



## Terms of Reference

**Assignment title:** Field Researcher (Consultant) for International study on inclusion of persons with disabilities in peacebuilding

**Location:** Bosnia and Herzegovina

**Duration:** Short-term contract; July-December 2020.

### 1. Background

MyRight is the Swedish disability rights movement's umbrella organisation for international development work. MyRight is a politically and religiously independent aid organisation that works to ensure the fulfilment of the rights of persons with disabilities.

The goal for MyRight's work is to strengthen Partner Organisations - Organisations of Persons with Disabilities, and their capacity to effectively advocate for the rights of persons with disabilities, as well as empower their target groups. In Bosnia and Herzegovina (BiH) MyRight supports joint advocacy initiatives conducted by coalitions of organizations of persons with disabilities.

With funding from the Folke Bernadotte Academy (FBA) MyRight is currently implementing an international study project titled "*Peace for all persons with disabilities in peacebuilding initiatives*" (April 2020 – March 2021). The overall objective of the project is to facilitate access to knowledge, and provide recommendations, on how to include persons with disabilities and their rights, needs and perspectives in peacebuilding initiatives. *The overall project objective is closely linked to Sustainable Development Goals (SDGs): 5: Gender Equality, 10: Reduced Inequalities, and 16: Peace, justice and strong institutions.*

The project will be implemented with a global policy perspective as well as through country case studies in Bosnia and Herzegovina (BiH) and Sri Lanka. The overall purpose of the two country studies is to contribute to increased knowledge on inclusion of persons with disabilities in peacebuilding by identifying current best practices and challenges faced by UN agencies, their implementing partners and other key stakeholders within the peacebuilding communities in the two selected countries. The main findings, conclusions and recommendations of the Study will be presented in a narrative report and an illustrative video synthesising best practices, recommendations, and barriers for inclusion of persons with disabilities in peacebuilding. This will help UN agencies and other international actors, decision-makers and organisations with persons with disabilities to support more inclusive and thereby sustainable peace processes.

This Terms of Reference focuses on the field research to be undertaken in BiH within the international Study project. MyRight is now looking to recruit a field researcher (individual consultant or consultancy company) to lead the field-based research in BiH, with overall

guidance and support from MyRight's Stockholm-based project manager and regional coordinator based in Sarajevo.

## **1.2 Global policy and practice on persons with disabilities in peacebuilding**

2019 was marked by two specifically important policy developments to strengthen the protection of persons with disabilities in armed conflict and to ensure meaningful inclusion in peace processes. The first such development was the adoption of the UN Security Council Resolution 2475 (2019) on the protection of Persons with Disabilities in armed conflict. UNSCR 2475 calls on Member States to ensure that persons with disabilities enjoy equal access to basic services, including education, health care, transportation and information and communications technology (ICT) and systems. In addition, the resolution urges Member States to enable the meaningful participation and representation of persons with disabilities, including their representative organisations, in humanitarian action and in conflict prevention, resolution, reconciliation, reconstruction and peacebuilding. The second progress was marked by the adoption of the United Nations Disability Inclusion Strategy (June 2019)<sup>1</sup>. The strategy provides the foundation for sustainable and transformative progress on disability inclusion through all pillars of the work of the United Nations: peace and security, human rights, and development. The Strategy enables the UN system to support the implementation of the Convention on the Rights of Persons with Disabilities and other international human rights instruments, as well the 2030 Agenda for Sustainable Development including the Leave no one behind principle and the Sustainable Development Goals. The Strategy also includes a policy and an accountability framework, with benchmarks to assess progress and accelerate change on disability inclusion. The policy establishes a vision and commitment for the United Nations system on the inclusion of persons with disabilities.

Alongside the policy developments described above, the Geneva Academy published a Briefing note presenting the key findings and conclusions on a two-year research project on Disability and Armed Conflict. The Briefing identified persons with disabilities as “forgotten victims of armed conflict”<sup>2</sup> and highlighted the lack of reliable, comprehensive and disaggregated data as a key challenge. Moreover, it acknowledged that International Humanitarian Law (IHL), states and humanitarian organizations treat persons with disabilities “as passive recipients of medical treatment and ‘social protection’<sup>3</sup>. While this research project provides valuable insights on the status of the protection of persons with disabilities in IHL and in situations of armed conflict, persons with disabilities as agents in peacebuilding initiatives remains largely under-researched. MyRight's Peace for All – inclusion of persons with disabilities in peace processes - aims to fill this gap.

## **1.3 Bosnia and Hercegovina's (BiH's) peace process**

The General Framework Agreement for Peace in Bosnia and Herzegovina (The Dayton Peace Agreement) 1995 represents one of the most comprehensive peace agreements negotiated in modern history. Most of the provisions of the agreement have been implemented. However, the implementation has been driven by international custodians rather than local engagement, which has failed to facilitate deeper inter-ethnic reconciliation in BiH. The power sharing system, instituted after the war, developed into

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<sup>1</sup> The strategy applies to all UN agencies. The working group on the development of the strategy was co-chaired by UNDP, International Labor Organization the UN Human Rights Office.

<sup>2</sup> Priddy A; Disability and Armed Conflict, Academy Briefing No14, April 2019., p. 13.

<sup>3</sup> Ibid, p. 77.

an intricate network of political institutions and processes that has sustained the deep divisions of the war.

The long-term collaboration between Bosnia and Herzegovina and the United Nations Country team (UNCT) is guided by the United Nations Development Assistance Framework (UNDAF) (2015-2019, extended until December 2020). The UNDAF (2015-2020) includes four interlinked areas of cooperation with a number of expected outcomes, including strengthened mechanisms for peaceful resolution of conflicts, reconciliation, respect for diversity and community security.<sup>4</sup> In the area of peacebuilding, the UNCT is also implementing the Joint UN Programme “Dialogue for the Future (DFF)” in partnership with the BiH Presidency. The programme focuses on facilitating constructive interaction and peacebuilding among youth as leaders and other socially vulnerable groups. The first phase was launched in 2014 and the second phase was implemented from 2017 to 2019, in which the UN worked with institutional and civil society stakeholders to design a joint regional project in BiH, Montenegro and the Republic of Serbia. The third phase of the project was launched in January 2019 with the aim to enhance stability and trust in the region, especially in Bosnia and Herzegovina, through a specific focus on women and youth.

In addition to the United Nations, the European Union, several bilateral donors as well as international and local social society organisations have been implementing peace and reconciliation initiatives in BiH over the past 25 years. A selection of these stakeholders and their current initiatives should be considered in the BiH country case study.

## **2. Specific purpose and objectives**

The overall purpose of the country study in BiH is to assess and analyse capacities, policies, strategies and approaches on inclusion of persons with disabilities among key UN agencies and other relevant international and national stakeholders in support of BiH peace and reconciliation process. The study should be guided by the global policy frameworks mentioned in section 1.2 and grounded in the specific country context outlined in section 1.3.

### **The BiH country Study has the following specific objectives:**

- A.** Contribute to increased knowledge on inclusion of persons with disabilities in BiH peace and reconciliation process by identifying potential best practices, key gaps and challenges with regards to inclusion of persons with disabilities within various agencies of the UNCT in BiH, with specific focus on Dialogue for the Future initiatives and other related initiatives in support for peaceful resolution of conflicts, reconciliation, respect for diversity and community security.
- B.** Provide a comparative analysis of key UN agencies’ capacities, policies, strategies and approaches on inclusion of persons with disabilities and other relevant international and national stakeholders within the peacebuilding community in BiH.
- C.** Contribute to increased knowledge and understanding on the views, needs and interests of Organisations of Persons with Disabilities and their key constituencies in BiH’s peace and reconciliation process. Pay particular attention to and present different experiences, views and interests of women, men, youth, children and ethnic minorities within the broader group of persons with disabilities. Consultant shall take in consideration that **Persons with disabilities** include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with

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<sup>4</sup> Outcome 02 of focus area 1 - Rule of Law and human security of the UNDAF for BiH 2015-2020.

various barriers may hinder their full and effective participation in society on an equal basis with others' (UNCRPD, 2006, p. 4).

- D. Provide tangible recommendations to UN agencies and other key stakeholders involved in BiH's peace and reconciliation process on how to strengthen the inclusion of persons with disabilities.

### **3. Position description – tasks and deliverables**

To meet the overall purpose and objectives outlined above, MyRight is looking to recruit a field researcher (individual or consultancy firm) to under-take desk-based, primary data collection, analysis and reporting in BiH, during a six-months period (July-December 2020.)

#### ***The key tasks of the field researcher are to:***

- i. Develop a field-based data collection methodology and approach and develop a detailed work plan and timeframe for the study. This process should include an initial desk study on inclusion of persons with disabilities in peacebuilding in BiH to identify key stakeholders to engage in the data collection process.
- ii. Develop questionnaires and interview guidance for both face-to-face and group interviews with different informant groups, e.g. representatives of UN agencies, UN implementing partners such as government officials, international and local CSO including disability partner organisations, persons with disabilities and other key stakeholders.
- iii. Work with sign language interpreters, other necessary interpretation and administrative and technical preparations for the data collection.
- iv. Conduct all interviews, transcript and compile key data from the interviews
- v. Undertake data analysis and drafting of the country report
- vi. Participate in one or several launch events of the country report
- vii. Contribute to the production of an illustrative video that will clearly spell out recommendations on how to include persons with disabilities in peacebuilding.

### **4. Deliverables and timeframe**

**4.1** Draft and final inception report presenting the key findings of the initial desk study and outlining the data collection methodology and approach. The inception report should include the following sections:

- Introduction to the country context with key focus on-going peace and reconciliation initiatives and key stakeholders involved in this process
- Research questions clearly linked to the specific objectives outlined in section 2, above.
- Overall research methodology using a combination of quantitative and qualitative data collection methods and an inclusive and participatory approach.
- Geographic scope and sampling of the study.
- Detailed work plan and timelines.

The consultant should submit a draft inception report no later than **31 July 2020** to MyRight and a final inception report no later than **30 August 2020**, taking into consideration the comments and feedback before moving into the next phase of the Study.

**4.2** Submit interview and/or online questionnaires and guidance for MyRight's approval before initiating the primary data collection process, no later than **15 September 2020**.

**4.3** Draft report outlining key findings, conclusions and recommendations, clearly responding to the specific objectives of the Study (see point 2 above) and the specific research questions designed in the inception phase of the Study. The draft report should be submitted no later than **30 November 2020** and should include the following sections;

- Table of content
- Acronyms
- Executive Summary
- Introduction part (objectives, scope, methodology)
- Context and background
- Analytical synthesis of key findings clearly linked to the specific objectives of the Study and specific research questions
- Conclusion and Recommendations on how to strengthen the inclusion of persons with disabilities in peace and reconciliation initiatives in BiH,
- Appendices (as required i.e. case studies, ToR, work schedule, list of respondents, reference documents and others as required).

**4.4** Final report taking into consideration MyRight's comments and feedback on the draft report, to be submitted no later than **20 December 2020**. Both the draft and final report should be presented in English with executive summary also in local languages.

**4.5** Participate in one or several launching events of the Study in BiH. The dates of this activity may fall outside of the duration of the main contract (July – December 2020).

All dates indicated above are preliminary and will be agreed at the start-up meeting of the Study and established through the approval of the inception report of the Study. The implementation of this study will be largely affected by the on-going Covid-19. The consultant/s should demonstrate due consideration to this situation in the tender and provide alternative (online) research methods in case the pandemic will prevent phase-to-phase interviews and meetings throughout the implementation of the study. The Consultant and MyRight will collaborate to identify innovative solutions to potential challenges faced in the design and implementation of the Study.

## 5. Qualifications

### Required skills, competences and experiences

- Academic degree in relevant field (e.g. peace and conflict studies, international law and human rights, development studies or social sciences).
- Professional work experience in peacebuilding and/or human rights-based development
- Strong knowledge of BiH's peace and reconciliation process, with key emphasis on the United Nations funds and programmes
- Relevant knowledge and professional experience in Disability, Children's rights and Gender equality.
- Solid experience in qualitative and quantitative data collection analysis.
- Experience in designing and implementing inclusive (in particular women and men with disabilities and especially girls and boys with disability) and participatory studies (e.g. evaluations, assessments, reviews, etc.) including ethical and safe research, versed in consent procedures, confidentiality and the principle of do-no-harm.
- Experience in drafting of research findings and recommendations.
- Excellent writing and editing skills in English and local language is required.
- Demonstrated ability to multi-task under pressure and to meet strict deadlines.

## 6. Roles and Responsibilities

### 6.1. The Consultant

- Conducts the consultancy with utmost professional diligence in accordance with the timeframe and this Terms of Reference.
- Carries out the consultancy in a manner and standards that best realise the objectives of the consultancy as stated in this Terms of Reference.
- Follow the deliverable with time frames and provide periodical update to MyRight on the ongoing progress of the consultancy through emails, skype, telephone etc.

### 6.2. MyRight project manager and regional coordinator

- Make available internal MyRight documents relevant to this Study.
- Instruct and support the Consultant throughout the implementation of the Study.
- Facilitate communication and contact with MyRight's partner organisations other stakeholders within our network in BiH.
- Assist the Consultant with accessibility aspects and sign language interpretation.
- Coordinate monthly project team meetings (Stockholm-Colombo-Sarajevo team members) and more regular bilateral up-date meetings with the consultant.
- Logistic and practical arrangements of the launch event(s) of the final report.

## 7. Budget and Timeframe

The total cost of this contract is **25.570 KM**, which should cover all costs (consultant fee, travelling costs, communication, etc.) including all applicable taxes and fees. The consultancy is estimated to approximately 65 work days during a six months' period. The consultant/s is invited to present a more detailed work plan and budget with daily consultant fee and additional costs in the tender.

## 8. Payment Schedule

Payment to the Contractor (Consultant) will be made based on the actual number of days worked, deliverables accepted and upon certification of satisfactory completion by the manager.

The payment is divided into three transfers (inception report, draft report and final report and presentations). The amounts and dates of transfers will be agreed in the start-up meeting and will be effected upon the contract between the Consultant and MyRight is signed.

## 9. Resolving Disputes

In the event of any dispute arising between MyRight and the Consultant, who will be signing the contract on implementation of project, a maximum and genuine effort should be made by both parties to resolve such dispute through discussions. If they fail to resolve it in this manner, an arbitrator agreed upon by both parties should be appointed. If an arbitrator cannot be decided upon, the dispute should be resolved through the law courts in the country.

## 10. Property Rights

MyRight shall hold all property rights, such as copyright on matter directly related to, or derived from the work carried out through this Project.

## 11. Accessibility

The Consultant must respect MyRight Accessibility policy, and needs for accessibility when involving respondents with impairments and pay particular attention to provide accessibility of communication. More information about the policy is available on: [http://myright.ba/uimages/MyRight\\_Accessibility20policy20english.pdf](http://myright.ba/uimages/MyRight_Accessibility20policy20english.pdf).

## 12. How to apply?

Qualified candidates (individual or consultancy firm) are invited to submit a tender, which should include:

- A technical proposal: The technical proposal should briefly and clearly describe the following aspects; understanding of the task, and a preliminary methodology and approach for implementing the study, preliminary work plan and timeframe.
- Financial proposal: Specifying daily consultant fee and all other estimated costs for implementing the study, including all taxes and applicable fees.
- A detailed curriculum vitae (CV): detailed CV of the lead consultant and all other team members.
- A work sample of a similar assignment and three references (names and contact details).

The Tender should be submitted by e-mail no later than **11 June 2020** to Binasa Goralija ([binasa.goralija@myright.se](mailto:binasa.goralija@myright.se)) and Ingela Andersson ([ingela.andersson@myright.se](mailto:ingela.andersson@myright.se)).