and disability specific development indicators in the Target Sectors, organigrams, mandates of the state stakeholders.  PPT presentation to be prepared in no more than 20 pages. |
| Key deliverable 5.  Joint-PPT presentation of the final research findings for stakeholders after the submission of the final report  Policy brief (1 page per sector) | Format to be agreed with MOHSPP and JICA (to be submitted in electronic and printed format) |

**TIME FRAME OF THE DELIVERABLES**

The research firm shall submit the Key Deliverables in accordance with the following time line. In case delay is foreseen, the firm should inform MOHSPP and JICA one week before the deadlines.

|  |  |  |
| --- | --- | --- |
| Deliverables or key actions | Estimated number of working days | Deadlines |
| Inception report at the Ad-hoc Research Steering Committee members **(Key Deliverable 1)** | 1 day | Within 1 week from the date of contract |
| Assisted by Research Institute, lead to develop a detailed draft research methodology and implementation plan to be finalized in consultation with MOHSPP and JICA **(Key Deliverable 2)** | 10 days | Two weeks |
| Review and inputs to the research methodologies by the Ad-hoc Research Steering Committee members | 5 days | One week |
| Quantitative and qualitative data collection tools developed **(Key Deliverable 3)** | 10 days | Two weeks |
| Review and inputs by the Ad-hoc Research Steering Committee members | 10 days | Two weeks |
| Providing assistance to Research Institute in pre-test and modification of data collection tools and methodological approach | 5 days | One week |
| Complete data collection for the Research Objective 1., share the data and information with the Research Institute.  Assist the Research Institute to complete data collection for the Research Objective 2. | 30 days | Five weeks |
| Draft analytical report of the Situational Analysis Research | 10 days | Two weeks |
| Joint presentation of provisional research findings with the Research Institute made to Ad-hoc Research Steering Committee members by PPT with draft report in English and Tajik | 1 day | 1 day |
| Review and inputs by the Ad-hoc Research Steering Committee members to the draft report | 5 days | One week |
| Submit final draft report of the Situational Analysis Research with coordination with the Research Institute | 10 days | Two weeks |
| Final Report submitted **(Key Deliverable 4)**  Final Policy brief submitted | 5 days | One week |
| Joint PPT presentation of the research findings to the Ad-hoc Research Steering Committee members with the Research Institute **(Key Deliverable 5)** | 1 day | 1 day |
| Total timeline |  | Nineteen (19) weeks  (approximately 5 months) |

**SUPERVISION, WORK RELATIONS AND OVERSIGHT**

JICA Tajikistan Office will provide direct supervision to administer the progress of the research. The research firm will also be guided by the Ad-Hoc Research Committee that provide technical inputs to the research.

The company will receive guidance and coordination support from the Directorate of Social Protection under the MOHSPP.

The research company shall also work collaboratively with the Scientific Research Institute for Medical and Social Expertize and Rehabilitation of Disabled People.

**DURATION OF THE ASSIGNMENT:**

The assignment will be carried out from 20 October 2020 – 15 March 2021.

**PAYMENT SCHEDULE:**

30 percent partial payment within 14 working days from the submission of Key deliverable 2, 30 percent partial payment within 14 working days from the submission of Key deliverable 3, and the 40% after the submission of all satisfactory deliverables within agreed timeline.

**LOCATION:**

National and sub-national level in Tajikistan.

**ELIGIBILITY CRITERIA:**

1. ELIGIBILITY CRITERIA OF THE RESEARCH CORPORATE

The research firm must meet the following requirements:

1. The firm must be legally established in Tajikistan as per relevant legislation, enabling the firm to perform the tasks of this consultancy;
2. Minimum 5 years of work experience in designing and conducting quantitative and qualitative research; experience in data collection in rural areas in Tajikistan is an asset;
3. Experience with working with the Government of Tajikistan, especially the ability to facilitate meetings and the research with the Government of Tajikistan is required;
4. Proven experience in data management and statistics (at least one team member holds a post-graduate degree in social research design statistics, or relevant field);
5. Strong capacity and experience in planning and organizing study logistics to meet deadlines;
6. Knowledge of computer software for data analysis, such as SPSS, STATA or SAS;
7. Knowledge and experience in PAPI and CAPI/TAPI as an asset;
8. Fluent verbal and written communication skills in English and sensitivity to the target group;
9. Excellent in Russian and/or Tajik (verbal and written) and sensitivity to the target group;
10. Knowledge of and experience in working with people with disabilities including children and women with disabilities and diverse groups, is a strong advantage;
11. Prior work experience with the JICA and/or multi and bilateral development agency is an asset;
12. Full availability to work on the assignment during the agreed period.

**2. RESEARCH TEAM ELIGIBILITY CRITERIA**

Research team profile should include the following

1. All research consultants have minimum master’s degree in one of the Social Work, Human Rights, Disability, Education, Economics, Finance, Statistics, Gender, Policy, Architecture or other Social Sciences, or equivalent professional experiences;
2. 1 lead consultant to have minimum 8 years of international experience in quantitative and qualitative data research about people with disabilities with ability to influence without dominating;
3. 1 consultant with minimum 7 years of international experience in inclusive financing and return on social investment for people with disabilities with ability to influence without dominating;
4. 1 national coordinator that prepares and arranges all necessary logistics and arrangements for the preparation and implementation of the research implementation with the Government of Tajikistan;
5. 1 consultant with minimum 7 years of experience in the national budget analysis and working experience with the Ministry of Finance of Tajikistan;
6. Minimum 2 consultants with minimum 8 years of experience in health system, inclusive education, social protection system and labour policy analysis and working experience with relevant Ministries of Tajikistan;
7. 1 construction and building architecture engineer having experience for universal access, preferably with international experience about universal design;
8. At least 1 gender specialist with minimum 8 years of experience with women with disabilities;
9. At least 1 data specialist with minimum 5 years of experience in data cleaning, processing, analysis and visual data presentation;
10. 1 legal expert specialised in issues around education, health, social protection and labour;
11. Data enumerators with minimum bachelor degrees holders, who can collect intended data within five weeks;
12. Translator(s) as needed;
13. Gender balanced team composition;
14. Full availability to complete the research project within agreed deadline.

Additional requirements:

1. All consultant’s full availability and consent to work in collaboration with the Research Institute;
2. Minimum 3 research consultants of the team members should have minimum 3 years working experience for organizations for people with disabilities in vision, hearing, mobility, cognitive development and communication;
3. Minimum 1 research consultant of the team has minimum 3 years working experience for the coalition of parents association for children with disabilities or women with disabilities;
4. Has a quality control mechanism to ensure the quality of the services.

**INTELLECTUAL PROPERTY:**

* The intellectual property rights of the research tools and methodologies as well as deliverables generated in this research shall be handed over to both the MOHSPP and JICA.
* The results, methodologies, tools and deliverables shall be made available for the public in website and in printing materials.

**CONFIDENTIALITY:**

* The research members and the company shall comply with the Tajik national legislation on the privacy and use the data and information. Testimonies collected in the data collection shall only be used for the purpose of the research.
* Any personal, sensitive data that potentially have negative impacts on the research subject shall be kept confidential based on the decision of the research committee.
* The research members shall not disclose any confidential information obtained in the course of the research after the completion of the research.

**SUGGESTED READING:**

The following documents are not an exhaustive list, but minimum documents that JICA encourage consultancy firm to review before the inception meeting of this consultancy. The research institute is encouraged to collect more readings, request JICA and MOHSPP to share more documents during the implementation of the consultancy as needed.

Government of Tajikistan (2020) National Development Strategy of the Republic of Tajikistan for the Period Up To 2030.

Mastonshoeva, S. (2020) Intersection of disabilities and violence against women and girls in Tajikistan.

WHO (2019) Assistive Technology in Tajikistan: Situational Analysis.

Milligan I. (2019) A Family social work service emerges in Tajikistan Putting Families First project - Interim Evaluation.

Mishra, S. et al. (2019) Disability and rehabilitation in Tajikistan: development of a multisectoral national programme to leave no one behind.

European Union (2018) Persons with disabilities in Tajikistan: pushed to the margins.

UNICEF (2018) https://www.unicef.org/tajikistan/sites/unicef.org.tajikistan/files/2019-06/Baseline%20KABP%20Study%20Children\_Mothers%20with%20disabilities\_2016.pdf

WHO (2018) International Classification of Functioning, Disability and Health (ICF). In: WHO/Classifications. Geneva: World Health Organization; 2018 (http://www.who.int/classifications/icf/ en/, accessed 29 May 2018).

WHO (2017) Breaking the link between disability and exclusion in Tajikistan. In: WHO/Europe/Countries/Tajikistan/News. Copenhagen: WHO Regional Office for Europe; 7 August 2017 (http://www. euro.who.int/en/countries/tajikistan/news/news/2017/08/ breaking-the-link-between-disability-and-exclusion-intajikistan, accessed 29 May 2018).

MOHSPP (2016) National Programme on Rehabilitation of Disabled People for 2017 - 2020.

WHO (2016) Better wheelchair service provision in Tajikistan. In: WHO/ Europe/Health topics/Noncommunicable diseases/ News. Copenhagen: WHO Regional Office for Europe; 7 January 2016 (http://www.euro.who.int/en/health-topics/ noncommunicable-diseases/pages/news/news/2016/01/ better-wheelchair-service-provision-in-tajikistan, accessed 29 May 2018).

WHO (2016) Priority assistive products list: improving access to assistive technology for everyone, everywhere. Geneva: World Health Organization; 2016 (http://apps.who.int/iris/ handle/10665/207694, accessed 29 May 2018).

WHO (2015) global disability action plan 2014–2021: better health for all people with disability. Geneva: World Health Organization; 2015 (http://www.who.int/disabilities/actionplan/en/, accessed 29 May 2018).

WHO (2015) Situational Analysis, State of rehabilitation in Tajikistan.

ILO (2014) Maternity protection and the childcare systems in Central Asia: national studies in Kazakhstan and Tajikistan.

MOHSPP (2014) Better health for persons with disabilities for an inclusive society in Tajikistan. Position paper. Dushanbe: Ministry of Health and Social Protection of Tajikistan; 2014 (http://moh. tj/wp-content/uploads/2017/07/Tajikistan-National-Programon-Rehabilitation\_TAJ-RUS\_FV\_WEB.pdf).

WHO (2014) Addressing the legacy of polio in Tajikistan. In: WHO/Europe/ Countries/Tajikistan/News. Copenhagen: WHO Regional Office for Europe; 18 June 2014 (http://www.euro.who.int/ en/countries/tajikistan/news/news/2014/06/addressing-thelegacy-of-polio-in-tajikistan, accessed 29 May 2018).

WHO (2014) Rehabilitation: key to an independent future for children with poliomyelitis in Tajikistan. In: WHO/Europe/Countries/ Tajikistan/News. Copenhagen: WHO Regional Office for Europe; 18 December 2014 (http://www.euro.who.int/en/ countries/tajikistan/news/news/2014/12/rehabilitation-keyto-an-independent-future-for-children-with-poliomyelitis-intajikistan, accessed 29 May 2018).

WHO (2014) Situational analysis on wheelchair and mobility devices in Tajikistan. Copenhagen: WHO Regional Office for Europe; 2014 (http://www.euro.who.int/en/countries/tajikistan/publications/ situational-analysis-on-wheelchair-and-mobility-devices-intajikistan-2014, accessed 29 May 2018).

Yakovenko ML, Gmyl AP, Ivanova OE, Eremeeva TP, Ivanov AP, Prostova MA et al. (2014) The 2010 outbreak of poliomyelitis in Tajikistan: epidemiology and lessons learnt. Euro Surveill. 2014;19(7):pii= 20706 (https://www.eurosurveillance.org/ images/dynamic/EE/V19N07/art20706.pdf, accessed 29 May 2018).

EU (2012) Social Services in the Republic of Tajikistan.

MOES (2012) National Strategy of Education Development of the Republic of Tajikistan till 2020, approved under the Decree of the Government of the Republic of Tajikistan, June 30, 2012, №334.

Hyun H. Son (2011) Evaluating Social Protection Programs in Tajikistan, ADB Economics Working Paper Series No. 274.

WHO and World Bank (2011) World report on disability 2011.

Open Society Institute (2009) Education Support Program, Children with Special Education Needs in Kazakhstan, Kyrgyzstan, and Tajikistan.

UN (2006) Convention on the Rights of Persons with Disabilities. New York: United Nations; 2006 (https://www.un.org/development/ desa/disabilities/convention-on-the-rights-of-persons-withdisabilities.html, accessed 29 May 2018).

Laws, statistics and policies relevant to shall be indicated by the MOHSPP and JICA in the course of the consultancy.

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1. Elwan, Ann (1999) Poverty and Disability: A survey of the Literature, Social Protection Discussion Paper, No.9932, World Bank; WHO (2011) World Report on Disability, WHO, Geneva. [↑](#footnote-ref-1)
2. UNICEF (2012) Child Protection issue brief – Disability, UNICEF [↑](#footnote-ref-2)
3. Including their agencies, such as Agency of Social Protection, Agency of Rehabilitation etc. [↑](#footnote-ref-3)
4. For instance, the MOHSPP offers early intervention, rehabilitation, assistive devices for people with disabilities. [↑](#footnote-ref-4)
5. Starting from early childhood education to higher education. [↑](#footnote-ref-5)
6. For instance, ADB has conducted an analysis on inclusion and exclusion error of cash transfer program designed for PwD. [↑](#footnote-ref-6)