TERMS OF REFERENCE
OF A BASELINE SURVEY FOR THE PROJECT TARGETING INCREASED ACCESS TO
WAGED-EMPLOYMENT FOR PERSONS WITH DISABILITIES IN KAMPALA, UGANDA.

1.0 Background
The 1995 Uganda constitution (as amended), Article 40 guarantees every person in Uganda a right to practice his or her profession and to also carry out any lawful occupation, trade or business. Article 35: ‘(1) states that persons with disabilities have a right to respect and human dignity and the State and society shall take appropriate measures to ensure that they realise their full mental and physical potential. The Employment Act (2006) Section 6 (1) provides that it shall be the duty of all parties including the Minister, labour officers and the industrial court to seek to promote equality of opportunity with a view to eliminating any discrimination in employment. The Uganda National Employment Policy (2011), in its guiding principle No. 6.7, recognises affirmative action in favour of the vulnerable groups. The Persons with Disability Act (2006) Section 12, prohibits discrimination against a qualified person in employment on grounds of disability and elaborates on acts that constitute discrimination.

Since 1998 the government of Uganda has provided full scholarships to 64 students with disabilities a year to attend university. This government sponsorship for students with disabilities has resulted in the successful graduation of approximately 1,300 young people with disabilities over the past 20 years (a number increasing each year). This number of graduate young people with disabilities of course is in addition to the students who can afford to go to university independently. For example, in 2010, a total of 240 self-funded students with disabilities were admitted to various public universities in Uganda.

Although thousands of persons with disabilities have gained diplomas from training institutions of higher learning and university degrees, many are still not in employment. Many skilled persons with disabilities are finding it almost impossible to access employment. Although there are limited waged employment options for all in Uganda,

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2 Government of Uganda, Uganda’s Initial Status Report 2010 on the UNCRPD, P.37
waged employment is increasing for the overall population, and persons with
disabilities are being left behind in this momentum. **The Waged Employment Project**

Leonard Cheshire\(^3\) and her partner; Cheshire Services Uganda\(^4\) have received funding
from Big Lottery Fund to deliver a 2 year project (July 2018-June 2020) entitled
‘Increasing access to waged employment for Persons with Disabilities in Kampala’.
The project will be delivered in collaboration with Light for the World through their
Make 12.4% Work campaign and carrying out complementary activities. The project
will also be implemented with a consortium of four selected Disabled People
Organizations in Uganda including; the National Union of Disabled Persons of Uganda
(NUDIPU); Uganda National Association of the Deaf (UNAD); Uganda National Action on
Physical Disability (UNAPD) and the National Union of Women with Disabilities of
Uganda (NUWODU) and

The project will seek to achieve the following four objectives;

i. Build institutional and organisational capacity of DPOs to support PWD in waged
   employment in the formal sector

ii. To increase employability through training, mentoring and coaching of 100 job
    seekers with disabilities

iii. To develop an online employment platform to support job seekers with
    disabilities to find work

iv. To build the capacity of 30 employers to employ and support people with
    disabilities

1.1 **Project outcomes**

The project has a comprehensive log frame with a number of intermediate and
higher level outcomes. The intermediate outcomes are listed below; **Intermediate
Outcomes**

1. DPOs have increased knowledge and organisational skills to support PWDs in
   waged employment in the formal sector

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\(^3\) Leonard Cheshire (LC) is a UK registered charity that works globally in the field of Disability and Inclusive
Development. LC works in 13 countries across Africa and Asia; partnering with local Cheshire Services to
implement programmes for Persons with Disabilities in the areas of inclusive livelihoods, inclusive Education,
influencing, youth leadership and Research.

\(^4\) Cheshire Services Uganda (CSU) is a locally registered Non-Governmental Organization implementing
programmes aimed at improving the quality of life of Persons with Disabilities. CSU focuses on five thematic
programme areas: Education, Economic Empowerment, Health & Rehabilitation, and Campaign and Advocacy. One
of CSU’s five strategic objectives (2016-2020) is to improve incomes for Persons with Disabilities through
placement, skills training, and advisory support and market linkages.
2. Increased Skills of DPOs to advocate and deliver awareness training to key stakeholders and employability skills to job seekers with disabilities.

Women and men with disabilities develop skills for securing and sustaining employment

3. Increase in women and men with disabilities who access digital platforms for work-related guidance and support

4. Increase in employers’ awareness and knowledge on disability rights and benefits of inclusive employment

5. Increase in employers posting on the jobAbility portal

2.0 Purpose of the consultancy

The project is seeking to procure services of an independent consultant to conduct a mixed-method, gender-sensitive baseline study to understand the current socio-cultural, context and access to the labour market; particularly concerning the opportunities and barriers for post graduate and professionally qualified men and women with disabilities to enter and sustain waged employment in Kampala The baseline study is designed to:

i. Provide a baseline understanding of how the socio-cultural gender norms, economy, labour market and employment policies support or hinder people with disabilities to enter and sustain waged employment in Kampala and particularly how civil society and the use of an employability website can support.

ii. Assess the relevance and gender sensitivity of the project design and activities and whether these will address the issues and barriers identified by the baseline.

iii. Establish the baseline status of key outcome areas outlined in the project log frame before the intervention in order to clarify the targets and measure changes and evidence the impact of the project.
iv. Review the baseline findings and make recommendations on how the project might improve project design to increase the participation of women and men with disabilities gain and sustain waged employment.

It is important to note that also during this baseline period there will be an additional capacity assessment undertaken with the DPO’s to understand their knowledge and skills to deliver employability skills training to people with disabilities and awareness raising and support with employers and a further consultancy to explore in detail the development of the online tools and resources required for a comprehensive employability website in Uganda.

2.1 Baseline evaluation questions

The consultant will design and implement a mixed methods baseline study as an integrated part of the overall project MEL strategy and plan for the project, to answer the following five evaluation questions;

i. What is the baseline assessment of people with disabilities their employability knowledge, skills and attitude to be able to competently and confidently compete for waged employment in a relatively small formal market sector?

ii. How would an online accessible platform and database which contains up-to-date information on inclusive tools, services, jobs and the CVs of job seekers help to enhance the chances of employment to the disabled men and women?

iii. What is the baseline knowledge, skills, attitude and experience of employers to provide equal employment opportunities to people with disabilities including recruitment, accommodation and retention of people with disabilities?

iv. How relevant is the project design and activities to improve employment prospects, income and social inclusion of jobseekers (men and especially women) with disabilities in Kampala city?

v. What are the opportunities, threats and risks of the project activities to influence socio-cultural norms and improve access for job seekers (men and especially women) with disabilities to find and retain waged employment opportunities in Kampala?
3. **Scope of Work**

The scope of work for the current consultancy assignment will include conducting a baseline study in Kampala between November 2018 and February 2019;

i. Detailed inception report including the designing the evaluation tools/frameworks, piloting the tools/frameworks, training of enumerators and drawing a data collection plan

ii. Collecting the primary and secondary quantitative and qualitative data

iii. Analysis of the quantitative and qualitative data collected

iv. Validation workshop

v. Writing and submission of the baseline report and Power Point summary of the findings

4. **Methodology**

As part of the technical proposal, Consultants are expected to propose a detailed methodology including the sampling framework for both qualitative and quantitative samples that they intend to use for the baseline study. This methodology should include both quantitative and qualitative approaches addressing the direct beneficiaries as well as the other key stakeholders. That said, the following are key for the methodology of current baseline:

- Desk-based review of relevant documents such as; the Scoping Study providing background information on the project, country/district disability profiles, and national disability and employment legislation and policy documents.
- Quantitative survey among both women and men job seekers with disabilities to assess individual experience, opportunities and barriers to waged employment including the value, potential of using technology in recruitment of people with disabilities
- Key Informant Interviews with employers (CEOs and HR Managers), leaders of the DPOs and government officials, partners of the ‘Make 12.4% Work’ campaign, political leaders of people with disabilities, and any other stakeholders as will agreed at inception
• Focus Group Discussions with selected community interest groups, mainly DPO’s, job
seekers with disabilities, youths with disabilities in waged employment, family
members of job seekers with disabilities.

5. **Baseline evaluation users**
The findings from the evaluation will primarily be used:

i. by the project management team, project partners and stakeholders to inform
   improvements in the project design and delivery of the project during its
   lifetime;

ii. by partners, stakeholders and the Government to learn lessons from the project
    for the purpose of replicating what works elsewhere and/or taking up
    approaches and activities in order to scale up the project
    by other donors, academic institutions and economic inclusion networks to inform the
    wider policy debate concerning the waged employment of persons with disabilities.

6. **Deliverables**
The main deliverables for this consultancy are 7:

a) **Inception report.** Submitted in electronic form and in English. The Inception
    plan shall include: Consultant’s understanding of the TOR and comments, proposed
    methodology, Data collection instruments, field visit plan and report outline, detailed
    evaluation framework and implementation plan.

b) **Enumerators training and tools pre-test report,** showing how the training was
    conducted, any revisions made to the tools and the reasons.

c) **Draft report.** The draft report shall have the following contents: introduction
    and Background/context, Methodology, Findings, conclusions and recommendations
    particularly analysis of the relevance of planned interventions in promoting waged
    employment of persons with disabilities, impact on the planned project design and
    the way forward for LC, CSU, and the 4 implementing DPO partners among others. The
    consultant shall submit the draft report in soft copy in PDF and Word format and
    should be submitted in English for feedback from CSU and LC.
d) **Validation of Findings.** In addition to the feedback from LC and CSU, the successful consultant will need to present the draft findings to stakeholders for validation before submission of the final report.

e) **Final report**

A final report, in addition to the above contents, shall incorporate comments from the CSU, LC, and other stakeholders who will be consulted for validating the draft report. The consultant shall submit a soft copy in PDF and Word format together with 3 bound colour hard copies.

f) **Power Point summary of baseline**

g) **Completed and accurate base-line data sets.** The consultant will be expected to provide a fully ‘cleaned-up’ dataset in SPSS or STATA file format accompanied by the code used to carry out analysis and a variable codebook, and all qualitative data transcripts.

7. **Timeline**

The implementation timeline will follow the following proposed roadmap for baseline evaluation below;

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Identify, Recruit and deploy consultants</td>
<td>30th November 2018</td>
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<tr>
<td>Development and agreement on data tools as well as Inception Report</td>
<td>by 14th Dec 2018</td>
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<tr>
<td>Data Collection (Quantitative and Qualitative )</td>
<td>by 11th Jan 2019</td>
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<td>Submission of Draft baseline report</td>
<td>by 1st Feb 2019</td>
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<td>Leonard Cheshire/CSU provide feedback</td>
<td>by 8th Feb 2019</td>
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<td>Validation workshop</td>
<td>by 15th Feb 2019</td>
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<td>Submission of Final Report and Power point</td>
<td>by 28th Feb 2019</td>
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<td>Dissemination of findings</td>
<td>tbd</td>
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8. **Budget/Remuneration**

i. The available budget for the baseline study is USD 5000.

ii. Milestone payments will be linked to successful and adequate responses to the main products as follows:

- 40% Upon submission of an inception report
- 30% of submission of first draft
- 20% on acceptance of the final report.
9. **Professional Skills and Qualifications**

- Interested consultants are required to clearly identify and provide CVs for all those proposed in the Evaluation Team, clearly stating their roles and responsibilities for this evaluation.

- Interested consultants should have Skills in quantitative and qualitative data collection and analysis, drawing findings from multiple sources and handling potential contradictions between data sets.

- The interested consultant need to have disability and gender expertise required on conducting research with disabled people.

- The interested consultant needs to have a range of skills in statistical modelling and analysis of impact data; highly proficient user of: SPSS or STATA; and qualitative data analysis techniques, including the use of software e.g. ATLAS.ti, NVivo or equivalent where needed.

10. **Management and Reporting**

 LC shall oversee the baseline evaluation assignment with support from CSU.

11. **Application Procedure**

Interested consultants should submit technical and financial proposal clearly identifying and providing CVs for themselves and others proposed in the evaluation team, as well as the associated costs.

The format of the proposal is outlined in the table below:

<table>
<thead>
<tr>
<th>Content</th>
<th>Description</th>
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<tbody>
<tr>
<td>Preliminaries</td>
<td>Cover page, table of contents</td>
</tr>
<tr>
<td>Part 1</td>
<td>• Background (Company/individual)</td>
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<td></td>
<td>o Vision, mission and objectives</td>
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<td></td>
<td>o Brief history</td>
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<td>o Product/service portfolio</td>
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<td>• Key differentiators and unique selling points that make you and/or your organisation the supplier of choice</td>
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<td></td>
<td>• Relevant experience with organisations of comparable size and geographical spread within the not for profit sector</td>
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<td>• Relevant experience of delivering evaluation services in Uganda or similar environments</td>
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<td>• Key supplier relationships already established for the provision of services, particularly in Africa</td>
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<td></td>
<td>• Detailed implementation methodology &amp; how it will be applied</td>
</tr>
</tbody>
</table>
- Risk management methodology and how it will be applied
- Portfolio of projects successfully delivered and current projects being undertaken and the expected outcomes

**Part 2**  
Service specification document detailing how your evaluation design will meet the objectives and evaluation questions Including; evaluation framework, with examples of survey questions, key informant interview questions, and focus group discussion questions, how you propose to analyse and report on the data and a work plan

**Part 3**  
Three relevant references (including recommendation letters to be annexed to the technical proposal)

**Part 4**  
Financial reports for previous three years (not necessary for individuals)

**Part 5**  
An evaluation budget. This budget should cover the data collection, analysis, validation and reporting for the baseline evaluation. This budget should include all costs covering team member costs, travel, research costs and any other costs associated the completion of the work and any applicable taxes.

**Part 6**  
Attachment of supporting documents, CVs, Registration documents, evidence of tax compliance in accordance with the Uganda’s tax laws, Powers of attorney, PPDA, recommendation letters

### 12. Submission of proposals

Interested consultants are invited to submit a proposal by 5:00 PM (Uganda time) on November 22nd, 2018 to csu@csuganda.org and copy to rachel.gondwe@leonardcheshire.org