



TERMS OF REFERENCE

Consultancy for the collection and analysis of evidence to produce an advocacy factsheet on the continuum of education for adolescent girls with disabilities

1- Presentation of the service

Title of the Factsheet:	Tentative: No one size fits all: the struggle of adolescent girls with disabilities to continue education (to be confirmed)
Humanity & Inclusion's Division:	Advocacy and Institutional Relations
Objective of the service:	Provide methodological support to conduct interviews and make use of the interviews' results, which will serve as the core evidence for the development of an advocacy factsheet ((8 to 12 pages)
Duration of the service:	Approximately 10 working days, during the period May to September (period may slightly vary)
Language for the service:	English and French
Location of the service:	Consultant's usual work location
ToR last updated:	12/04/24
Author of ToR:	Inclusive Development Advocacy Officer

2- Presentation of the Factsheet

2-1- Why this Factsheet?

In low-and-middle income countries, about 50% of children with disabilities are estimated to be out of school (Global Education Monitoring Report, 2016). Adolescents are twice as likely to be out of school as their younger counterparts (UNICEF, 2015). Indeed, 63 million adolescents of lower secondary school age are out of school, and almost 50% of them live in Asian and African countries (UNICEF, 2022).

Knowledge and skills should be acquired from an early age and progress continuously, according to the abilities and needs of each age. Obstacles do exist and make it difficult for children and youth with disabilities to move from one class to another within an educational cycle, but they are even greater at the transition between the one cycle and the next. Many students with disabilities prematurely leave school at a higher rate than students without disabilities. Restrictions to access and participation are exacerbated by the intersection of multiple factors of discrimination (like gender, disability, age, migratory status, socio-economic background...).

Evidence for this publication will come from collective and individual interviews run in Nepal, Rwanda and Senegal, where Humanity & Inclusion implements disability-inclusive education projects and has the potential to reach out to adolescents of different ages, with and without disabilities. We envision this publication to leverage their lived-experiences, opinions and considerations. Their voices, illustrating challenges and enablers to stay in school and progress in education, will make the case for approaches tailored around the needs and preferences of the learners (which are not a homogenous group). The publication will include recommendations to inform decision-making in the education, development, child protection, gender-based violence and disability fields.

The content of this factsheet will provide ground to pursue advocacy in SDGs arenas and towards international donors. In addition, the upcoming Beijing+30 Review could offer the opportunity to strengthen an intersectional approach to gender-equality actions, including in the field of education.

2-2- Factsheet's objectives

This advocacy-oriented factsheet aims at shedding light on the struggles and levers for adolescent girls with disabilities to stay and progress in education.

Specific objectives:

- Illustrate the issue of 'intersectionality' in the continuum of education (looking in particular at the intersection of disability, gender, and age) starting from the experiences and opinions shared by adolescents, with and without disabilities from different age groups.

- Beyond contextual factors and considerations, convey overarching messages that emerge from the collective and individual interviews run in the three countries under focus.
- Provide international donors and global/regional/national decision-makers with a set of concrete and actionable recommendations to ensure that adolescent girls with disabilities continue their education.

2-3- Advocacy targets of the Factsheet

- Donors, as they play a major role shaping international development cooperation and decide about allocation of resources/investments for education in official development aid.
- States (contact persons and focal points across governmental branches), as they are the key actors to shape, negotiate and adopt policies with an impact on the education for children and adolescents, with and without disabilities.
- UN agencies and actors, as they play a key role in framing international development strategies and high-level political processes in relation to the 2030 Agenda (SDG 4, in particular).
- Civil society organisations (disability-focused, gender-focused, child focus and mainstream NGOs, organisations of persons with disabilities) and key networks as they can join forces to advocate for the needed policy changes.

2-4- Factsheet's methodology

A factsheet is a summary of facts pertaining to an issue and often includes suggested courses of action. They describe a situation that needs correcting, identify implications and eventually recommend policy action. Although advocacy papers are targeted at policy makers, the factsheets can be distributed and used widely for communication or fundraising purposes.

The factsheet will be informed by the evidence gathered via collective and individual interviews held by Humanity & Inclusion's staff in Nepal, Rwanda and Senegal. A desk review of existing literature will also be conducted to provide the basis of the narrative, and key data.

The collective and individual interviews will be organised with at least 10 adolescents (10-19 years old); while the majority of interviewees will be girls with disabilities, we aim to interview also girls without disabilities and boys with or without disabilities. Particular attention will be paid to representing diverse disabilities and age groups. Humanity & Inclusion's staff in the three countries will identify interviewees. Anonymous forms can also

be filled by participants to gather information of sensitive nature as well as creative tools to collect testimonies (such as drawings).

In addition, specific interviews can be organised with representatives of Organisations of Persons with Disabilities, teachers or other education professionals, parents, in order to gather their expert views on the topic.

Following the interviews, HI staff from Nepal, Rwanda and Senegal will prepare and submit a report to the consultant (based on the guidelines provided). The consultant will analyse the three reports for consolidation into a comprehensive document.

The factsheet will be developed by HI advocacy staff and composed of an introduction based on the desk review, a core part illustrating the findings from the interviews, and a set of recommendations directed to the different targeted audiences. The factsheet will be in total between 8 and 12 pages.

2-5- Ethics

The service provisions' contract sets that consultants' and freelance workers' copyright is transferred to HI.

Consultant and facilitators must ensure informed verbal/ written consent from the caregivers and the adolescents. They should comply at all times with HI protection policies:

- [HI Code of Conduct](#)
- [Protection of beneficiaries from sexual exploitation, abuse and harassment](#)
- [Child Protection Policy](#)

We will ensure that high ethical and rigorous research standards are maintained, by following HI's principles for ethical management of data:

- Ensure a person or community-centered approach;
- Ensure that the person's consent is properly collected for every picture and written testimony;
- Ensure referral mechanisms are in place;
- Ensure the security of personal and/or sensitive data at all stages of the activity;
- Respect copyright for pictures, obtain permissions to use pictures, and include information related to the photographers;
- Ensure that the final outputs are never used for commercial purposes;
- Ensure the respect of the dignity of beneficiaries portrayed in pictures, testimonies, and case-studies;
- Plan and guarantee the use and sharing of information;

- Carefully provide complete references to external sources used in the text of the publication.

Intersectional approach

The ethical principle of non-discrimination is at the very heart of HI's engagement alongside persons with disabilities and in support of equal opportunities and equal access to services for all. In line with HI's Disability, Gender and Age internal policy, we fully recognise the importance of applying systematic attention to disability, gender and age in particular.

We also aspire to convey the complexity of discrimination faced by people affected by the issues we advocate on. We do so by looking into how disability intersects with other factors of discrimination and exclusion – including race and ethnicity, highlighting the intersecting forms of discriminations, and barriers in the access to services by persons with disabilities.

Applicants are therefore required to mention how they will ensure that the findings and analysis will address the intersecting factors of discrimination and exclusion related to disability, age, gender.

3- Presentation of the service

3-1- Overall objective of the consultancy service

Provide methodological support to conduct interviews and make use the interviews' results, which will serve as the core evidence for the development of an advocacy factsheet on the continuum of education for adolescent girls with disabilities

3-2- Expected result of the service

1. Develop guidelines for preparing, conducting and reporting on collective and individual interviews. These interviews will be run by Humanity & Inclusion's staff in Nepal, Rwanda, and Senegal with adolescents (10-19 years old), in particular girls with disabilities; representatives of Organisations of Persons with Disabilities; teachers, parents, and/or other education professionals. The guidelines will cover the selection of interviewees, the creation of a safe place, facilitation techniques, questions to address, ethical considerations, and reporting requirements. The guidelines will fully comply with HI standards relating to the ethical collection of testimonies, and protection.
2. Hold preparatory meeting(s) with the Humanity & Inclusion's programme staff who will run the collective and/or individual interviews in Nepal, Rwanda, and Senegal. The preparatory meeting(s) will allow going through the methodological guidelines, highlight critical aspects, and reply to concerns that Humanity & Inclusion's staff might raise.

3. Analyse the interviews' reports submitted by Humanity & Inclusion's staff from the three countries and prepare one consolidated, comprehensive report (of approximately 10 pages) outlining the key findings, trends, commonalities, and observations of interest for the development of the advocacy factsheet.
4. Select at least 15 impactful quotes from a diversity of interviewees and develop a set of key messages (between 5 and 10) emerging from the interviews' reports, which will help Humanity & Inclusion advocacy staff in building the narrative of the factsheet.

3-3 Key Performance Indicators

- One document outlining the methodological approach to conduct and report interviews is delivered in due time and encompasses content and protection aspects
- One to three meetings, depending on linguistic needs, are held with facilitators ahead of the interviews to equip them with methodological tools and approaches to run interviews in an effective and safe manner
- One comprehensive report is delivered in a timely manner based on the analysis of the reports submitted by the facilitators
- One documents is delivered in a timely manner outlining a set of maximum 10 key messages and 15 quotes emerging from the report and considered compelling and impactful for advocacy

3-4- Timeline of the consultancy service

The consultant is expected to dedicate approximately 10 working days to delivering this service, between 27 May and 15 September 2024.

The consultancy service is tentatively distributed as follows:

- Preparation (background reading, kick-off meeting): 1,5 days, between 27 and 31 May
- Development of guidelines: 3,5 days, between 1 and 14 June
- Organisation of meetings with interviews' facilitators: 1.5 days, between 17 and 28 June
- Analysis of reports and preparation of one comprehensive report: 2.5 days, between 1 and 15 September
- Selection of impactful quotes and development of a set of key messages: 1 day, between 1 and 15 September

3-5- Budget

The consultant shall present a financial offer, all taxes and all costs included, in line with the expected workload indicated in these Terms of Reference.

HI does not extend the benefits enjoyed by its employees (transport, meals allowance, IT access, entry pass or key, equipment etc.) to consultants and freelance workers.

3-6- Mechanisms for communication and monitoring between the Consultant and Handicap International.

The HI Inclusive Development Advocacy Officer will act as the HI contact person for the consultant across the different phases of recruitment, induction, monitoring and evaluating the consultancy service.

A kick-off briefing involving other HI staff will be organised in the beginning, in order to provide the Consultant with key information and guidance about the logic, the approach, and the elements to take into consideration.

A final debrief will be conducted together with the Consultant (via a call) focusing on overall achievements of objectives and lessons learned.

Contractualisation and payment of the service are under the authority of the Director of Handicap International Belgium.

4- Requested profile

4-1- Requested compliance

Freelance workers and consultants comply with the legislation that applies to them, with particular regard to social security payments, insurance policies and registration.

4-2- Expertise

- Mandatory :
 - Minimum Diploma Master's degree in a relevant field: Education; Social Sciences; Disability; Law; Political Science; International Development.
 - At least 3 years of experience in qualitative research in the field of development and/or gender equality and/or human rights and/or education and/or disability issues.
 - Experience in researching and/or working in low and middle-income countries.
 - Thorough knowledge of disability, gender and intersectionality.
 - Sound understanding of international development and North-South relations.
 - Excellent analytical skills.
 - IT skills - MS Office applications.
 - Knowledge working language (written & oral): French and English mandatory.
 - Understanding of evidence-based advocacy.
 - Adherence to HI's values and ethics.
- Desired :
 - Experience with an international non-governmental organization.
 - Knowledge of global education policies and development frameworks.

HI values diversity, we welcome and encourage applications of candidates from all gender, ethnicity, nationality or disability.

Application process

Applications must include:

- a) Individual:
 - ☐ Curriculum Vitae (training, experience in the areas mentioned above, lists of key publications),
 - ☐ ID card or passport of the legal representative of the consultant company and/or of the principal consultant if different from the legal representative,
 - ☐ 3 references,
 - ☐ A letter of motivation,
- b) Company:
 - ☐ Registration of company as consultant
 - ☐ Declaration of integrity filled out and signed
 - ☐ HI Good Practices filled out and signed
 - ☐ General Purchasing Conditions filled out and signed
 - ☐ Up-to-date tax certificate according to nationality:
 - if FR :
 - Proof of legal registration (KBIS < 6 months)
 - URSSAF certificate of vigilance
 - Otherwise:
 - consultant registration certificate (KBIS equivalent).
 - proof that the service provider/consultant is up to date with its tax obligations)
- c) A technical proposal including, a minima,
 - ☐ the proposed methods.
 - ☐ a detailed calendar.
- d) A financial proposal including, a minima,
 - ☐ detailed consultancy fees including all taxes as well as the communication and reproduction costs, any interpreting needs and other actual expenses.

Please, send all required documents **6 May 2024** to the following address:

procurement@hi.org

Selection process for the consultant

- ✓ **Administrative criteria (eliminary)* at bid opening and before technical and financial analysis**
 - Legal documents of the consultant in its country of origin
 - A copy of the legal registration of the activity
 - An official document from the company/cabinet showing the name of the legal representative

- Tax clearance certificate
- Copy of identity card or passport of legal representative of company/firm
- If principal consultant other than legal representative, copy of principal consultant's identity card or passport
- ✓ **Technical criteria: 70% of the scoring system**
- ✓ **Financial criteria: 30% of the scoring system**

*This does not apply to consultants who have a framework agreement with HI.

Terms of payment

Payment for the service will be made in several instalments as follows:

- 30% upon signature of the contract ;
- 70% after validation of the final report.