



Terms of Reference

Assignment title: Consultancy for creation of activity plan for the use of indicators for monitoring of inclusive education in accordance to article 24 of Convention on the rights of persons with disabilities (CRPD)

Location: Bosnia and Herzegovina

Duration: Short-term contract; November 2020 – February 2021.

1. Background

MyRight - Empowers people with disabilities is a Swedish NGO that brings together organizations of people with disabilities to provide a support program for organizations of people with disabilities around the world. International support programs are being implemented in Bolivia, Bosnia and Herzegovina, Nepal, Nicaragua, Rwanda, Sri Lanka and Tanzania.

MyRight's vision is a world where all people with disabilities enjoy equal rights and opportunities for a dignified life without poverty in inclusive societies.

The goal of MyRight's work in Bosnia and Herzegovina is to strengthen the capacity of people with disabilities and their organizations to effectively advocate for the rights of people with disabilities and empower members of their target groups. As a part of the capacity building programme MyRight also coordinates projects financed by different donors.

The project "Quality Inclusive Education - Now!" is funded by the Austrian Development Agency, Light for the World International and Kahane Foundation, is part of the MyRight capacity building program and has been implemented in cooperation with the local NGO DUGA.

The project objective is to improve the capacities of education authorities in the Ministries of Education on the implementation of obligations under ratified international agreements such as the United Nations Convention on the Rights of Child and Convention on the Rights of Persons with Disabilities and in particular Article 24 of this Convention concerning the right to quality inclusive education. The project should contribute out efforts to further democratization and the creation of a tolerant society that respects the human



rights of all citizens through the promotion of inclusive education as a basis for understanding and respecting diversity in Bosnia and Herzegovina.

The importance of education for the development and prosperity in BiH society has been recognized by the UN Committee on the Rights of Persons with Disabilities through its concluding observations from 2017 and the UN Committee on the Rights of the Child recommendations regarding the improvement of quality inclusive education of children and youth with disabilities. Many recommendations related to inclusive education are given in the recommendations from the third cycle of the Universal Periodic Review of the Situation of Human Rights in BiH from November 2019.

One of the project activities was the development of indicators for monitoring the implementation of inclusive education in accordance with Article 24 of the Convention on the Rights of Persons with Disabilities to assist education authorities - Ministries of Education - in monitoring the state of inclusive education of children and youth with disabilities. A working group consisting of representatives of Ministries of Education from all over BiH, and professional, independent organizations worked on the development of indicators, and the document was sent for consideration to a wider group of participants, including the organizations of persons with disabilities. Monitoring and obtaining a realistic picture on the inclusive education using the indicators, the education authorities will easier make decisions on taking the necessary and adequate measures to plan and improve the situation, i.e. change and eliminate perceived shortcomings and irregularities and thus create better conditions for quality inclusive education. This process implies serious dedication and engagement of the Ministries of Education in preparation of the necessary conditions which will lead to the activities for the fulfillment of indicators.

The indicators were presented to the representatives of Ministries of Education, coalitions of organizations of persons with disabilities and civil society organizations dealing with the human rights via videoconference in order to familiarize them with this instrument and advocate for its adoption and implementation by the Ministries of Education.

Duga and MyRight supported creation of indicators as a tool that contributes to the institutional strengthening of individual Ministries of Education as well as the whole education and human rights sector in BiH.

Three Ministries of Education from FBiH have expressed an interest for engagement of a consultant to facilitate adoption and application of indicators in regular everyday work of the Ministries of Education. MyRight is keen to support the three Ministries of Education and engages the consultant to develop the document which will contain plan of activities as a part of the process which will enable and expedite the application of indicators in monitoring and improvement of the quality of inclusive education of children and youth with disabilities.

2. Specific purpose and objectives

The purpose of the consultancy is to provide technical support to the three cantonal Ministries of Education through the extensive consultative and participatory process in



development of document which will be basis for the adoption and use the indicators in their regular activities of monitoring, reporting and planning.

Due to different structures, existing legislations and system of the work of the tree Ministries of Education, the technical assistance and concrete methodology will depend on the early consultative process and inputs that each Ministry will present and identify as the most important and urgent conditions for the implementation of indicators.

Thus, the purpose of the consultancy in each of the three Ministries of Education should focus on the following details:

- Getting an understanding of the most important conditions that need to be in place in order that Ministry commences using the indicators.
- Reaching the joint conclusion and common approach towards the specific needs which will be envisaged by the plan.
- Set up the methodology and scope of work for the creation of the plan.
- Collection and integration of joint significant traits from all three process of creation of plans which could serve as a guide for the other Ministries of Education.

3. Methodology that will be applied in consultancy process

The consultant will work with the liaison persons who are nominated by the Ministers of Education through:

- Visits to the Ministries of Education and meetings with liaison persons and/or wider group of employees nominated by each of the Ministry for the process.
- Online consultations, discussions, or other forms of exchange of necessary information between the Ministries of Education and consultant to ensure joint understanding of ongoing work.
- Desk work on drafting the texts of all above mentioned documents

4. Accessibility

The Consultant must respect needs for accessibility when involving respondents with impairments and pay attention to provide accessibility of communication.

5. Deliverables and timeframe

- Creation of three documents tailored for each of the respective Ministries of Education which will contain plan of necessary activities that are part of the process which guide the Ministries towards the adoption and use of the indicators in their work.
- Creation of integrated document for the use of indicators containing the common



recommendations for the interventions which will enable use of indicators in other Ministries of Education.

The consultant should submit first drafts of four documents no later than **15th of February 2021** to MyRight and respective Ministries of Education.

The completion of final document should be done by **the 28th of February 2021**.

The implementation of this consultancy process will be largely affected by the on-going pandemic of Covid-19. The consultant/s should demonstrate due consideration to this situation and provide alternative (online) methods in case the pandemic prevents face to face interviews and meetings throughout the implementation of the consultancy. The Consultant and MyRight will collaborate to identify innovative solutions to potential challenges faced in the design and implementation of the consultancy.

6. Qualifications

Required skills, competences, and experiences

- Academic degree in relevant field (e.g. development studies or social sciences, or similar).
- 10+ years of consultancy experience in working with capacity building, evaluations, or related issues of the government policy and with the different levels of government bodies.
- Experience in strategic planning processes and good facilitation and communication skills.
- Demonstrated ability to multi-task under pressure and to meet strict deadlines.
- Experience in working with international donors.

7. Roles and Responsibilities

7.1. 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 realize the objectives of the consultancy as stated in this Terms of Reference.

7.2. MyRight staff

- Makes available the required documents and the relevant information requested by the Consultant.
- Instructs and supports the Consultant throughout the implementation of the consultancy



- Facilitates communication and contact with the Ministries of Education.
- Assists the Consultant with accessibility aspects of the consultancy.

7. Budget

The potential amount for consultancy should have a maximum value of (not to exceed) **8 000 BAM** (consultancy fee), including all applicable taxes and fees and travel costs. The consultant/s is invited to present a more detailed work plan and daily consultant fee in the tender. The consultant should also specify estimated travelling costs within BiH and all other foreseen costs for undertaking the consultancy in the tender.

8. Payment Schedule

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

The payment is divided into two transfers. The amounts and dates of transfers will be agreed in the start-up meeting upon the contract between Consultant and MyRight is signed.

9. Assurance of confidentiality

All deliberations relating to this assignment, including all information collected from various meetings/documents shall be kept confidential and shall not be divulged to any third party either verbally or in writing or in any other form.

10. Property Rights

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

11. Resolving Disputes

In the event of any dispute arising between the MyRight partner and the Consultant a maximum and genuine effort should be made by both parties to resolve such dispute through discussion. 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.

12. How to apply

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



should include:

- Letter of intent and availability.
- A technical proposal: The technical proposal should briefly and clearly describe the following aspects: understanding of the task, approach for the implementing the consultancy, preliminary work plan and timeframe.
- Financial proposal: Specifying daily consultant fee and all other estimated costs for implementing the study.
- A curriculum vitae (CV): CV of the lead consultant and all other team members.
- A work sample of a similar assignment and three references (names and contact details) would be appreciated.

The tender should be sent by the post to the address MyRight, Azize Šaćirbegović 80A, 71000 Sarajevo and /or by the email to the project coordinator of MyRight:

natasa.maros@myright.se

The deadline for the submission is Monday, 16.11.2020. until 18.00.

Only selected bidders who meet the criteria will be further consulted before the final selection.

Only short-listed consultant(s) or consulting firm(s) will be contacted.

