

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

<p>1.0 Background</p>	<p>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.</p> <p>The Uganda National Employment Policy (2011), in its guiding principle No. 6.7, recognises affirmative action in favour of the vulnerable groups.</p> <p>The Persons with Disability Act (2019) Section 9, prohibits discrimination against a qualified person in employment on grounds of disability and elaborates on acts that constitute discrimination.</p> <p>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 1,400 young people with disabilities over the past 23 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 on private sponsorship). For example, in 2010, a total of 240 self-funded students with disabilities were admitted to various public universities in Uganda.</p> <p>Although thousands of persons with disabilities have gained diplomas and university degrees from training institutions of higher learning, 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, waged employment is increasing for the overall population, and persons with disabilities are being left behind in this momentum.</p>
<p>1.1 The Waged</p>	<p>Leonard Cheshire¹ and her partner; Cheshire Services Uganda² received funding from National Lottery Community Fund to deliver</p>

¹ 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

employment project	a project (2018-2021) entitled ' <i>Increasing access to waged employment for Persons with Disabilities in Kampala</i> '. The project is delivered in collaboration with Light for the World through their Make 12.4% Work campaign and carrying out complementary activities. The project implemented with a consortium of three Organisations of persons with Disabilities (OPD's) in Uganda including; the National Union of Disabled Persons of Uganda (NUDIPU); Uganda National Action on Physical Disability (UNAPD) and the National Union of Women with Disabilities of Uganda (NUWODU).
1.2 Project Objectives	The project seeks to realise the following four objectives; i. Build institutional and organizational capacity of OPD's to support people with disabilities 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
1.3 Project Outcomes	The project's higher level outcomes include; A. OPD's have strengthened organisational capacity B. Strong OPD's effective in recommending inclusive services from employers C. Women and men with disabilities gain waged employment D. Women and men with disabilities with greater security E. Increase in women and men with disabilities who feel that their opinions matter in the household F. Increase in women and men seeking job opportunities through digital platforms G. Increase in employers with strategies for inclusion of women and men with disabilities H. Increase in women and men with disabilities whose workplace or working arrangements are adjusted to include them I. Stronger measures to address protection breaches in workplaces of women and men with disabilities
2.1 Purpose of the consultancy	The project is seeking to procure services of an independent consultant to conduct a mixed-method, gender-sensitive endline study to assess whether the project objectives and results as identified in the project's log frame are being realized, and to document the lessons learnt as well as the success factors.

implement programmes for Persons with Disabilities in the areas of inclusive livelihoods, inclusive Education, influencing, youth leadership and Research.

² 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.

<p>2.2 Endline objectives</p>	<p>This evaluation will be guided by the following 5 broad objectives:</p> <ul style="list-style-type: none"> i. To provide a robust measurement of the project’s results against the intended objectives and outcomes (higher level as well as intermediate outcomes) ii. To understand the drivers, enablers and barriers to the waged employment of people with disability targeted by the project including factors such as type of disability, gender and the impact of Covid-19. iii. To describe the mechanisms which the project has put in place to ensure sustainability at the level of OPD’s, individual people with disability and employers iv. To draw lessons from the design, implementation, successes and failures of the project and how we might do things differently in the future. v. To support with the dissemination of evaluation findings and lessons from the project
<p>2.3 Evaluation questions</p>	<ul style="list-style-type: none"> I. How did the project influence the prospects of employability for people with disabilities in the formal waged employment sector? Please explore this on three levels: a) People with ‘A lot’ or ‘can’t do at all’ functional difficulties compared to people with ‘Some’ level of functional difficulty as described by the Washington Group Questions b) People with disabilities that live in rural compared to urban locations c) Women with disabilities compared to men with disabilities? II. How has the project influenced the capacity of OPD’s to work together to sustain support for people with disabilities in the waged employment sector? Please explore the advantages and disadvantages of this collaboration as opposed to individual OPD’s working alone and whether this has influenced OPD’s advocacy efforts towards inclusive waged employment? II. How relevant, effective and sustainable is the jobability platform in enhancing the future chances of employment for men and women with disabilities? Please explore further the relevance and effectiveness of this platform for Please explore this on three levels: a) People with ‘A lot’ or ‘can’t do at all’ functional difficulties compared to people with ‘Some’ level of functional difficulty as described by the Washington Group Questions b) People with disabilities that live in rural compared to urban locations c) Women with disabilities compared to men with disabilities? V. To what extent did the project influence and build the capacity of employers to employ and support people with disabilities? Please explore this from the perspective of the employer and in contrast how people with disabilities perceive the role of employers

<p>3.0 Scope of work</p>	<p>The scope of work for the current consultancy assignment will include;</p> <p>a) Content Scope: The Evaluation will cover all the components of the intervention; OPD's capacity building, job seekers identification and assessment, and employability trainings, placement/ internship of candidates, jobability platform, collaboration with the 'Make 12.4% Work' campaign, and the employers mapping and training. The endline objectives, evaluation questions should be answered with evidence gathered through these evaluations and lessons learnt highlighted.</p> <p>b) Time Scope: The evaluation will cover the implementation period from October 2018 to July 2021. The evaluation period will commence in July 2021 and is expected to end September 2021.</p> <p>c) Geographical Scope: The evaluation will be conducted in Greater Kampala;</p> <p>d) Target group: 3 OPD's engaged in the project, 172 beneficiaries enrolled in the waged employment project, 30 employers, and other stakeholders who were involved in the project such as family members of candidates with disabilities.</p>
<p>3.1 Methodology</p>	<p>Due to the COVID 19 pandemic, it is expected that the consultant will propose a detailed evaluation methodology and evaluation approach that is compliant with Covid-19 Standard Operating Procedures of Ministry of health. However, it is expected that they would indicate:</p> <p>a) Data sources: The evaluation will obtain data from both primary and secondary sources for both qualitative and quantitative data</p> <p>b) Data collection: Please describe the data collection methodologies; some suggestions are as follows; a household survey, Focus Group Discussions and Key Informant Interviews and provide 3 case studies illustrating the impact of the project on the employability of people with disabilities. Other stakeholders to be included involve representatives from various interest groups, such as; employers (CEOs and HR Managers), leaders of the OPD's s and government officials, partners of the 'Make 12.4% Work' campaign, political leaders of people with disabilities. Desk review as another method of data collection shall be conducted through review of literature such as Scoping Study, periodic project reports, project baseline and OCA reports, and log frame; this should guide the consultant in the development of tools for data collection. Data will be collected on an agreed platform; digital and (or) hard copy, and analyzed using appropriate software. The performance of each indicator will be presented using descriptive statistics in percentages or graphs.</p> <p>c) Data Disaggregation: Data will be disaggregated by disability domain according to the level of functional difficulties applied</p>

through the Washington Group Questions and skill or trade undertaken. We are interested to learn how the interventions are appropriate and effective for all types of disability or if there are still some gaps.

d) **Sampling:** The consultant is to propose a representative sample by type of disability, and sex. Both probabilistic and non-probabilistic methods of sampling shall be employed in determining the sample size(s) for respondents to be used. The sample size for both quantitative and qualitative data should be as representative as possible.

e) **Comparison with baseline.** The consultant is expected to compare disaggregated endline findings with those of baseline. Where a need arises, relooking at the baseline data for disaggregation will be part of this evaluation.

f) **Covid-19 and its impact on the project.** The evaluation will have to take into account the period that interventions stopped or what interventions were still possible.

g) **Validation:** The findings should be validated by key respondents. In light of covid-19 we are open to innovative approaches for validation,

h) **Reporting:** The evaluation report shall be no more than 40 pages and shall replicate the format below;

- i. Title page
- ii. Table of Contents
- iii. Acronyms
- iv. Acknowledgments
- v. Executive Summary
- vi. Background and Project Description
- vii. Purpose and rationale of the evaluation
- viii. Evaluation methodology, including limitations
- ix. Evaluation Findings presented under the headings of the key project objectives, outcomes and ensuring the evaluation questions have been addressed.
- x. Impact of Covid-19
- xi. Lessons learned based on quantitative or qualitative evidence; showing the context, intervention, result and the lesson for future programming or scale up.
- xii. Conclusion and Recommendations.
- xiii. Bibliography
- xiv. Annexes:
 - a. Completed log frame
 - b. Photos (high resolution) taken during evaluation and field implementation
 - c. List of participants in meetings and interviews
 - d. List of Research assistants and all involved in the evaluation
 - e. Data collection tools
 - f. Evaluation ToR
- Other relevant documents

<p>3.2 Evaluation Target audience</p>	<p>The evaluation target audiences shall be the:</p> <ul style="list-style-type: none"> ○ project management team (CSU and LC international department), project partners and stakeholders to demonstrate accountability for the funding received from NLCF and to understand the impact of the project during its lifetime ○ project management team to leverage additional resources from existing and new partners and stakeholders to scale-up and sustain the activities /benefits delivered by the project ○ community, partners and the Government to inform their own support to beneficiaries and to support systemic change ○ Other donors, academic institutions and education networks to inform the wider policy debates concerning the employability of people with disability. 								
<p>3.3 Deliverables</p>	<p>The consultant will deliver 6 items:</p> <p>a) Inception plan. Submitted in electronic form and in English. The Inception plan shall include: the 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. The consultant can propose the format of the report in the inception report.</p> <p>b) Enumerators training and tools pre-test report, showing how the training was conducted, and any revisions made to the tools, the reasons for the change.</p> <p>c) Draft report. The draft report shall have the following contents: introduction and background/context, methodology, findings, lessons learnt, conclusions and recommendations with 3 case studies. The consultant shall submit the draft report in soft copy in Word format and should be submitted in English for feedback from CSU and LC.</p> <p>d) Validation workshop including, Power Point Infographics summary report of the key findings, not exceeding 20 slides</p> <p>e) Completed and accurate data sets, submitted with draft report. The consultant will be expected to provide a fully ‘cleaned-up’ data set accompanied by the analysis plan used to carry out analysis.</p> <p>f) Final report. A final report, in addition to the above contents, shall incorporate comments from the key CSU and Leonard Cheshire stakeholders who will be consulted for validating the draft report. The consultant shall submit a soft copy in PDF and Word format together with 1 bound colour hard copy.</p>								
<p>3.4 Timelines</p>	<p>The implementation timeline will follow the following proposed roadmap for endline evaluation below;</p> <table border="1" data-bbox="431 1688 1373 1881"> <thead> <tr> <th data-bbox="431 1688 1084 1730">Deliverable</th> <th data-bbox="1084 1688 1373 1730">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="431 1730 1084 1772">Identify, Recruit and deploy consultants</td> <td data-bbox="1084 1730 1373 1772">16th July 2021</td> </tr> <tr> <td data-bbox="431 1772 1084 1843">Development and agreement on data tools as well as Inception Report</td> <td data-bbox="1084 1772 1373 1843">23rd July 2021</td> </tr> <tr> <td data-bbox="431 1843 1084 1881">Data Collection (Quantitative and</td> <td data-bbox="1084 1843 1373 1881">26- 30th July-</td> </tr> </tbody> </table>	Deliverable	Date	Identify, Recruit and deploy consultants	16th July 2021	Development and agreement on data tools as well as Inception Report	23 rd July 2021	Data Collection (Quantitative and	26- 30 th July-
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	Qualitative)	2021
	Submission of Draft end line report including PP and case studies	13 th Aug 2021
	LC/CSU provide feedback	20 th August 2021
	Validation of findings	25 th August 2021
	Submission of Final draft with case studies	30 th August 2021
	LC/CSU provide feedback	3 rd Sept2021
	Submission of Final Report, case studies and Power point	10 th Sept 2021
3.5 Budget	<p>The available budget for the endline evaluation is GBP 7,000 Milestone payments will be linked to successful and adequate responses to the main products as follows:</p> <p>a) 40% Upon Acceptance of an inception report b) 60% on acceptance of the final report.</p>	
3.6 Qualification	<p>LC is open to tenders from single applicants or joint proposals and from evaluators with disabilities. A key goal for LC is to minimise its overhead and operating expenses so that the maximum amount of funding can be allocated to the provision of services to people with disabilities. We are, therefore, very interested in working with suppliers that are willing to share in this goal; through providing the charity with exceptional and innovative commercial terms, whilst meeting our expectations in terms of quality and service. In developing this proposal, we ask you to consider LC and how you might structure your proposal to support us in delivering the best possible services and support to the disabled individuals and communities that we serve. Applicants are required to clearly identify and provide CVs for themselves and others proposed in the Evaluation Team, (clearly stating their roles and responsibilities for this evaluation). The key qualifications required for the lead consultant include:</p> <ul style="list-style-type: none"> ➤ At least Masters or equivalent in sustainable development Studies, Livelihoods or Social Sciences. The proposed evaluation consultant/team should include the technical expertise required to deliver the scope of work and assessment outputs, in particular, with regards to: ➤ Relevant subject matter knowledge and demonstrable experience of evaluations and reviews in international development (particularly in West Nile, Uganda), disability, livelihoods and gender would also be an advantage. This will ensure that the endline evaluation is as relevant and meaningful as possible, given the aims and objectives of the project and the context in which it is being delivered; ➤ Evaluation management: Demonstrable experience managing evaluation projects within budget and on time. ➤ Ability to analyse Quantitative and qualitative data drawn from the interviews and discussions and synthesize the information 	

	<p>with the project progress records and reports to provide a clear assessment of progress to date, learning and recommendations for taking the project forward.</p> <ul style="list-style-type: none"> ➤ Knowledge of methods for protecting confidential data. ➤ Open communication skills for working with diverse groups ➤ Ability to prepare and present the end of project findings in a manner that increases the likelihood that they will be used and accepted by all project stakeholders internal and external including the donors. ➤ The consultant will need to present evidence of tax compliance in accordance with the Uganda's tax laws.
3.7 Bid procedure	Interested consultants are required to submit technical and financial proposal of no more than 20 pages. Clearly identify and provide CVs for themselves and others proposed in the evaluation team (stating their roles and responsibilities for this evaluation), as well as the associated costs.
3.8 Deadline, submission of proposals	Interested consultants are invited to submit a proposal by 5:00 PM (EAT) by 5 th July 2021 to csu@csuganda.org and copy to rachel.gondwe@leonardcheshire.org