

**TERMS OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT
ON PERSONS WITH DISABILITIES**

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA China Office, Beijing
Purpose of consultancy:	<p>UNFPA is the United Nations sexual and reproductive health agency. It works in more than 150 countries including China, to ensure every pregnancy is wanted, every childbirth is safe, and every young person’s potential is fulfilled.</p> <p>UNFPA issued a Disability Inclusion Strategy - <i>We matter, we belong, we decide</i> in 2021, to put persons with disabilities at the very centre of everything UNFPA does. Disability inclusion means making the work of UNFPA stronger by ensuring sexual and reproductive health and rights for all. Focusing on the rights of persons with disabilities supports the achievement of the Sustainable Development Goals, especially the principle of “leaving no one behind” and “reaching the furthest behind”, and contributes to the implementation of the the United Nations Partnership on the Rights of Persons with Disabilities (UNPRPD) joint project, where UNFPA is a member of.</p> <p>2024 marks the 30th anniversary of the International Conference on Population and Development (ICPD). Held in Cairo in 1994, the ICPD highlighted the need to place individual’s rights and choices at the centre of development. The ICPD Programme of Action (POA), adopted by 179 governments, called on states to address the sexual and reproductive health needs of persons with disabilities, and it demanded the elimination of discrimination that undermines the reproductive rights of persons with disabilities.</p> <p>As the custodian of the ICPD, UNFPA is leading the global commemoration of its 30th anniversary in 2024. In China, UNFPA will be working closely with national partners, including women, youths and organizations of persons with disabilities, to raise awareness about the importance of promoting the rights of persons with disabilities, particularly women and young people, within the context of the ICPD Programme of Action.</p> <p>In line with the UNFPA Disability Inclusion Strategy (2022-2025) and the UN China Disability Inclusion Human Resources Guidance, UNFPA is committed to ensuring equal access to employment opportunities, and to promoting an inclusive work environment which allows persons with disabilities to enter into employment and to fully develop their careers on an equal basis with others.</p> <p>Against this backdrop, UNFPA China is looking for a dedicated part-time communications professional with disabilities, to support the coordination and development of disability inclusion communications products for ICPD30, and implementation of the UNPRPD project linked to UNFPA mandated areas.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will be required to:</p> <ul style="list-style-type: none"> ● Review the current communications and knowledge products of UNFPA China office for disability inclusion and create communications content that would engage persons with disabilities. ● Assess the accessibility of UNFPA China premises, facilities and services to persons with disabilities and provide advice for improvement in line with the new UN operational and management standards in China.

	<ul style="list-style-type: none"> Plan and organize knowledge exchange and experience sharing activities with persons with disabilities on topics related to sexual and reproductive health and rights, gender equality and women’s empowerment, youth health and development, etc. Support UNFPA’s implementation of the UNPRPD projects by participating in and contributing to the UN’s joint planning and implementation of disability inclusion campaigns, events and activities, through the UN theme groups on disabilities and communications. <p>Expected deliverables:</p> <ul style="list-style-type: none"> An assessment report on the accessibility of UNFPA premises and communications products for persons with disabilities with manageable ways for improvement in English and Chinese languages. Three inspiring human-interest stories on persons with disabilities linked to the UNFPA mandate in English and Chinese languages, by initiating and preparing an interview and photography plan with UNFPA and following up on its implementation. One newsletter summarising UNFPA’s key strategies and project impacts on persons with disabilities in 2024 in English and Chinese languages. A summary report on two salons organized with persons with disabilities that demonstrate UNFPA’s commitment to disability inclusion, and advocate for sexual and reproductive health and rights for all in English and Chinese languages.
Duration and working schedule:	<p>Starting date: 1 April 2024 (tentatively) End date: 10 December 2024 Number of working days: 54 (maximum)</p> <p>The consultant will be requested to work physically in the UNFPA China office six days per month from April-December and remunerations will be calculated based on the actual working days and paid on a monthly basis.</p>
Place where services are to be delivered:	Beijing, China
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultant will be required to submit a monthly progress report (up to 2 pages), attendance sheet, along with evidence of deliverables to the UNFPA China Communications Analyst and Programme Specialist for Sexual and Reproductive Health and Rights.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will report to the UNFPA China Communications Analyst and work closely with the Programme Specialist on Sexual and Reproductive Health and Rights, other programme teams, the UN sister agencies and relevant national and international partners.
Supervisory arrangements:	The UNFPA China Communications Analyst will monitor and manage the progress and conduct quality assurance of the deliverables.
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<p>Qualifications and Specialized Knowledge:</p> <ul style="list-style-type: none"> A higher education diploma, certifications in communications, journalism, public relations and/or equivalent professional work experience in the areas related to communications. Bachelor or above degree in mentioned spheres will be an asset.

	<ul style="list-style-type: none"> • Demonstrated knowledge and experience in writing, analysing and reporting in English and Chinese languages. • Good interpersonal communication skills. • Understanding of the UN and/or UNFPA's work on disability inclusion and respect to women and the vulnerable groups.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>UNFPA will ensure the consultant's access to the relevant UNFPA facilities, policies and programme documents for reference.</p> <p>The consultant will be responsible for the online working space and equipment.</p> <p>In line with UNFPA Policy on the Employment of Persons with Disabilities, and UN China Disability Inclusion Human Resources Guidance, UNFPA will provide the consultant with disability with reasonable accommodation necessary to enable her/him to enter into and remain within the organization equally. Accommodation will not be provided for personal items such as hearing aids and wheelchairs. The appropriate accommodations to be made will be decided on a case by case basis.</p>
Other relevant information or special conditions, if any:	This consultancy is open to Chinese nationals with disabilities only.
How to apply:	Please submit your CV, a cover letter and self-disclosure of disability in English language to china.office@unfpa.org by 19 March 2024. UNFPA will ensure confidentiality of all the information submitted.