**Terms of reference   
and technical Specifications**

1. **General information**

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| Assignment name | **Local Disability Expert** |
| Beneficiary | Expertise France |
| Country | Georgia |
| Total estimated number of days | 164 |

1. **Context and justification of the need**

Tender is announced in the framework of the AFD funded project “Technical assistance to the Georgian Government to support the implementation of the Human Capital Development Program”, which is implemented by Expertise France. The project aims at supporting the Government of Georgia, in strengthening primary health care and coordination between primary and hospital care, with a focus on mental health, with a gender-sensitive approach, improve social and employment services delivery to vulnerable groups, with a focus on people with disabilities and with a gender approach, increase efficiency, transparency and accountability of public administration through the development of gender-sensitive digital systems in the fields of social protection and employment, including cyber security.

1. **Objectives and desired results**
   1. **General objective**

The objective of the assignment of the Local Disability Expert is to coordinate and conduct activities in the field of the disability component of the project and on strengthening the capacities of agencies under the Ministry of IDPs from the Occupied Territories, Health, Labour and Social Affairs. Disability Expert aims to enhance the overall quality and efficiency of social services within the context of the project's objectives.

* 1. **Mission Description**

The missions of the local disability expert are to provide:

* Support in the implementation of the Biopsychosocial Model in the system of determining the status of a child/adult with a disability - 2023-2027;
* Support in the creation of an institutional mechanism for determining the status of a person with disability and a case management system based on the biopsychosocial model;
* Support in the determination of financial resources and sources of funding related to the implementation of the system for determining the status of persons with disabilities based on the biopsychosocial model;
* A budget program for the implementation of the BPS model reform;
* Support in ensuring equal access to the process of determining the disability status and strengthening the participation of persons with disabilities;
* Support in updating of the legal basis of the system of determining the status of disability;
* Support in capacity building of institutions for the better assessment of disability status;
* Recommendations for improvement of the mechanism of administration and quality monitoring of the disability status determination system based on the rights of persons with disabilities;
* Support for monitoring and quality control mechanisms;
* State Care Agency with the tools to respond the needs of persons with disabilities victims of domestic violence;
* Capacity strengthening to service providers, developing and introducing appropriate tools, considering the specific needs of women with disabilities.

1. **Description of the assignment**
   1. **Specific Objectives and Deliverables**

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| Objective | Activity | Deliverable |
| Implementation of the Biopsychosocial Model in the system of determining the status of a child/adult with a disability - 2023-2027; Creation of an institutional mechanism for determining the status of a person with disability and a case management system based on the biopsychosocial model (action plan objective # 1) | Analyses of the system and all relevant agencies/institutions for implementation of the BPS model at all levels (action plan activity # 1.1.3.).  in cooperation with gender expert | - Analysis of the document  - Developed Guidelines/special operational procedures |
| Implementation of the Biopsychosocial Model in the system of determining the status of a child/adult with a disability - 2023-2027; Creation of an institutional mechanism for determining the status of a person with disability and a case management system based on the biopsychosocial model (action plan objective # 1) | Definition of the functions and coordination procedures of the intersectoral (primary health care, social protection, education, etc.) cooperation scheme in the disability status determination system at the level of vertical and horizontal governance (central and local government) (action plan activity # 1.2.3.).  in cooperation with gender expert | - Report of Analysis  - Special operational procedures on horizontal and vertical intersectoral cooperation mechanisms on central and municipal level within the system of bps model of disability  - Guidelines/special operational procedures on functions and coordination procedures among the systems |
| Implementation of the Biopsychosocial Model in the system of determining the status of a child/adult with a disability - 2023-2027; Creation of an institutional mechanism for determining the status of a person with disability and a case management system based on the biopsychosocial model (action plan objective # 1) | Definition of the institutional arrangement of the system for determining the status of a child/adult with disabilities by the coordination mechanism (ministry) (action plan activity #1.2.2.) and dissemination of the information.  in cooperation with gender expert | - A draft decree is prepared  - Meeting agendas  - Training materials  - Attendance sheet |
| Implementation of the Biopsychosocial Model in the system of determining the status of a child/adult with a disability - 2023-2027; Creation of an institutional mechanism for determining the status of a person with disability and a case management system based on the biopsychosocial model (action plan objective # 1) | Creation of a case management guideline that describes each stage of determining disability status, the rights of the child/adult, and explains the role and functions of each specialist (action plan activity #1.3.1.).  in cooperation with gender expert | - Updated gender-sensitive Guidelines/special operational procedures  - Minutes of the meetings  - Analysis report  - Process administration package with support platform (form to be defined) |
| Approving the gender-sensitive assessment methodology based on the biopsychosocial model and the rule for determining the disability status - (action plan objective # 2) | Definition of criteria upon which to begin an assessment of a child/adult to determine disability status (action plan activity #2.2.1).  in cooperation with gender expert | - Assessment guidelines (children aged 0-2)  - Assessment report |
| Approving the assessment methodology based on the biopsychosocial model and the rule for determining the disability status - (action plan objective # 2) | Definition of the criteria and circumstances on which the disability status verification period will be based (action plan activity #2.4.1).  in cooperation with gender expert | Elaborated list of criteria and respectively updated SOP in disability assessment |
| Determination of financial resources and sources of funding related to the implementation of the system for determining the status of persons with disabilities based on the biopsychosocial model - (action plan objective # 4) | Analysis of the expected number of referrals in the system, based on the results of the pilot and the existing referrals, (action plan activity #4.1.1).  in cooperation with gender expert | Set of recommendations |
| Determination of financial resources and sources of funding related to the implementation of the system for determining the status of persons with disabilities based on the biopsychosocial model | Identification of the number of adults with disabilities/children with disabilities with lifelong disability status, whose status is not subject to revision (only for the purpose of receiving services) (action plan activity #4.1.1).  in cooperation with gender expert | - Analysis document  - Guidelines/special operational procedures |
| Determination of financial resources and sources of funding related to the implementation of the system for determining the status of persons with disabilities based on the biopsychosocial model - (action plan objective # 4) | Determination of the costs to be covered by the reform and of the possible funding sources.  in cooperation with gender expert | - Elaborated draft budget considering the unit costs of the full assessment process including home assessment, transportation, accessibility, and other necessary administrative costs  - Elaborated draft decrees/orders were sources and forms of funding for assessment process as well as for accessibility costs are identified  - Special report on necessary costs for hospital equipment with technologies required for BPS model |
| Determination of financial resources and sources of funding related to the implementation of the system for determining the status of persons with disabilities based on the biopsychosocial model – (action plan objective # 4) | Preparation of a budget program for the implementation of the BPS model reform.  in cooperation with gender expert | Elaborated draft budget |
| Ensuring equal access to the process of determining the disability status and strengthening the participation of persons with disabilities – (Objective 5 of the Action Plan) | Mapping of the geographical accessibility of medical institutions determining the status of disabled persons.  in cooperation with gender expert | - Gender-sensitive analyses document  - Alternative ways of assessment document  - Gender-sensitive guidelines/special operational procedures |
| Ensuring equal access to the process of determining the disability status and strengthening the participation of persons with disabilities – (Objective 5 of the Action Plan) | Preparation of recommendations for local governments on how they can support a person seeking disability status in the process of determining disability status (action plan activity #5.2.3).  in cooperation with gender expert | Recommendations |
| Ensuring equal access to the process of determining the disability status and strengthening the participation of persons with disabilities – (Objective 5 of the Action Plan) | Develop the procedure and ways of involving an interpreter (sign language interpreter, interpreter-guide, ethnic minority language interpreter, various communication specialists) (action plan activity #5.3.1).  in cooperation with gender expert | Guidelines/special operational procedures |
| Ensuring equal access to the process of determining the disability status and strengthening the participation of persons with disabilities – (Objective 5 of the Action Plan) | Determination of the qualification and competence framework of the translators and communication specialists participating in the process, and creation of a register accessible to the medical institution determining the status of the disabled (action plan activity #5.3.2).  in cooperation with gender expert | - Documentation of the Register of qualified specialists  - Documents describing the qualification of specialists |
| Updating of the legal basis of the system of determining the status of disability – (Objective 7 of the Action Plan) | Preparation of a new law which ensures the determination of status according to the biopsychosocial model (primary and secondary legal documents) (action plan activity #7.2.2).  in cooperation with gender expert | - New draft law on assessment is designed (or amendments to existing legislation, if such form will be decided by stakeholder)  - New draft bylaw/law/decree on monitoring and supervision is prepared  - Other draft laws connected with disability assessment and status determination process are edited |
| Capacity building of institutions for the better assessment of disability status | Training/retraining of multidisciplinary team specialists, objective 3 of Action Plan.  in cooperation with gender expert | - SOPs  - Training agendas and material |
| Gender-sensitive Capacity building of institutions for the better assessment of disability status | Training of staff of all agencies and sectors participating in the disability status determination system.  in cooperation with gender expert | - Gender-sensitive Training materials  - Attendance sheet (Number of trained staff) |
| Improving the mechanism of administration and quality monitoring of the disability status determination system based on the rights of persons with disabilities - Objective 6 | Development of an updated gender sensitive training course on monitoring and supervision system.  in cooperation with gender expert | - Elaborated SOPs  - Gender-sensitive Training materials  - Attendance sheet |
| Support for monitoring and quality control mechanisms | Based on the rights of persons with disabilities, draw the outline of the procedure for assessing user satisfaction, appealing feedback and responding to it (action plan activity #6.3.1).  in cooperation with gender expert | - The appealing procedures  - Relevant forms |
| Support for monitoring and quality control mechanisms | Upgrade the system of social services and programs for persons with disabilities (including personal assistant, early childhood program, rehabilitation) through supporting setting up the respective accreditation system.  in cooperation with gender expert and lawyer | - The system of accreditation of social services set up including respective normative basis (draft legislation or relevant document)  - Training program and material  - Trainings (attendance sheet) |
| Compliance of Georgian legislation with international norms and standards, including gender equality standards | Analysis of existing legislation according to the recommendations of the United Nations Committee on the Rights of Persons with Disabilities.  In cooperation with lawyer | Analysis of international standards with recommendations for the change of national legislation (or legislative package, including law proposals and explanatory notes-based on the needs of stakeholder). |
| Improve protection and support services for the victims of violence against women and domestic violence by integrating the specific needs of women with disabilities | Provide State Care Agency with the tools to respond the needs of persons with disabilities victims of domestic violence.  in cooperation with gender expert | Guideline for state care agency for adapting services provided by state shelters and crisis centres to cover different types of disabilities |
| Strengthen the capacities of service providers, develop and introduce appropriate tools, considering the specific needs of women with disabilities | Develop the guiding for social workers managing cases of violence against women and domestic violence, taking into account component on identification and specific needs of the persons with disabilities.  in cooperation with gender expert | Guideline for managing cases of violence against women with disabilities and domestic violence |

1. **Place, duration and terms of performance**
   1. **Implementation period:** Till September 13th, 2027
   2. **Envisaged start date:** April 22nd, 2024
   3. **End date:** September 13th, 2027
2. **Required expertise and profile**
   1. **Profile of the Local Disability Expert**

**Qualifications and experience:**

* A relevant degree in fields such as Disability Studies, Social Work, Public Health, Psychology, Sociology or related disciplines.;
* At least 5 years of professional experience in disability rights, inclusion, or related areas;
* Experience in policy analysis, program management, or implementation of disability-related projects is highly desirable;
* In-depth knowledge of social service systems, policies, and practices;
* Experience with EU-funded projects;
* Good knowledge of project intervention country (Georgia).

**Technical skills:**

* Knowledge of disability rights frameworks, including the UN Convention on the Rights of Persons with Disabilities (UNCRPD);
* Expertise in the Biopsychosocial (BPS) Model and its application in disability assessment and management;
* Strong analytical skills to conduct system analyses, assess resource needs, and develop budget programs;
* Proficiency in gender mainstreaming approaches and experience in collaborating with gender experts to ensure gender-sensitive interventions;
* Familiarity with legal frameworks related to disability rights and experience in legislative analysis and drafting;
* Training and capacity-building skills, including the development of training materials and conducting workshops or seminars;
* Familiarity with accessibility standards and methodologies for assessing geographical accessibility of medical institutions.

**Language skills:**

* Proficiency in Georgian
* Excellent command of written and spoken English (good writing, synthesis and analysis skills, etc.).

**Other skills:**

Excellent communication and organizational skills, project management abilities, and the capacity to work collaboratively with various stakeholders within the Ministry and other relevant agencies. Experience in working on social protection projects or similar government initiatives would be advantageous.

1. **Assignment reports**

Regular reports following the completion of the deliverables must be forwarded by e-mail to the project team.

1. **Monitoring-evaluation**

In coordination with M&E expert of the project and M&E team in Expertise France HQ (Paris).