



## Request for Proposals / Applications

<b>Contracting Institution</b>	Disability Rights Advocacy Center (DRAC) Plot 690 AKON HOUSE, Idris Gidado Street, Wuye District, Abuja <a href="mailto:drac.nigeria@gmail.com">drac.nigeria@gmail.com</a>
<b>Project</b>	DATA 360 - A project to support research and technology adoption to address disability inclusive policymaking in Nigeria.
<b>Type of Contract</b>	Short – term Consultancy (RFA 022/2020)
<b>Title</b>	Situation analysis on Access to Assistive Technology for Persons with Disabilities
<b>Purpose</b>	The purpose of this consultancy is to conduct a situation analysis on access to assistive technologies for persons with disabilities.
<b>Location</b>	Abuja, FCT
<b>Issue Date</b>	December 31, 2020
<b>Submission Deadline</b>	January 31, 2021
<b>Start Date</b>	February 8, 2021
<b>Reporting to</b>	Executive Director, DRAC

DATA 360 is a project to support research and technology adoption to address disability inclusive policymaking in Nigeria, implemented by Disability Rights Advocacy Center and funded by Ford Foundation.

DRAC seeks to conduct a situation analysis on assistive technologies for persons with disabilities, and therefore, invites applications/technical proposals for the conduct of this assignment.

The Application/Technical Proposal should include an understanding of the terms of reference, the proposed methodology, an organized work plan with timeframe for deliverables, detailed budget and names and CVs of proposed personnel. Proposals should be sent to [procurement@drac-ng.org](mailto:procurement@drac-ng.org) not later than January 15, 2021.

## Background:

Disability accentuates poverty because of systemic institutional, environmental and attitudinal barriers that PWDs encounter in their daily lives such as lack of access to healthcare, education, WASH programs, healthcare and employment opportunities.

Poverty and disability also have gender implications, as those caring for children or adults with disabilities are generally female. They often give up income-generating activities in order to stay at home and provide support.

Women and girls with disabilities constitute over 60% of Nigeria's 25 million PWDs and are disproportionately affected, they face barriers that make them one of the most vulnerable and marginalized groups in Nigeria, experiencing high levels of abuse, social exclusion and poverty and severely limited opportunities, political representation and access to services.

Even with the enactment of the *Discrimination against Persons with Disabilities (Prohibition) Act 2018*, there are no actions or plans targeted at ensuring its implementation particularly in the areas of accessibility of public buildings, transportation, and other services. Despite availability of this law and others, PWDs in Nigeria continue to experience high levels of discrimination in their access to SRHR, SGBV and other services.

**Assistive technology** reduces the need for formal health and support services, long-term care and the work of caregivers. Without **assistive technology**, people are often excluded, isolated, and locked into poverty, thereby increasing the impact of disease and **disability** on a **person**, their family, and society.

The 'Convention on the Rights of Persons with Disabilities' (CRPD) requires governments to meet the assistive technology needs of citizens. However, the access to assistive technology in developing countries is severely limited, which is aggravated by a lack of related services.

In Nigeria, access of PWDs to assistive devices and technologies is still grossly inadequate as the costs are prohibitive and there are limited options tailored to the peculiar needs and challenges of persons with diverse disabilities. Without assistive technology, persons with disabilities especially women and girls are often excluded, isolated, and locked into poverty, thereby increasing the impact of their disability and limiting their access to services. Where assistive technology is not promoted, PWDs miss out on opportunities to live independently, and are unable to access services need in order to participate in society.

This project seeks to address access to multi-sectoral services for persons with disabilities especially women and girls in Nigeria, and address the gaps and challenges observed by DRAC in SGBV programs whereby women and girls with disabilities in particular are often left out of the service delivery largely due to lack of assistive technologies among other factors.

By drawing attention of policy makers to the limitations of existing policies/programs in the areas of assistive technology, this project provides a strong foundation for using a twin track approach to tackle the socio-economic exclusion of PWDs.

## **Purpose/Objectives:**

### **Purpose:**

The purpose of this assignment is to conduct a situation analysis on access to assistive technologies for persons with disabilities.

This assignment is also meant to provide evidence for advocacy and guidance for the promotion and provision of assistive technology for persons with disabilities.

### **Objectives:**

The specific objectives of this assignment include the following:

1. Conduct a situation analysis on access of persons with disabilities to persons with disabilities.
2. Develop policy briefs to aid advocacy for access to assistive technologies
3. Develop guidance note on the promotion and provision of assistive technologies

## **Methodology and Scope of Work:**

This consultancy will be implemented at the National Level, focusing on key Federal Institutions and actors.

Consultant is to develop and provide final detailed methodology in consultation with DRAC team. Appropriate data triangulation will be required to ensure accuracy and integrity of data collected through various tools.

The consultancy will also examine the existing national and state technology and innovation frameworks in a bid to determine sustainable ways of prioritizing and promoting and providing assistive technologies to the target group.

## Tasks, Deliverables and Timeframe:

The SA will be required to be completed by March 19, 2021. Below is a tentative timescales/table of dates to be revised as appropriate.

Key Tasks	Key deliverables	Description	Timing
1. Inception and scoping meetings	Draft Inception Report and tools for the SA  Stakeholder identification	The inception report should identify the key assessment criteria and breakdown of targets. It should also include a detailed methodology and activity plan for the Situation Analysis including draft tools and plans for collating and analyzing data The consultant would also have identified key stakeholders in Public and Private sector who are necessary contacts for the process.	
2. Stakeholder consultations	Final Inception Report	A consultation meeting with stakeholders to get their input on the methodology and scope of the Situation Analysis. The final inception report will be submitted after this meeting.	
3. Finalization of research instruments.	Finalized tools are sent to DRAC	All the tools to be used for the Situation Analysis are shared with DRAC for final review and approval.	
4. Situation Analysis	Progress update on data collection and major findings	Consultant conducts Situation Analysis and is expected to provide regular progress update on field activities to the DRAC.	
5. Data analysis and report writing	Draft report	A comprehensive draft report that presents major findings and recommendations from the study.  The technical report should also contain the comprehensive set of indicators, including their definitions and recommended disaggregation.	
6. Presentation of preliminary findings to DRAC team	Power Point Presentation with major findings and recommendations.	A power point presentation highlighting major findings and recommendations of the study	
7. Stakeholder validation meetings on the draft report	Final draft report PowerPoint Presentation with finalized major findings and recommendations	A full technical report with detailed activities, key findings and recommended next steps.	
8. Review, finalization and validation of the report	Finalized report		19 <sup>th</sup> March 2021

### Institutional Arrangements

The assignment will be implemented under overall guidance of the Executive Director, DRAC. The consultant is expected to regularly liaise with the ED and the M & E Manager throughout the process, starting with the identification of learning objectives and learning destinations. These will need to be approved by the Project team throughout the process.

DRAC shall provide the workspace, office equipment, supplies, etc. for the consultant's use where and when necessary. Expected expenses should be part of the submitted quotation/estimates.

No contract may commence unless the contract is signed by both DRAC and the Consultant.

### Person Specifications:

- At least 10 years' experience / Expertise in Social Protection, gender, disability and social inclusion.
- Minimum of 5 years of hands-on experience in conducting surveys, assessments and evaluation for development projects in the Nigerian context.
- Strong research (qualitative and quantitative) and analysis background.
- Previous institutional experience undertaking similar assignments.
- Good Knowledge of Social Protection and Disability Inclusion in Nigeria
- Excellent communication and report writing skills are required.
- Good facilitation skills for internal and external consultations;
- Strong analytical and good inter-personal communication skills; experience in participatory processes;
- Professional command of English, both oral and written, good report writing skills.
- Knowledge/skills in disability programming is added advantage
- Knowledge of and affinity for the Washington Group Short Set disability questions is added advantage

### Selection/Evaluation criteria:

Individual consultants will be evaluated based on the methodology outlined below:

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and;
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Beyond a review of documentation, shortlisted candidates could be invited to do a brief PowerPoint presentation of their methodology for further assessment.

Assessment Area	Average Total Score
<p><b>A) General Understanding of TORs</b></p> <p>The proposal clearly demonstrates the way in which the consultant understands the expectations expressed in the terms of reference.</p> <p>The proposal demonstrates the consultant's understanding of the context, purpose and objectives and intended users of the Situation Analysis. The consultant makes an effort to interpret the objectives/themes to be examined and does not simply just "<b>cut and paste</b>" or paraphrase from the TORs.</p> <p>The proposal provides sound analysis of available information with a view to answering research questions/assumptions. The reasoning is explicit and well- founded.</p>	<b>20%</b>

<p><b>B) Technical Feasibility of Proposed Indicative Methodological Design</b></p> <p>The proposal describes the data collection and analysis methods to be applied in the process. The methods should be feasible within the stipulated context. Clearly specify foreseeable difficulties and limitations and possible solutions if any.</p> <p>The proposed methodology presents a clear detailed work plan and realistic time schedule for completing the assignment</p>	<p><b>30%</b></p>
<p><b>C) Participation and Learning by Stakeholders including Target Communities</b></p> <p>The proposal clearly indicates how the different stakeholders including marginalized and under-represented rights holders and disability clusters and duty bearers will participate and learn from the entire process.</p> <p>The proposal also clearly articulates the roles of DRAC, implementing Partners and community. The proposal demonstrates how the presented methodology will enable DRAC and Partners to participate and learn.</p>	<p><b>20%</b></p>
<p><b>D) Consultant Competencies</b></p> <p>The consultant and or proposed team have the necessary competencies (as described in the TORs) to carry out the task.</p> <p>Knowledge of the Washington Group short set of disability questions is key.</p> <p>The proposal includes the core team, their field of expertise and their role. CVs are written in the standard format and declarations of absence of conflict of interest included accordingly.</p> <p>The experiences of the consultants are sound with clear references (<i>This will be verified as part of assessment</i>)</p>	<p><b>20%</b></p>
<p><b>E) Financial Proposal</b></p> <p>The consultant presents a clear and adequate cost and financing plan (budget) in Nigerian Naira (NGN) ONLY for the entire process broken down in their specifics.</p> <p>The budget clearly aligns with the detailed work plan</p>	<p><b>10%</b></p>

**Adherence to DRAC Values and Policies:**

DRAC is committed to the principles of equality and equity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply.

DRAC does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination.

Consultants and their Agents (and their teams where applicable), contracting with Disability Rights Advocacy Center (DRAC) are required to observe and adhere to, the following values of the organization in the form of policies, statements and forms.

It is the Consultants' or Agents' responsibility to familiarize themselves with and adhere to the policies, including the standards, behaviors and principles.

**Child Protection and Adult Safeguarding:**

DRAC recognizes that we have a fundamental duty of care towards all children and adults we engage with, including a duty to protect them from abuse.

**Anti-fraud and Corruption:**

In line with the Corrupt Practices and other related offences Act 2000 and the EFCC Establishment Act 2004 DRAC has a 'zero tolerance' policy towards fraud, bribery, corruption and money-laundering.

**Confidentiality:**

The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with DRAC

The contract signed with the consultant will include other general terms defined by DRAC.

**Method of Application:**

Persons Interested in this assignment should submit a detailed proposal to: [procurement@drac-ng.org](mailto:procurement@drac-ng.org). This should include but not limited to the following:

- Details on understanding of the ToR, scope of work, draft methodology to be used and key criteria for beneficiary selection.
- Understanding of the subject area and recent developments on the topic in Nigeria.
- Demonstrating your approach to delivering the study that has representation and credibility with details on how you propose to effectively execute this at community level
- Timeline, with specific dates from commencement to final submission of all deliverables
- Detailed budget breakdown with work plan based on expected daily rates and all likely expenses with clear distinction on cost of delivery at all levels. The consultant should submit necessary documents pertaining to licenses; a Tax Identification Number (TIN) or Value-added Tax (VAT) certificate is mandatory.
- CV of the lead researcher and other contributing individuals (if planning to work in a team)
- Cover letter
- Names, Organizations, and Contact details of three Referees whom we may contact
- Sample of previous work done