



Republic of Maldives  
Pension and Social Protection Administration Project  
IDA Credit No.: 4611-MV

**Terms of Reference**  
**Disability Consultant (Local)**  
**Consultancy No: MV/PSPAP/C 39**

**A. Background**

1. Over the past few decades, Maldives has experienced remarkable rates of economic growth and also achieved major achievements in social indicators such as health and education. However, due to various geographical, environmental and economic factors, Maldives remains highly vulnerable to economic and environmental shocks. The current social protection and safety nets programs in place have evolved over the years to address emerging issues of poverty, vulnerability and economic and social shocks. As part of this, the Government of Maldives is also targeting persons with disabilities as mandated by the Disabilities Act. A cash transfer program to empower and protect persons with disabilities from falling into poverty is currently being implemented by the Government of Maldives. Each beneficiary listed on the disability register is entitled to financial assistance provided for the disabled.
2. Lack of information on the number and state of persons with disabilities is one of the key gaps that exist in the country. There is a dearth of information regarding PWDs in the country. Information on the number of persons with disabilities (PWD) varies. The range of number of PWDs is estimated between 6 % and 8 %. Some of the key disability related issues in Maldives include:
  - a) Information base on number, distribution and state of persons with disabilities
  - b) Systems for early identification and screening of PWDs
  - c) Laying down guidelines and tools for disability certification and determination
  - d) Increase awareness on disability related issues
  - e) Increase accessibility to appropriate services and facilities at the local level
  - f) Standardisation of facilities and services for Persons with Disabilities
  - g) Identification and capacity development of local NGOs
  - h) Increase awareness and utilisation of disability registry and its benefits
3. In recent years, the Government of Maldives has taken several steps specifically to focus on Persons with Disabilities (PWDs). The Disability Act enacted in 2010 has been a key milestone in this regard. As mandated by the Act, a Disability Council has been constituted and provision for cash transfers to PWDs has been introduced. The Act further mandates provision of free education to PWDs as well as formulation of relevant guidelines and standards.



4. As per the mandate of the Disability Act 2010, a Disability Council has been formed in November 2010. It is a seven member Council mandated with the task of implementing the commitments of the Disability Act and work across sectors. The Council has the mandate to promote and support all sectors to be disability friendly including compliance with established norms and standards for services and facility for Persons with Disabilities. The Council mandate also includes advocacy on disability related issues and establishing standards of facilities and services for Persons with Disabilities. The Council being relatively new is faced with many challenges. It currently has no human resource and technical capacity to carry out its functions. Absence of infrastructure and secretariat makes it difficult for the Council to function suitably.
5. There are few NGOs working in the disability sector. Most of the interventions are geographically scattered in small pockets. Most interventions are volunteer based and largely focus on sensitization and awareness generation. There are few organizations focusing on community based rehabilitation of persons with disabilities. Most importantly, there is lack of information at the country level on the number, nature and profile of NGOs working with persons with disabilities.

## **B. Objective**

6. Since June 2011, the National Social Protection Agency (NSPA) has been assigned the task of compilation and management of the registry of persons with disabilities in the country. This agency is also entrusted with the task of administering all social assistance and social security measures in the country. In an effort to streamline the processes of disability registration and providing financial assistance to the PWD's, NSPA is currently reviewing the process and has hired a consultant to explore the potential for a standardized disability determination and certification process. The main task of the disability local consultant is to assist in the rollout of the technical work compiled by the international consultant on disability determination and certification. Managing and facilitating the training of the relevant authorities and liaising with the stakeholders is a key objective of hiring a local consultant.

## **C. Scope of Services**

7. Support the design and development of the disability determination and certification process.  
The National Social Protection Agency (NSPA) is currently working with an international consultant to design a disability determination and certification process. It will be the responsibility of the local counterpart to provide the consultant with necessary assistance to develop the implementation plan for



operationalizing the disability determination and certification process. The rollout mechanism should subsequently be organized by the local consultant. The assignment to be completed in a timely manner a strong backing is required from the local counterpart as well.

8. Documents review and establishing a monitoring mechanism.  
Review documents prepared by the consultants to ensure that all stakeholder views are incorporated. Develop a mechanism to monitor and measure the impact of the benefits provided via NSPA. The local consultant will also will be required to actively participate in developing communication outreach programs.
9. Skills requirement analysis and a plan to build capacity within NSPA.  
The individual will be largely responsible for training and guiding the NSPA safety nets section staff in the routine disability allowance related tasks and also initiate and identify requirements to plan for skills development programs of the relevant NSPA staff. Support to design and development of the NSPA central system.

#### **D. Schedule of Completion of Tasks**

10. The local disability consultant will be required to complete timesheets or any other document used to identify time spent and completion of tasks. Reports and forms required for monitoring of tasks conducted by the consultant shall be completed within the period allocated and submitted on a timely basis.
11. To carry out these tasks, a local disability consultant is required for the period from January 2014 through January 2015, with potential for renewal based on performance and availability of fund. Work must be conducted onsite, stationed at the premises specified by the NSPA.

#### **6. Services and facilities to be provided by the client**

12. The NSPA ensures that office space, office facilities, local calls, internet connection, general stationery, support staff and all other relevant information for the completion of the task is made available to the selected Consultant in a timely manner.

#### **7. Timetable and Deliverables:**

13. Deliverables include the following.

Deliverable	Timeframe
<ul style="list-style-type: none"><li>• Develop an implementation plan and organize the rollout mechanism for the disability determination and certification process under guidance from NSPA</li></ul>	<ul style="list-style-type: none"><li>• The preliminary plan should be developed within the first three months of the commencement of the assignment, and the consultant is expected to continuously maintain the plan and organize the activities in the plan on a timely</li></ul>



	basis
<ul style="list-style-type: none"><li>• Initiate the communication outreach programs and develop mechanisms to monitor and measure the impact of the social protection programs</li></ul>	<ul style="list-style-type: none"><li>• The preliminary outreach program should be planned and documented with input from NSPA latest by the sixth month of commencement of the assignment.</li></ul>
<ul style="list-style-type: none"><li>• Conduct a skills requirement analysis and prepare a training plan for the Safety nets section of NSPA</li></ul>	<ul style="list-style-type: none"><li>• The skill requirement analysis followed by the training plan should be completed within three months of commencement of the assignment.</li></ul>

The consultant is also expected to deliver the following:

- Monthly updates on status of work to CEO of NSPA and the PMU
- Timely completion of tasks assigned and follow-up reports
- Documented details of tasks carried out

15. The duration of the assignment is 1 year with a possibility of extension to an additional year.

#### **8. Composition of Review Committee to Monitor Consultant's Work**

16. During the course of the assignment the Consultant shall report to the Project Manager of PMU at MPAO and the Project Coordinator at NSPA, and will work closely with the technical team responsible for Social Security related activities. The project coordinator would communicate the progress to the PMU, which then would be communicated to all other involved parties.

#### **9. Procedure for Review of Outputs**

17. The review processes consist of analysis of outputs by the Consultant by the Senior Management of NSPA which grades each point of the outcome accordingly. After driving at a conclusion by the management, each output, based on the necessity, would be communicated to all the parties involved.

#### **10. Minimum Qualifications:**

- Diploma in Primary Healthcare/ Nursing / Health Sciences/ Disability studies or related field. (Candidates with a Bachelors Degree in a related field is preferable)
- Minimum 2 years of experience working with government agencies or NGO's.
- Appropriate understanding and knowledge about disability issues
- Good communication skills both in Dhivehi and English
- Time and task management skills.
- Education or experience in the medical field (medicine/nursing/health science) is highly desirable

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