

**TERMS OF REFERENCE
FOR
PACKAGE C26: ICF PILOTING CONSULTANT**

A. INTRODUCTION

Contract	C26		
Project	Loan 3605/Grant 9191-MON: Ensuring Inclusiveness and Service Delivery for Persons with Disabilities		
Expertise	ICF Assessment		
Source	National Independent	Category:	Time based Contract

B. OBJECTIVE OF THE ASSIGNMENT

The Government of Mongolia is implementing the “Ensuring Inclusiveness and Service Delivery for Persons with Disabilities Project” (the Project) with the financing of concessional loans and grant from the Asian Development Bank (ADB).

The Project aims to increase access to services and employment for persons with disabilities (PWD) to increase their autonomy and contribution to the economy and society in general. The project has five outputs:

Output 1: Early identification of children with disabilities strengthened and institutionalized.

Output 2: Service delivery for persons with disabilities improved.

Output 3: Access to the physical environment improved.

Output 4: Work and employment for persons with disabilities improved.

Output 5: Strategic development to support persons with disabilities implemented.

The Ministry of Family, Labor and Social Protection (MFLSP) is the project Executing Agency and is responsible for ensuring the coordination of sector policies and programs, providing policy support for the effective implementation of the project, and the Project Implementing Unit (PIU) is responsible for ensuring the day-to-day operations of the project. See <https://www.adb.org/sites/default/files/project-documents/48076/48076-002-rrp-en.pdf> for more information about the project.

The objectives of this consultancy service are to (i) assist MFLSP and PIU in piloting an assessment tool based on the International Classification of Functions (ICF) to evaluate the working ability of PWD in project six sites/aimags, and (ii) meet the project’s output level indicator “Every person child assessed by the medical commissions in project areas has an ICF diagnosis completed”.

The MLSP will select the national consultant following ADB’s “Guideline on the Use of Consultants by the ADB and its borrowers” (*as 2013 and amended from time to time*).

C. SCOPE OF WORK

1. Develop a guideline on procedures and use of the ICF-based assessment tool developed by the Project consultants (C3) to evaluate the working ability of PWD.
2. Assist MFLSP in pilot testing the ICF-based assessment tool on the working ability of PWD in six project sites/aimags.
3. Assist MLSP in finalizing the guidelines based on pilot test results and consultations with relevant stakeholders, and prepare a plan for national roll-out.

D. TASKS AND ASSIGNMENTS

Within the Scope of Work the consultant will engage in the following activities but not limited:

4. Develop draft guidelines on ICF-based assessment tools of working ability of PWD and processes of usage by relevant officials/commissions to be involved in the assessment.
5. Develop a draft proposal on structure, organization and composition of technical commissions that will use the tools and terms of reference for members of commissions.
6. Prepare a pilot testing plan with a clear methodology and instructions for testing the new tools in project aimags.
7. Organize the capacity building activities for technical commissions in project aimags to implement the pilot testing.
8. Collect feedback from project aimags’ technical commissions on pilot testing and organize consultation workshops to analyze the test results.

9. Prepare the pilot test report with lessons learned, findings, challenges in implementation and recommendations for future use of the ICF-based tools for assessment of the working ability of PWD.
10. Assist MFLSP in conducting consultative meetings with relevant stakeholders to discuss pilot test results and technical reports; finalize the reports based on feedback from relevant stakeholders.

E. EXPECTED REPORTS TO BE DELIVERED DURING AND AT THE END OF CONSULTANCY SERVICES

The Consultant shall submit the following reports to MFLSP and PIU:

1. Study report 1. Guideline on ICF-based tools for assessment of working ability of PWD.
2. Study report 2 and 3. Findings of the piloting ICF-based assessment tool to evaluate the working ability of PWD in six project sites/aimags and Recommendations for future use and possible nationwide roll-out in line with needs and available resources.
3. Training and capacity-building activities reports.
4. Monthly progress reports¹ of the consultancy service.
5. Completion report² at the end of the contract.

The consultant must ensure compliance³ with research and analysis work reports requirements and official document standards for Government organizations.

The reports shall be prepared in Mongolian and English languages.

F. SUPERVISION AND REPORTING

Upon the Notice To Proceed⁴ with the consultancy service, the Consultant shall prepare a Work Plan⁵ for approval by the MFLSP thereby playing a significant role in the project's progression. The Work plan will serve as a basis for measuring progress on the planned outcomes of the entire consultancy service by MLSP and PIU.

The Consultant will report to the Director-General of the Department, Project Director at MFLSP and the Project Coordinator. Work progress will be presented during the Working Group meeting or other meetings as required.

The Consultant shall develop and submit i) A monthly progress report along with a time sheet⁶ for the actual person-days, ii) Study reports, training reports in accordance with contract, iii) A completion report of the consultancy service at the end of contract along with time-sheet for the actual person-months.

The MFLSP and PIU shall review and evaluate the Consultant's performance of the delivered outputs.

Confirmation is required that the MFLSP has accepted the report/deliverables submitted by the Consultant i) Delivery acceptance form⁷ for interim outputs/deliverables, ii) Delivery acceptance form for completion reports/deliverables. It will be part of the documents required to finance the work performed by the Consultant under the contract.

Final study reports as stated in the Contract should be submitted to the MFLSP and PIU both in Mongolian and English languages in paper-based, soft file, and electronically.

The Consultant is required to collaborate closely with the relevant officials at the MFLSP, PIU, and other consultants.

The MFLSP or PIU shall be provided office space during working hours under the contract period.

¹ Use the template for Monthly progress report

² Use the template for Completion report

³ *The study reports will be made available to the public by uploading them on websites of Government agencies and ADB.*

⁴ The notice to proceed letter shall be delivered to the Consultant.

⁵ Use the template for Work plan

⁶ Use the template for time sheet

⁷ Use the template for delivery acceptance forms both in Mongolian and English.

G. CONTRACT DURATION

The contract is expected to commence by October of 2024, and the duration is 10 person-months on an intermittent basis over 18 months.

G. PLACES OF ASSIGNMENT/DAYS ESTIMATED/DATES

Places of Assignment	Days Estimated	Duration (dd/mm/yyyy)
Ulaanbaatar	6 person- days	25/06/2024 – 25/11/2025
Arkhangai aimag	15 person-days	25/06/2024 – 25/11/2025
Darkhan-uul aimag	15 person-days	25/06/2024 – 25/11/2025
Dundgovi aimag	15 person-days	25/06/2024 – 25/11/2025
Dornod aimag	15 person-days	25/06/2024 – 25/11/2025
Khovd aimag	15 person-days	25/06/2024 – 25/11/2025
Khuvsgul aimag	15 person-days	25/06/2024 – 25/11/2025
TOTAL DAYS	Total 10 person-months (222 person-days)	

NOTE: Actual schedule to be confirmed with FMLSP and PIU.