

**TERMS OF REFERENCE**

**SHORT-TERM CONSULTANCY ON IDDC SURVEY ON THE EXPERIENCE OF IDDC MEMBER ORGANISATIONS ADAPTING TO THE ONGOING COVID-19 GLOBAL PANDEMIC**

**About IDDC**

The International Disability and Development Consortium (IDDC) is a global consortium of organisations supporting disability and development work in more than 150 countries around the world. IDDC and its members aim to promote inclusive development internationally, with a special focus on promoting the full and effective enjoyment of human rights by all persons with disabilities living in economically poor communities in lower and middle-income countries.

IDDC is based on several core values and principles: the respect of human rights for all; inclusion and diversity; sustainable development and social justice; partnership, participation, and collaboration.

More information about IDDC: [www.iddcconsortium.net](http://www.iddcconsortium.net)

**Background:**

**The COVID-19 pandemic and the subsequent emergency measures adopted to curb its spread has has had a huge impact on Civil Society Organisations and our work. IDDC members, partners and communities in countries where we work were no exception and resilience has been put to the test.**

IDDC considers there will be a great benefit in learning from an analysing how its member organisations responded and how they adapted working practices to the challenges and threats posed by the COVID-19 pandemic. Conducted as part of the UNPRPD COVID-19 Programme, this survey will enable the collection of information on their experience as well as cases studies and good practices to feed into the work of the UN entities.

The Covid-19 Survey will be developed in collaboration between IDDC, IDA, the PRPD Secretariat and external contributors, such as Social Development Direct as well as UN entities involved in the UNPRPD Covid-19 response. Results will be shared in an accessible and easy to use report.

**Services required**

IDDC is looking for a consultant to support the development of the survey and the analysis of its findings, and draft a report summarizing those findings along with recommendations. The activities will include the following:

**Supporting the development of the survey (up to 3 working days).** In this stage, the consultant will support the IDDC Board and Secretariat and consult with key partners in finalising the content of the survey.

**Drafting and finalising the survey report (up to 27 working days).** In this stage, the consultant will be responsible for data set cleaning, data analysis (including statistical analyses of quantitative data and thematic analysis of responses to open-ended questions), follow-up interviews with respondents whenever relevant and drafting of the report.

 The report should summarize the research findings including the following:

* An executive summary including a brief introduction on the objectives and methodology, major findings of the survey along with critical data and recommendations.
* The methodology section detailing the methods of data collections and any gaps and restrictions.
* The main body of the report categorized to different chapters based on major survey findings and priorities set by IDDC.
* Cases studies directly quoted from organisations in the open sections of the questionnaire to be added in chapter and subchapter.
* Figures, tables and charts visualizing survey findings in each chapter along with simple word description of the graphics to ensure accessibility.
* Appendices including more detailed tables, a copy of the questionnaire and any other helpful material.

**Timeline: January 2021-March 2021.**

Tentative Starting day: January 18, 2021

Tentative end day: March 31, 2021

**Qualifications of the consultant**

- A degree in public policy, disability studies, human rights, international development, law or equivalent in a relevant field

- Strong research experience and skills in data management

- Knowledge and experience with qualitative and quantitative data analyses

* Familiarity with articulating research findings and dissemination (e.g. data visualizations)
* Commitment to a rights-based approach, and demonstrated interest in and knowledge of the rights of persons with disabilities
* Previous experience with quantitative and qualitative data analysis of surveys of this kind with an international or global scope.
* Excellent written skills and capacity to produce high-quality research and advocacy material in English. Knowledge of other languages will be a plus.
* Excellent time management skills and ability to work independently, with minimum supervision.
* Knowledge of IDDC network will be a plus.
* Persons with disabilities are strongly encouraged to apply.

**Contracting and Remuneration:**

* Payment and financial compensation will be subject to location and experience;
* A consultancy contract (as per Belgium law) will be signed between the selected consultant and IDDC;
* Applicants are invited to submit a copy of their passport and commercial/consultant registration/tax numbers;
* Payments will be made in several instalments and upon successful completion of the deliverables and submission of invoices.

**How to apply**

The interested consultant should submit a letter of interest, CV, and financial offer indicating the total fees for 30 working days during the specified timeline latest by **January 10, 2021** to coordinator@iddcconsortium.net with the subject “Consultancy application - IDDC COVID 19 Survey”.

Note: **Only shortlisted candidates will be contacted.**