



TERMS OF REFERENCE (TOR)

CONSULTANCY FOR THE DEVELOPMENT OF TRAINING MANUAL AND GUIDELINE ON INCLUSION OF CHILDREN WITH DISABILITIES

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1. BACKGROUND

The National Council for Civic Education (NCCE) is a state institution established by Act No.1 of 1998, pursuant to Article 198 of the Second Republican Constitution of The Gambia. The NCCE is mandated to create and sustain awareness of constitutional democracy for the achievement of political, economic and social stability through civic education (See Section 199 of the 1997 Constitution).

In July 2015, The Gambia ratified the Convention on the Rights of Persons with Disabilities (CRPD) to ensure the promotion and protection of the rights of Persons with Disabilities (PWDs). In July 2021, The Gambia enacted the Persons with Disabilities Act, 2021, which defines disability as "physical, mental, intellectual, or sensory impairment that, when combined with various barriers, may hinder full and effective participation in society on an equal basis with others." This Act was designed to protect, promote, and uphold the inherent rights of PWDs as guaranteed in section 31(1) (2) and (3) of the 1997 Constitution of The Gambia and the CRPD. However, despite this significant achievement, the law has yet to come into effect, preventing PWDs and stakeholders from benefiting from its provisions and full enforcement. The delay in the implementation of the law and its ineffective enforcement highlight one of the challenges faced by PWDs in claiming their rights and engaging meaningfully in national development.

These challenges encompass both direct and indirect discrimination prevalent across various sectors, including health, education, and employment, originating from both State and non-state actors. The persistence of stigma and negative attitudes towards PWDs in The Gambia results in their isolation and lack of meaningful engagement in the country's development. This exclusion has a ripple effect on the intersectional marginalization of PWDs, as it acts as a barrier to the full enjoyment of other fundamental human rights and freedoms, such as freedom of assembly, association, and the right to the highest attainable standard of health, especially mental health.

The 2021 Situational Analysis of the rights of PWDs in The Gambia highlights the urgent need to focus on ensuring the inclusion of children with disabilities in all aspects of Gambian society, particularly in the education sector where their needs are often overlooked. This lack of inclusion puts them at risk of missing out on vital educational opportunities, trapping them in a perpetual cycle of poverty and abuse, further marginalizing and increasing their vulnerability.

To address these issues, the National Council for Civic Education (NCCE) in collaboration with UNICEF under the United Nations Partnership on the Rights of Persons with Disabilities (UNPRPD) requires the service of an expert in promoting the rights of children, particularly children with disabilities, to develop a Training Manual with Training Guidelines and roll out a Training of Master Trainers for key actors in promoting the inclusion of children in The Gambia.

2. RATIONALE

Overall, the rationale for the proposed action is rooted in the need to address the challenges faced by persons with disabilities in The Gambia, particularly children with disabilities, and to promote their inclusion and realization of their rights. By developing Training Manual with Training Guidelines and roll out a Training of Master Trainers and implementing inclusive practices, the aim is to create a more inclusive society that values and respects the rights and dignity of all individuals, regardless of their abilities.

3. OBJECTIVES

The primary objective of this consultancy is to develop a comprehensive Training Manual with Training Guidelines that will be used to train educators, caregivers, and relevant stakeholders on effective strategies for the inclusion of children with disabilities in educational settings. Specifically, the consultant is expected to:

- **Develop a comprehensive Training Manual with Training Guidelines on the inclusion of children with disabilities**

The consultant will create a detailed manual and guideline that provides step-by-step guidance on promoting the inclusion of children with disabilities. This manual will cover essential topics such as understanding disability, creating an inclusive environment, adapting teaching methods, and supporting the specific needs of children with disabilities.

- **Provide practical strategies and tools for key actors to foster an inclusive environment**

The training manual will include practical strategies and tools that educators, caregivers, and other stakeholders can utilize to create an inclusive environment for children with disabilities. These strategies may include classroom adaptations, individualized support plans, assistive technologies, and collaboration with parents and specialized professionals.

- **Ensure alignment with local, national, and international laws and policies related to disability inclusion**

The training manual will be developed in accordance with local, national, and international laws and policies that promote disability inclusion, in particular the United Nations Convention on the Rights of Persons with Disabilities (CRPD). This will ensure that the training content aligns with legal frameworks, guidelines, and best practices, enabling stakeholders to implement inclusive practices within the boundaries of the law.

➤ **Foster awareness and understanding of the challenges faced by children with disabilities**

The training manual will emphasize the importance of raising awareness and understanding of the challenges faced by children with disabilities. It will provide insights into the barriers and discrimination that children with disabilities encounter, aiming to promote empathy, sensitivity, and a rights-based approach among stakeholders.

4. SCOPE OF WORK

The Consultant is expected to undertake the following tasks:

➤ **Conduct a comprehensive review**

The consultant will conduct a thorough review of existing literature, local laws, policies, and international guidelines related to the inclusion of children with disabilities. This review will provide a solid foundation for the development of the training manual.

➤ **Develop a comprehensive training guideline**

Based on the review and in consultation with relevant stakeholders, the consultant will develop a detailed training manual that covers all aspects of promoting the inclusion of children with disabilities. The guideline should be comprehensive, practical, and easy to understand, providing clear step-by-step instructions and strategies.

➤ **Include practical strategies and tools**

The training manual should include a range of practical strategies and tools that can be implemented by educators, caregivers, and other stakeholders. These strategies and tools should be evidence-based and tailored to address the specific needs and challenges faced by children with disabilities in the local context.

➤ **Ensure alignment with laws and policies**

The consultant will ensure that the training manual is aligned with local, national, and international laws and policies related to disability inclusion. This includes incorporating relevant provisions from the Persons with Disabilities Act, 2021, and the CRPD, as well as other relevant legislation and guidelines.

➤ **Conduct stakeholder consultations**

The consultant will engage in consultations with key stakeholders, such as educators, caregivers, representatives from organizations of persons with disabilities (OPDs), children with disabilities, CSOs, CBOs, and relevant government agencies (including local authorities). These consultations will gather valuable insights, feedback, and recommendations to inform the development of the training manual.

➤ **Develop training materials**

In addition to the training manual, the consultant will develop supplementary training materials, such as presentations, to enhance the learning experience. These materials should be engaging, accessible, and culturally sensitive.

➤ **Facilitate stakeholder validation**

The consultant will facilitate a stakeholder validation process to ensure that the developed training materials are reviewed and approved by relevant stakeholders. This validation process will involve obtaining feedback, incorporating suggestions, and making necessary revisions to finalize the training materials.

➤ **Provide a final report**

At the conclusion of the consultancy, the consultant will provide a final report summarizing the work undertaken, key findings, recommendations, and lessons learned. The report should also include an executive summary that highlights the main outcomes and achievements of the consultancy.

5. DELIVERABLES

The deliverables for this consultancy include:

i. Inception report and Comprehensive literature review report

A report summarizing the findings of the literature review conducted by the consultant, including relevant literature, local laws, policies, and international guidelines related to the inclusion of children with disabilities. The report should also highlight methodology, timelines and milestones.

ii. Training Manual

A detailed training manual with training guideline that covers all aspects of promoting the inclusion of children with disabilities. The manual should provide clear step-by-step instructions and strategies, based on the review and in consultation with relevant stakeholders.

iii. Practical strategies and tools

A range of practical strategies and tools that can be implemented by educators, caregivers, and other stakeholders. These strategies and tools should be evidence-based and tailored to address the specific needs and challenges faced by children with disabilities in the local context.

iv. Stakeholder consultation report

A report summarizing the insights, feedback, and recommendations gathered from stakeholder consultations, including educators, caregivers, and representatives from organizations of persons with disabilities (OPDs), CSOs, CBOs, local authorities and relevant government agencies.

v. Stakeholder-validated training materials

Revised training materials based on the feedback and suggestions obtained during the stakeholder validation process, ensuring that the developed materials are reviewed and approved by relevant stakeholders.

vi. Finalized Training Manual

A comprehensive Training Manual with Training Guidelines will be finalized and delivered to NCCE.

vii. Conduct Training of Master Trainers

Roll out a comprehensive regional stakeholders trainings across the country.

6. DURATION OF THE CONSULTANCY

The consultancy is expected to be completed within ten (10) weeks from the date of contract signing.

7. REPORTING

The consultant shall produce a draft Training Manual and a final Training Manual following the feedbacks and comments gathered in relation to the activities carried out under this ToR and presenting the expected results and the ones achieved. Regular updates on progress and challenges will be expected throughout the consultancy. Therefore, the consultant should work closely and report to the NCCE designated officer on every stage of the assignment.

8. BUDGET AND PAYMENT SCHEDULE

Payment Schedule Deliverables	% of Payment	Payment approved by
Payment upon submission of acceptable work plan that details out ✓ proposed approach and timeline	20%	Chairman
Payment upon submission and acceptances of draft Training Manual with guidelines.	20%	Chairman
Payment upon submission and acceptances of the Final Training manual with guidelines and A Comprehensive Report	30%	Chairman
Payment upon successfully rolling out a comprehensive regional stakeholders trainings across the country.	30	Chairman

9. EVALUATION CRITERIA

1. Relevant experience

The consultant's relevant experience in developing inclusive education training materials will be evaluated. This includes assessing the consultant's track record in similar projects, their expertise in inclusive education, and their ability to develop practical and effective training materials.

2. Quality and thoroughness of the proposed approach

The proposed approach to developing the training materials will be assessed for its quality and thoroughness. This includes evaluating the consultant's methodology, research plan, and strategies for gathering insights and feedback from stakeholders. The approach should demonstrate a clear understanding of the scope of work and how it will be executed.

3. Demonstrated understanding of the local context and inclusivity principles

The consultant's understanding of the local context and inclusivity principles will be evaluated. This includes assessing their knowledge of local laws, policies, and guidelines related to disability inclusion, as well as their ability to tailor the training materials to address the specific needs and challenges faced by children with disabilities in the local context.

4. Cost-effectiveness of the proposed budget

The proposed budget for the consultancy will be evaluated for its cost-effectiveness. This includes assessing the reasonableness of the proposed costs in relation to the scope of work, the consultant's qualifications, and the expected deliverables. The budget should demonstrate a clear allocation of resources and provide value for money.

10. PROFILE OF THE CONSULTANT(S)

The consultant(s) should possess the following qualifications and expertise:

1. Proven experience in developing training materials on disability inclusion

The consultant(s) should have a track record of successfully developing training materials specifically focused on promoting the inclusion of children with disabilities in educational settings. This experience should be demonstrated through past projects or initiatives of years of experience working on similar projects in The Gambia or other developing country.

2. Familiarity with international and local laws and policies related to children with disabilities

The consultant(s) should have a comprehensive understanding of the relevant international and local laws, policies, and guidelines related to children with disabilities. This includes familiarity with the United Nations Convention on the Rights of Persons with Disabilities (CRPD) and the local legislation or acts pertaining to disability rights.

3. Knowledge of inclusive education practices and methodologies

The consultant(s) should possess in-depth knowledge of inclusive education practices and methodologies. They should be well-versed in evidence-based strategies and approaches that promote the inclusion of children with disabilities in educational settings. This knowledge should extend to both theoretical frameworks and practical implementation.

4. Strong communication and collaboration skills

Effective communication and collaboration are essential for the success of the consultancy. The consultant(s) should possess excellent verbal and written communication skills to effectively convey information and engage with stakeholders. Additionally, they should be able to collaborate with diverse groups of stakeholders, including educators, caregivers, organizations of persons with disabilities (OPDs), and government agencies.

5. Advanced degree in Social Sciences

The consultant(s) should hold an advanced degree in Social Sciences or a related field. This educational background provides a solid foundation for understanding the social, cultural, and policy dimensions of disability inclusion and inclusive education.

11. APPLICATION PROCEDURE

Interested applicants who meet the job requirements and qualifications and possess the right personal attributes are invited to follow the application process outlined below:

1. Technical proposal

Applicants should submit a detailed technical proposal that outlines their methodology and work plan for developing the training materials on disability inclusion. The proposal should demonstrate a clear understanding of the scope of work, the approach to be taken, and the specific activities and timelines involved.

2. Financial proposal

Applicants should provide a comprehensive financial proposal that outlines the costs associated with the consultancy. The proposal should include a breakdown of expenses, such as professional fees, research costs,

travel expenses (if applicable), and any other relevant costs. The financial proposal should be transparent and demonstrate cost-effectiveness.

3. Consultant description

Applicants should provide a brief description of themselves as consultants, highlighting their recent experience in similar assignments. This description should include a summary of their relevant expertise, qualifications, and track record in developing training materials on disability inclusion or related areas.

4. References

Applicants should provide at least three references from previous similar assignments. These references should be able to speak to the applicant's performance, professionalism, and ability to deliver high-quality work. Contact information for each reference should be included.

5. Sample work

Applicants should submit a sample of their previous work that is similar to this assignment. The sample work should showcase the applicant's ability to develop training materials on disability inclusion or related topics. This could include a section of a training manual, a presentation, or any other relevant material.

12. PROPOSAL SUBMISSION

All applications should be sent to Chairman National Council for Civic Education via, **Email: info@ncce.gm**, by **Tuesday, 4th April, 2024** with subject: **CONSULTANCY TO DEVELOP A TRAINING MANUAL ON INCLUSION OF CHILDREN WITH DISABILITIES IN THE GAMBIA.**

13. SELECTION PROCESS

- i. Shortlisted candidates may be invited for an interview.
- ii. The final selection will be based on the evaluation criteria mentioned above.

14. CONFIDENTIALITY:

All information shared during the course of this consultancy including proposals, reports, and other materials, will be treated as confidential and used solely for the purpose of fulfilling the objectives of this consultancy.

15. TERMS AND CONDITIONS

- i. The consultant will be required to sign a contract outlining the terms and conditions of the consultancy.
- ii. The NCCE reserves the right to terminate the contract in case of unsatisfactory performance.

In case of unsatisfactory performance, the contract (consultancy) will be terminated by notification letter send five (5) working days prior to the termination date.

The Consultants performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of the work in line with recommendations from NCCE.

Note: This Terms of Reference is a guide for interested consultants to understand the requirements of the assignment. It may be subject to changes based on the NCCE's needs and feedback received during the proposal evaluation process.