



July 5, 2022

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Country:	Republic of Tajikistan
Description of Assignment:	International Consultant to carry out accessibility assessment of UN premises and services for persons with disabilities
Project/Agency	RC Office
Period of assignment/services:	Up to 22 days during August 2022 (including 15 days travel to Dushanbe)
Duty station:	Home based including 15 days travel to Dushanbe, Tajikistan
Type of Contract:	Individual Consultant (IC)
Application Deadline:	July 19, 2022

Application procedures

Interested candidates are strongly encouraged to apply online via website www.jobs.undp.org:

- In order to be considered in the long list of applicants please go to the Registration link, register your account and upload Personal CV or Resume (**Please do not upload your Financial Proposal**). (If you already have a registered account, please use your login and password for further applying).
- Further, in the list of announced vacancies click on apply link beside the Vacancy post. You will be receiving a confirmation e-mail in short period to the address indicated in your account.
- Important! Additional documents should be sent only to e-mail address ic.tj@undp.org, for proper evaluation prior to the deadline:
 - Offeror's letter to UNDP confirming interest and availability
 - stating your interest and qualifications for the advertised position
 - provide a brief methodology on how the consultant will approach and conduct the work
 - Breakdown of costs supporting the all-inclusive financial proposal
 - Personal CV including past experience in similar projects and at least 3 references

Please note that incomplete applications will not be further considered. Please make sure you have provided all requested materials

Candidates should submit the above-mentioned documents by **July 19, 2022**, via e-mail to ic.tj@undp.org Title of assignment should be written in the subject line of the email.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or email indicated above. UNDP Tajikistan will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

INTRODUCTION

In June 2019, the United Nations Secretary-General launched the United Nations Disability Inclusion Strategy (UNDIS) to make the United Nations (UN) an inclusive organization for all. The Strategy establishes the foundation for systemic and sustainable change on disability inclusion across all three pillars of the UN. The Strategy plays a key role in enabling the UN system to support Member States in their achievement of the 2030 Agenda, the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) as well as a range of other development and humanitarian commitments.

The Strategy consists of a system-wide Policy and an Accountability Framework with two inter-linked components — an Entity Accountability Framework for individual entities, and a UN Country Team (UNCT) Accountability Scorecard. Through its policy and accountability framework, the wide-ranging Strategy provides a comprehensive and practical road map for ensuring that the UN system is translating disability inclusion not just at the policy level, but at the programmatic and operational levels. Both the entity accountability framework and the UNCT scorecard have been designed to monitor progress and address challenges and gaps, both at headquarters and at the country level. It has concrete benchmarks and focuses on critical areas such as leadership, strategic planning, accessibility, participation, programming, communications, human resources and procurement.

In December 2021 the RCO in Tajikistan jointly with assigned UNCT disability inclusion focal points conducted the assessment on Disability Inclusion across UN agencies in Tajikistan. The methodology and assessment form were developed based on UNDIS accountability scorecard indicators.

The assessment showed that UN agencies support the Government of Tajikistan and the organizations of persons with disabilities in addressing disability inclusion issues through improving policies and increasing opportunities for persons with disabilities. As per 2021 assessment, the positive changes and results were achieved. At the same time the assessment showed that in order to meet the requirements of UNDIS there is a need of enhancing disability inclusion throughout the agencies' work.

Based on the results of the conducted assessment the UNDIS UNCT Accountability Scorecards Action Plan (DIAP) was prepared and endorsed by the UNCT in March 2022.

The DIAP includes 30 priority actions across 14 indicators to be implemented in 2022-2023. The actions are also in line with BOS and mainly refer to:

- Statement of UNCT commitment on implementation of UNDIS;
- Reflects disability as a cross cutting issue in all outcomes of UNSDCF;
- Strengthen UNCT Coordination mechanism on disability inclusion;
- Facilitates creation of a Consultation mechanisms with organizations of PWD;
- Ensures disability friendly environment across UN in Tajikistan;

- Empowers people with disability to engage with the UN through employment and internship

SCOPE OF WORK

International Consultant will carry out accessibility assessment of UN premises and services for persons with disabilities in all their diversity, prepare the realistic Access Improvement Plan to address the revealed issues and conduct the practical trainings on Access Audit for UN staff, representatives of state structures and organizations of persons with disabilities.

Physical and informational accessibility of infrastructure, transportation, and services for persons with disabilities is the key point for disability inclusion. By using the comprehensive approach for implementation of the UNCRPD and UNDIS the accessibility assessment of UN premises and services for persons with disabilities and capacity building of the UN staff members and partners on Access Audit will be conducted.

The accessibility audit will assess, based on the international accessibility standards, the informational and physical accessibility of UN premises and services for persons with disabilities in all their diversity in UN Offices located in Dushanbe city. And the realistic Access Improvement Plan will be developed to address the revealed issues.

The UN staff and partners from state structures and organizations of persons with disabilities will be trained to get the practical skills for conducting the Access Audit and prepare Access Improvement Plan, prepare a passport form and carry out certification of objects and services for persons with disabilities.

Specifically, the assignment will include:

- Review of UNDIS UNCT Disability Inclusion Action Plan and Business Operations strategy;
- Development of the methodology and tools to conduct the accessibility audit of informational and physical accessibility of UN premises and services for persons with disabilities in all their diversity in UN Offices located in Dushanbe city;
- Develop report on conducted Access Audit;
- Prepare an Access Improvement Plan to address the revealed issues during the Access Audit in cooperation with Operations and Management Team and Disability Inclusion focal points;
- Develop the module including toolkit (PPT, pics\video, tools) of the practical trainings on conducting the Access Audit and prepare Access Improvement Plan, prepare a passport form and carry out certification of objects and services for persons with disabilities.
- Conduct practical trainings for mixed participants including the UN staff: Disability Inclusion Focal Points and reps of OMT, UNCG and M&E, representatives of state structures and organizations of persons with disabilities in all their diversity.

PURPOSE

UN Resident Coordinator Office in Tajikistan is seeking the services of an international consultant to carry out accessibility assessment of UN premises and services for persons with disabilities in all their diversity, prepare the realistic Access Improvement Plan to address the revealed issues and conduct the practical trainings on Access Audit for UN staff, representatives of state structures and organizations of persons with disabilities.

The overall purpose:

Create disability friendly environment across UN in Tajikistan by meeting the requirements of UN Disability Inclusion Strategy (UNDIS), UN Country Team accountability scorecard, namely (annex 6, UNCT Accountability scorecard):

Indicator 6: Accessibility UN premises and services are accessible to all UN staff and constituents with disabilities;

Indicator 7: Inclusive procurement of goods and services;

Indicator 10: UNDAF/CF Monitoring and Evaluation (M&) process address Disability Inclusion;

Indicator 12: Employment, UN human resource practices are disability-inclusive

Indicator 13: Capacity Development for UN Staff on disability inclusion;

Indicator 14: UNCT communication and advocacy address disability inclusion

And support government of Tajikistan and organizations of persons with disabilities to implement the state program on “Accessible Environment” through capacity building trainings.

DUTIES AND RESPONSIBILITIES

UNCRO will contract an international consultant who will directly report to the Head of UNRCO and will work in close collaboration with the UNV specialist on Disability Inclusion and Partnerships and Development Finance Officer.

International consultant will visit Dushanbe to conduct actual assessment of common premises and services with the concerned UN groups as well as the practical training for UN staff and partners.

The cost for the trip including airfare and reasonable accommodation should be included into the financial proposal of the consultant. The cost of training on Access Audit for UNCT staff and representatives of DICC will be covered by UN RCO.

	Deliverable	Payment % (with acceptance)	Schedule Date	Days
1	Methodology and tools to carry out the Access Audit and Access Improvement Plan The module and toolkits of the practical training	20%	1 -5 August	5 days

2	Carry out the Access Audit and conduct practical trainings	40%	5 – 20 August	15 days
3	Final report and Access Improvement Plan and presentation to UNCT	40%	21-22 August	2 days

The detailed ToR is presented in Annex 3.

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Bachelor’s degree in social sciences, development studies, disability studies or related field;
- A minimum of 5 years of professional experience on carrying out access audits, research, studies, providing technical assistance on access improvement for persons with disabilities in all their diversity;
- Previous experience of developing Access Improvement Plan
- Previous experience in conducting practical capacity building trainings and workshops;
- Knowledge of disability matters and work experience with persons with disabilities;
- Previous work experience in Central Asia is a strong asset;
- Excellent report writing skills.
- Fluent in English and Russian

Additional Notice:

- *Respect for diversity is one of the core values of the United Nations, thus persons with disabilities are encouraged to apply.*

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Technical Proposal: a brief methodology on how the consultant will approach and conduct the work; The Methodology is a subject for evaluation.
- Financial proposal;
- Personal CV including past experience in similar projects.

FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount with the breakdown of:

- 1) daily consultancy fee
- 2) travel* (air tickets/visa/transportation expenses)
- 3) living allowances*

** Regardless of purpose of travel, the prevailing price for an economy class tickets serving the most direct routes to be travelled shall apply for all ICs. In general, UNDP should not accept travel costs exceeding those of a full-fare economy class ticket. Individual Contractors wishing to upgrade their travel to business, or first class shall do so at their own expense.*

** ICs may allocate living allowances for them when an assignment requires travel and include such allowances in their financial proposals. Such living allowances may be lower or equal to UN DSA rates, but under no circumstance should they be higher than UN DSA rates. (UN DSA rate for Dushanbe - 164 USD, for Regional Centers – 65 USD and elsewhere - 45 USD, Khorog – 98, Darvaz (Karon Palace) – 111 USD)*

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

EVALUATION

Individual consultants will be evaluated based on the cumulative analysis methodology, by **Desk review** Process. The award of the Contract shall be made to the individual consultant whose offer has been evaluated as responsive/compliant/acceptable and having received the highest score out of the below set weighted technical and financial criteria:

* Evaluation of Technical Proposal: Criteria weight – 70%;

* Evaluation of Financial Proposal: Criteria weight – 30%

Technical Proposal Evaluation		Points (weights)
1	Bachelor's degree in social sciences, development studies, disability studies or related field	Max 10
2	A minimum of 5 years of professional experience on carrying out access audits, research, studies, providing technical assistance on access improvement for persons with disabilities in all their diversity; Previous experience of developing Access Improvement Plan Previous experience in conducting practical capacity building trainings and workshops; Knowledge of disability matters and work experience with persons with disabilities; Previous work experience in Central Asia is a strong asset;	Max 30
3	Fluent in English and Russian languages.	Max 10
4	Technical proposal outlining the methodology and approaches to the assignment as per expected deliverables.	Max 20
	Total Technical	Max 70 points Min 49 points

Only candidates obtaining a minimum of 49 points for Technical Proposal would be considered for the Financial Evaluation.

ANNEXES:

- ANNEX 1. OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**
- ANNEX 2. BREAKDOWN OF COSTS**
- ANNEX 3. TERMS OF REFERENCES (TOR)**
- ANNEX 4. INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**
- ANNEX 5. SAMPLE INDIVIDUAL CONTRACT**
- ANNEX 6. UNCT ACCOUNTABILITY SCORECARDS**

Since UNDP Tajikistan currently has a majority of male employees, we strongly encourage qualified female applicants for this position. UNDP seeks to ensure that male and female employees are given equal career opportunities and that staff members are able to keep an appropriate balance between work and private life.

OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

Dear Sir/Madam :

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my Resume or CV which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- e) I hereby propose to complete the services based on the following payment rate : [*pls. check the box corresponding to the preferred option*]:
 - An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

Sign an Individual Contract with UNDP;

Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

k) I hereby confirm that *[check all that applies]:*

At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed :

Annexes [pls. check all that applies]:

- Resume or CV
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of _____

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, etc.).

a) Breakdown of Cost by Components in (pls. indicate the currency): _____

<i>Cost components</i>	<i>Unit cost</i>	<i>Quantity</i>	<i>Total rate for the Contract Duration</i>
I. Personnel Cost			
Professional fee			
Life insurance			
Medical insurance			
Other (pls. specify)			
TOTAL			
II. Duty Travel			
Travel to duty station (if required)			
Living allowance			
Others (pls. specify)			
TOTAL			

b) Breakdown of Cost by Deliverables*

<i>Deliverables [list them as referred to in the TOR]</i>	<i>Indicative time-frame (subject to revision)</i>	<i>Percentage of Total Price (Weight for payment)</i>	<i>Amount</i>
Deliverable 1			
Deliverable 2			
....			
Total		100%	

*Basis for payment tranches

Proposed by:

Signature:

Date:

TERMS OF REFERENCE

Country:	Tajikistan
Description of Assignment:	International Consultant to carry out accessibility assessment of UN premises and services for persons with disabilities in all their diversity, prepare the realistic Access Improvement Plan to address the revealed issues and conduct the practical trainings on Access Audit for UN staff, representatives of state structures and organizations of persons with disabilities.
Period of assignment/services:	22 days during August 2022 (including 15 days travel to Dushanbe)
Duty station:	Dushanbe
Type of Contract:	International Consultant (IC)
UN agency:	UNRCO

BACKGROUND

In June 2019, the United Nations Secretary-General launched the United Nations Disability Inclusion Strategy (UNDIS) to make the United Nations (UN) an inclusive organization for all. The Strategy establishes the foundation for systemic and sustainable change on disability inclusion across all three pillars of the UN. The Strategy plays a key role in enabling the UN system to support Member States in their achievement of the 2030 Agenda, the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) as well as a range of other development and humanitarian commitments.

The Strategy consists of a system-wide Policy and an Accountability Framework with two inter-linked components — an Entity Accountability Framework for individual entities, and a UN Country Team (UNCT) Accountability Scorecard. Through its policy and accountability framework, the wide-ranging Strategy provides a comprehensive and practical road map for ensuring that the UN system is translating disability inclusion not just at the policy level, but at the programmatic and operational levels. Both the entity accountability framework and the UNCT scorecard have been designed to monitor progress and address challenges and gaps, both at headquarters and at the country level. It has concrete benchmarks and focuses on critical areas such as leadership, strategic planning, accessibility, participation, programming, communications, human resources and procurement.

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achieved. At the same time the assessment showed that in order to meet the requirements of UNDIS there is a need of enhancing disability inclusion throughout the agencies' work.

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- Facilitates creation of a Consultation mechanisms with organizations of PWD;
- Ensures disability friendly environment across UN in Tajikistan;
- Empowers people with disability to engage with the UN through employment and internship

2. THE PURPOSE OF ASSIGNMENT AND SCOPE OF WORK

The purpose of this assignment is to carry out accessibility assessment of UN premises and services for persons with disabilities in all their diversity, prepare the realistic Access Improvement Plan to address the revealed issues and conduct the practical trainings on Access Audit for UN staff, representatives of state structures and organizations of persons with disabilities.

The overall purpose:

Create disability friendly environment across UN in Tajikistan by meeting the requirements of UN Disability Inclusion Strategy (UNDIS), UN Country Team accountability scorecard, namely (annex 1, UNCT Accountability scorecard):

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Indicator 14: UNCT communication and advocacy address disability inclusion

And support government of Tajikistan and organizations of persons with disabilities to implement the state program on "Accessible Environment" through capacity building trainings.

Specifically, the assignment will include:

- Review of UNDIS UNCT Disability Inclusion Action Plan and Business Operations strategy;
- Development of the methodology and tools to conduct the accessibility audit of informational and physical accessibility of UN premises and services for persons with disabilities in all their diversity in UN Offices located in Dushanbe city;
- Develop report on conducted Access Audit;
- Prepare an Access Improvement Plan to address the revealed issues during the Access Audit in cooperation with Operations and Management Team and Disability Inclusion focal points;

- Develop the module including toolkit (PPT, pics\video, tools) of the practical trainings on conducting the Access Audit and prepare Access Improvement Plan, prepare a passport form and carry out certification of objects and services for persons with disabilities.
- Conduct practical trainings for mixed participants including the UN staff: Disability Inclusion Focal Points and reps of OMT, UNCG and M&E, representatives of state structures and organizations of persons with disabilities in all their diversity.

3. DELIVERABLES & MANAGEMENT

The international consultant will directly report to the Head of UNRCO and will work in close collaboration with the UNV specialist on Disability Inclusion and Partnerships and Development Finance Officer.

International consultant will visit Dushanbe to conduct actual assessment of common premises and services with the concerned UN groups.

The cost for the trips including airfare and reasonable accommodation should be included into the financial proposal of the consultants. The cost of training on Access Audit for UNCT staff and representatives of DICC will be covered by RCO.

	Deliverable	Payment % (with acceptance)	Schedule Date	Days
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2	Carry out the Access Audit and conduct practical trainings	40%	5 – 20 August	15 days
3	Final report and Access Improvement Plan and presentation to UNCT	40%	21-22 August	2 days

4. MINIMUM REQUIREMENTS

- Bachelor’s degree in social sciences, development studies, disability studies or related field;
- A minimum of 5 years of professional experience on carrying out access audits, research, studies, providing technical assistance on access improvement for persons with disabilities in all their diversity;
- Previous experience of developing Access Improvement Plan
- Previous experience in conducting practical capacity building trainings and workshops;
- Knowledge of disability matters and work experience with persons with disabilities;
- Previous work experience in Central Asia is a strong asset;
- Excellent report writing skills.
- Fluent in English and Russian

Additional Notice:

- *Respect for diversity is one of the core values of the United Nations, thus persons with disabilities are encouraged to apply.*

INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**GENERAL CONDITIONS OF CONTRACT
FOR THE SERVICES OF INDIVIDUAL CONTRACTORS**

1. LEGAL STATUS: The Individual contractor shall have the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP), and shall not be regarded, for any purposes, as being either a “staff member” of UNDP, under the UN’ Staff Regulations and Rules, or an “official” of UNDP, for purposes of the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between UNDP and the Individual contractor. The officials, representatives, employees or subcontractors of UNDP and of the Individual contractor, if any, shall not be considered in any respect as being the employees or agents of the other, and UNDP and the Individual contractor shall be solely responsible for all claims arising out of or relating to its engagement of such persons or entities.

2. STANDARDS OF CONDUCT: In General: The Individual contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its obligations under the Contract. Should any authority external to UNDP seek to impose any instructions on the Contract regarding the Individual contractor’s performance under the Contract, the Individual contractor shall promptly notify UNDP and shall provide all reasonable assistance required by UNDP. The Individual contractor shall not take any action in respect of its performance of the Contract or otherwise related to its obligations under the Contract that may adversely affect the interests of UNDP, and the Individual contractor shall perform its obligations under the Contract with the fullest regard to the interests of UNDP. The Individual contractor warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of UNDP. The Individual contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract. In the performance of the Contract the Individual contractor shall comply with the standards of conduct set in the Secretary General’s Bulletin ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Expert on Mission”. The individual contractor must comply with all Security Directives issued by UNDP. Failure to comply with such security directives is grounds for termination of the Contract for cause.

Prohibition of Sexual Exploitation and Abuse: In the performance of the Contract, the Individual contractor shall comply with the standards of conduct set forth in the Secretary-General’s bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse”. In particular, the Individual contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin.

The Individual contractor acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

3. TITLE RIGHTS, COPYRIGHTS, PATENTS AND OTHER PROPRIETARY RIGHTS: Title to any equipment and supplies that may be furnished by UNDP to the Individual contractor for the performance of any obligations under the Contract shall rest with UNDP, and any such equipment shall be returned to UNDP at the conclusion of the Contract or when no longer needed by the Individual contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Individual contractor, subject to normal wear and tear, and the Individual contractor shall be liable to compensate UNDP for any damage or degradation of the equipment that is beyond normal wear and tear.

UNDP shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individual contractor has developed for UNDP under the Contract and which bear a direct relation

to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Individual contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP. However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Individual contractor: (a) that pre-existed the performance by the Individual contractor of its obligations under the Contract, or (b) that the Individual contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, UNDP does not and shall not claim any ownership interest thereto, and the Individual contractor grants to UNDP a perpetual licence to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract. At the request of UNDP, the Individual contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNDP in compliance with the requirements of the applicable law and of the Contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual contractor under the Contract shall be the property of UNDP, shall be made available for use or inspection by UNDP at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under the Contract

4. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION: Information and data that are considered proprietary by either UNDP or the Individual contractor or that are delivered or disclosed by one of them (“Discloser”) to the other (“Recipient”) during the course of performance of the Contract, and that are designated as confidential (“Information”), shall be held in confidence and shall be handled as follows. The Recipient of such Information shall use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser’s Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate, and the Recipient may otherwise use the Discloser’s Information solely for the purpose for which it was disclosed. The Recipient may disclose confidential Information to any other party with the Discloser’s prior written consent, as well as to the Recipient’s employees, officials, representatives and agents who have a need to know such confidential Information solely for purposes of performing obligations under the Contract. Subject to and without any waiver of the privileges and immunities of UNDP, the Individual contractor may disclose Information to the extent required by law, *provided that* the Individual contractor will give UNDP sufficient prior notice of a request for the disclosure of Information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose Information to the extent as required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly or its other governing bodies, or rules promulgated by the Secretary-General. The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder. These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

5. TRAVEL, MEDICAL CLEARANCE AND SERVICE INCURRED DEATH, INJURY OR ILLNESS: If the Individual contractor is required by UNDP to travel beyond commuting distance from the Individual contractor’s usual place of residence, and upon prior written agreement, such travel shall be at the expense of UNDP . Such travel shall be at economy care when by air.

UNDP may require the Individual contractor to submit a Statement of Good Health from a recognized physician prior to commencement of work in any offices or premises of UNDP or before engaging in any travel required by UNDP or connected with the performance of the Contract. The Individual contractor shall provide such a Statement of Good Health as soon as practicable following such request, and prior to engaging in any such travel, and the Individual contractor warrants the accuracy of any such Statement, including, but not limited to, confirmation that the Individual contractor has been fully informed regarding the requirements for inoculations for the country or countries to which travel may be authorized.

In the event of the death, injury or illness of the Individual contractor which is attributable to the performance of services on behalf of UNDP under the terms of the Contract while the Individual contractor is traveling at UNDP expense or is performing any services under the Contract in any offices or premises of UNDP, the Individual contractor or the

Individual contractor's dependants, as appropriate, shall be entitled to compensation equivalent to that provided under the UNDP insurance policy, available upon request.

6.PROHIBITION ON ASSIGNMENT; MODIFICATIONS: The Individual contractor may not assign, delegate, transfer, pledge or make any other disposition of the Contract, of any part thereof, or of any of the rights, claims or obligations under the Contract except with the prior written authorization of UNDP, and any attempt to do so shall be null and void. The terms or conditions of any supplemental undertakings, licences or other forms of Contract concerning any goods or services to be provided under the Contract shall not be valid and enforceable against UNDP nor in any way shall constitute an Contract by UNDP thereto, unless any such undertakings, licences or other forms of Contract are the subject of a valid written undertaking by UNDP. No modification or change in the Contract shall be valid and enforceable against UNDP unless provided by means of a valid written amendment to the Contract signed by the Individual contractor and an authorized official or appropriate contracting authority of UNDP.

7.SUBCONTRACTORS: In the event that the Individual contractor requires the services of subcontractors to perform any obligations under the Contract, the Individual contractor shall obtain the prior written approval of UNDP for any such subcontractors. UNDP may, in its sole discretion, reject any proposed subcontractor or require such subcontractor's removal without having to give any justification therefore, and such rejection shall not entitle the Individual contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract. The Individual contractor shall be solely responsible for all services and obligations performed by its subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.

8.USE OF NAME, EMBLEM OR OFFICIAL SEAL OF THE UNITED NATIONS: The Individual contractor shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNDP, nor shall the Individual contractor, in any manner whatsoever, use the name, emblem or official seal of UNDP, or any abbreviation of the name of UNDP, in connection with its business or otherwise without the written permission of UNDP.

9.INDEMNIFICATION: The Individual contractor shall indemnify, defend, and hold and save harmless UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to: (a) allegations or claims that the use by UNDP of any patented device, any copyrighted material or any other goods or services provided to UNDP for its use under the terms of the Contract, in whole or in part, separately or in combination, constitutes an infringement of any patent, copyright, trademark or other intellectual property right of any third party; or (b) any acts or omissions of the Individual contractor, or of any subcontractor or anyone directly or indirectly employed by them in the performance of the Contract, which give rise to legal liability to anyone not a party to the Contract, including, without limitation, claims and liability in the nature of a claim for workers' compensation.

10.INSURANCE: The Individual contractor shall pay UNDP promptly for all loss, destruction or damage to the property of UNDP caused by the Individual contractor, or of any subcontractor, or anyone directly or indirectly employed by them in the performance of the Contract. The Individual contractor shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the Contract, as well as for arranging, at the Individual contractor's sole expense, such life, health and other forms of insurance as the Individual contractor may consider to be appropriate to cover the period during which the Individual contractor provides services under the Contract. The Individual contractor acknowledges and agrees that none of the insurance arrangements the Individual contractor may make shall, in any way, be construed to limit the Individual contractor's liability arising under or relating to the Contract.

11.ENCUMBRANCES AND LIENS: The Individual contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due to the Individual contractor or to become due for any work donor or against any goods supplied or materials furnished under the Contract, or by reason of any other claim or demand against the Individual contractor.

12.FORCE MAJEURE; OTHER CHANGES IN CONDITIONS: In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual contractor shall give notice and full particulars in writing to UNDP of such occurrence or cause if the Individual contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The Individual contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with

its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in conditions or occurrence, the Individual contractor shall also submit a statement to UNDP of estimated expenditures that will likely be

incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual contractor of a reasonable extension of time in which to perform any obligations under the Contract.

In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual contractor shall give notice and full particulars in writing to UNDP of such occurrence or cause if the Individual contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The Individual contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in conditions or occurrence, the Individual contractor shall also submit a statement to UNDP of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual contractor of a reasonable extension of time in which to perform any obligations under the Contract.

Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, *provided that* such acts arise from causes beyond the control and without the fault or negligence of the Individual contractor. The Individual contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Individual contractor must perform in or for any areas in which UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute *force majeure* under the Contract

13. TERMINATION: Either party may terminate the Contract, in whole or in part, upon giving written notice to the other party. The period of notice shall be five (5) days in the case of Contracts for a total period of less than two (2) months and fourteen (14) days in the case of contracts for a longer period. The initiation of conciliation or arbitral proceedings, as provided below, shall not be deemed to be a "cause" for or otherwise to be in itself a termination of the Contract. UNDP may, without prejudice to any other right or remedy available to it, terminate the Contract forthwith in the event that: (a) the Individual contractor is adjudged bankrupt, or is liquidated, or becomes insolvent, applies for moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (b) the Individual contractor is granted a moratorium or a stay or is declared insolvent; the Individual contractor makes an assignment for the benefit of one or more of its creditors; (c) a Receiver is appointed on account of the insolvency of the Individual contractor ; (d) the Individual contractor offers a settlement in lieu of bankruptcy or receivership; or (e) UNDP reasonably determines that the Individual contractor has become subject to a materially adverse change in its financial condition that threatens to endanger or otherwise substantially affect the ability of the Individual contractor to perform any of its obligations under the Contract.

In the event of any termination of the Contract, upon receipt of notice of termination by UNDP, the Individual contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing: (a) take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum; (b) refrain from undertaking any further or additional commitments under the Contract as of and following the date of receipt of such notice; (c) deliver all completed or partially completed plans, drawings, information and other property that, if the Contract had been completed, would be required to be furnished to UNDP thereunder; (d) complete performance of the work not terminated; and (e) take any other action that may be necessary, or that UNDP may direct in writing, for the protection and preservation of any property, whether tangible or intangible, related to the Contract that is in the possession of the Individual contractor and in which UNDP has or may be reasonably expected to acquire an interest.

In the event of any termination of the Contract, UNDP shall only be liable to pay the Individual contractor compensation on a pro rata basis for no more than the actual amount of work performed to the satisfaction of UNDP in accordance

with the requirements of the Contract. Additional costs incurred by UNDP resulting from the termination of the Contract by the Individual contractor may be withheld from any amount otherwise due to the Individual contractor from UNDP..

14. NON-EXCLUSIVITY: UNDP shall have no obligation respecting, and no limitations on, its right to obtain goods of the same kind, quality and quantity, or to obtain any services of the kind described in the Contract, from any other source at any time.

15. TAXATION: Article II, section 7, of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the exemptions of the United Nations from such taxes, restrictions, duties or charges, the Individual contractor shall immediately consult with UNDP to determine a mutually acceptable procedure. UNDP shall have no liability for taxes, duties or other similar charges payable by the Individual contractor in respect of any amounts paid to the Individual contractor under this Contract, and the Individual contractor acknowledges that UNDP will not issue any statements of earnings to the Individual contractor in respect of any such payments.

16. AUDITS AND INVESTIGATIONS:

Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP at any time during the term of the Contract and for a period of two (2) years following the expiration or prior termination of the Contract. UNDP shall be entitled to a refund from the Individual contractor for any amounts shown by such audits to have been paid by UNDP other than in accordance with the terms and conditions of the Contract.

The Individual contractor acknowledges and agrees that, from time to time, UNDP may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Individual contractor generally relating to performance of the Contract. The right of UNDP to conduct an investigation and the Individual contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Individual contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Individual contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Individual contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Individual contractor's personnel and relevant documentation. The Individual contractor shall require its agents, including, but not limited to, the Individual contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

17. SETTLEMENT OF DISPUTES:

AMICABLE SETTLEMENT: UNDP and the Individual contractor shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the parties in writing.

ARBITRATION: Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award

interest in excess of the London Inter-Bank Offered Rate (“LIBOR”) then prevailing, and any such interest shall be simple interest only. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy or claim.

18.PRIVILEGES AND IMMUNITIES: Nothing in or relating to the Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

UNITED NATIONS DEVELOPMENT PROGRAMME

Empowered lives.
Resilient nations.

Contract for the services of an Individual ContractorNo. IC/2022/

This Individual Contract is entered into on _____ between the United Nations Development Programme (hereinafter referred to as “UNDP”) and _____ (hereinafter referred to as “the Individual Contractor”) whose address is _____.

WHEREAS UNDP desires to engage the services of the Individual Contractor on the terms and conditions hereinafter set forth, and:

WHEREAS the Individual Contractor is ready and willing to accept this Contract with UNDP on the said terms and conditions,

NOW, THEREFORE, the Parties hereby agree as follows:

1. Nature of services

The Individual Contractor shall perform the services as described in the Terms of References which form an integral part of this Contract and are attached hereto as *Annex I* in the following Duty Station(s): _____.

2. Duration

This Individual Contract shall commence on _____, and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than _____, unless sooner terminated in accordance with the terms of this Contract. This Contract is subject to the General Conditions of Contract for Individual contractors which are available on UNDP website at www.undp.org/procurement and are attached hereto as *Annex II*.

3. Consideration

As full consideration for the services performed by the Individual Contractor under the terms of this Contract, including, unless otherwise specified, his/her travel to and from the Duty Station(s), any other travel required in the fulfillment of the Terms of Reference in Annex I, and living expenses in the Duty Station(s), UNDP shall pay the Individual Contractor a total of _____ in accordance with the table set forth below. Payments shall be made following certification by UNDP that the services related to each Deliverable, as described below, have been satisfactorily performed and the Deliverables have been achieved by or before the due dates specified below, if any.

DELIVERABLE	DUE DATE	AMOUNT IN USD

If unforeseen travel outside the Duty Station not required by the Terms of Reference is requested by UNDP, and upon prior written agreement, such travel shall be at UNDP’s expense and the Individual Contractor shall receive a *per diem* not to exceed United Nations daily subsistence allowance rate in such other location(s).

Where two currencies are involved, the rate of exchange shall be the official rate applied by the United Nations on the day the UNDP instructs its bank to effect the payment(s).

4. Rights and Obligations of the Individual contractor

The rights and obligations of the Individual Contractor are strictly limited to the terms and conditions of this Contract, including its Annexes. Accordingly, the Individual Contractor shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Contract. The Individual Contractor shall be solely liable for claims by third parties arising from the Individual Contractor's own acts or omissions in the course of performing this Contract, and under no circumstances shall UNDP be held liable for such claims by third parties.

- **The Individual Contractor is (not) required to submit a Statement of Good Health and confirmation of immunization.**

5. Beneficiary

The Individual Contractor selects _____ as beneficiary of any amounts owed under this Contract in the event of death of the Individual Contractor while performing services hereunder. This includes the payment of any service-incurred liability insurance attributable to the performance of the services for UNDP.

Mailing address, email address and phone number of beneficiary: _____

Mailing address, email address and phone number of emergency contact (if different from beneficiary):

IN WITNESS WHEREOF, the Parties hereto have executed this Contract.

By signing below, I, the Individual Contractor, acknowledge and agree that I have read and accept the terms of this Contract, including the General Conditions of Contracts for Individual contractors available on UNDP website at www.undp.org/procurement and attached hereto in Annex II which form an integral part of this Contract, and that I have read and understood, and agree to abide by the standards of conduct set forth in the Secretary-General's bulletins ST/SGB/2003/13 of 9 October 2003, entitled "Special Measures for Protection from Sexual Exploitation and Sexual Abuse" and ST/SGB/2002/9 of 18 June 2002, entitled "Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission".

AUTHORIZING OFFICER:

INDIVIDUAL CONTRACTOR:

Signature _____

Signature _____

Date _____

Date _____

United Nations

Disability Inclusion Strategy

UN Country Team Accountability Scorecard on Disability Inclusion

INTRODUCTION

The United Nations Disability Inclusion Strategy (UNDIS) was launched by the UN Secretary-General in June 2019. It provides the foundation for sustainable and transformative progress on disability inclusion¹ through all pillars of the work of the United Nations.

The UNDIS affirms that “the full and complete realization of the human rights of all persons with disabilities is an inalienable, integral and indivisible part of all human rights and fundamental freedoms.” The Strategy will play a key role in enabling the UN system to support Member States in their achievement of the 2030 Agenda and its Sustainable Development Goals, the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) as well as a range of other development and humanitarian commitments.

The Strategy is the result of a process launched by the Secretary-General in April 2018 to make the UN system more accessible to persons with disabilities and to mainstream their rights. It was developed through a system-wide consultation that involved close to 60 UN entities and more than 300 individuals. The Strategy consists of a system-wide policy and an accountability framework, and covers programmes and operations in development and humanitarian contexts. The policy establishes the highest levels of commitment and a vision for the UN system on disability inclusion.

UNCT Accountability Scorecard on Disability Inclusion

The accountability framework has two aligned components: the UN Entity Accountability Framework, and a United Nations Country Team (UNCT) Accountability Scorecard. Each component is organized around four core areas:

- (1) Leadership, strategic planning and management;
- (2) Inclusiveness;
- (3) Programming; and
- (4) Organizational culture.

The UNCT Scorecard comprises 14 indicators within these four core areas. Together they map out a comprehensive approach to disability inclusion for UNCTs, encompassing both programming and internal operations. The Scorecard was designed to be consistent with the UN Entity Accountability Framework, which was developed first so that what is asked of UNCT member Agencies at the country level does not

¹ As outlined in the Strategy, the term ‘*disability inclusion*’ refers to the meaningful participation of persons with disabilities in all their diversity, the promotion and mainstreaming of their rights into the work of the Organization, the development of disability-specific programmes and the consideration of disability-related perspectives, in compliance with the CRPD. This requires the development and implementation of a consistent and systematic approach to disability inclusion in all areas of operations and programming, internally and externally. United Nations Disability Inclusion Strategy, at: www.un.org/disabilitystrategy

duplicate but complements information that they may be asked to submit to their HQ for summary reporting at the Entity level.

UN Country Teams are responsible for implementing the Strategy. Their efforts are supported by the Disability Team, which has been established in the Executive Office of the Secretary-General under the leadership of the SG's Senior Advisor on Policy and by the UN Development Coordination Office.

UNCT Scorecard: Core Areas and Indicators

LEADERSHIP, STRATEGIC PLANNING AND MANAGEMENT	INCLUSIVENESS	PROGRAMMING	ORGANIZATIONAL CULTURE
1. Leadership	5. Consultation with Organizations of Persons with Disabilities	8. Joint Programmes	12. Employment
2. Strategic Planning	6. Accessibility of UN Premises and Accommodation	9. Data	13. Capacity Development for UN Staff
3. Cooperation Framework	7. Inclusive procurement of goods and services	10. Monitoring and Evaluation	14. Communication
4. UNCT Set-up and Coordination		11. Humanitarian	

Indicator 1: Leadership
UNCT leadership champions disability inclusion

Indicator 1 Leadership		
Approaches requirements	Meets requirements	Exceeds requirements
1.a.i. The UNCT leadership champions disability inclusion internally and publicly	1.b.i. The UNCT leadership champions disability inclusion internally and publicly <i>and</i> 1.b.ii. Disability inclusion is a recurring or standing item in the regular UNCT Heads of Agency meetings	1.c.i. The UNCT leadership champions disability inclusion internally and publicly <i>and</i> 1.c.ii. Disability inclusion is a recurring or standing item in the regular UNCT Heads of Agency meetings <i>and</i> 1.c.iii. Disability inclusion in both programming and operations is reflected in the RC/UNCT workplan as part of the performance appraisal system

Indicator 2: Strategic Planning
The Common Country Analysis is disability-inclusive

Indicator 2 Strategic Planning		
Approaches requirements	Meets requirements	Exceeds requirements
2.a.i. The Common Country Analysis (CCA) includes analysis of the situation of persons with disabilities	2.b.i. The CCA includes analysis of the situation of persons with disabilities <i>and</i> 2.b.ii. The CCA includes analysis of the situation of persons with disabilities in at least one of its thematic areas	2.c.i. The CCA includes analysis of the situation of persons with disabilities <i>and</i> 2.c.ii. The CCA includes analysis of the situation of persons with disabilities in the majority of its thematic areas <i>and</i> 2.c.iii. Any periodic update of the CCA includes data and analysis of the situation of persons with disabilities

Indicator 3: UN Sustainable Development Cooperation Framework
Disability inclusion is mainstreamed in Cooperation Framework outcomes/results areas

Indicator 3 Cooperation Framework		
Approaches requirements	Meets requirements	Exceeds requirements
3.a.i. The UNCT explicitly commits to the rights of persons with disabilities in the Cooperation Framework	3.b.i. The UNCT explicitly commits to the rights of persons with disabilities in the Cooperation Framework <i>and</i> 3.b.ii. Disability inclusion is visibly mainstreamed in at least one of the Cooperation Framework outcome areas and its joint workplans <i>and</i>	3.c.i. The UNCT explicitly commits to the rights of persons with disabilities in the Cooperation Framework <i>and</i> 3.c.ii. Disability inclusion is visibly mainstreamed in a majority of the Cooperation Framework outcome areas and its joint workplans <i>and</i>

	3.b.iii. Cooperation Framework outcome indicators are disaggregated by disability, sex and age to the extent possible	3.c.iii. Cooperation Framework outcome indicators are disaggregated by disability, sex and age to the extent possible <i>and</i> 3.c.iv. At least one Cooperation Framework outcome specifically targets persons with disabilities
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Indicator 4: Setup and Coordination
Disability inclusion is promoted through the UNCT coordination mechanisms

Indicator 4 Set-up and Coordination		
Approaches requirements	Meets requirements	Exceeds requirements
4.a.i. A disability inclusion mechanism is established within the wider UNCT coordination mechanism	4.b.i. A disability inclusion mechanism is established within the wider UNCT coordination mechanism and 4.b.ii. The disability inclusion mechanism has made substantive input into the CCA, Cooperation Framework and joint workplans or evaluations according to the Cooperation Framework cycle, in consultation with OPDs	4.c.i. A disability inclusion mechanism is established within the wider UNCT coordination mechanism and 4.c.ii. The disability inclusion mechanism has made substantive input into the CCA, Cooperation Framework and joint workplans or evaluations according to the Cooperation Framework cycle, in consultation with OPDs and 4.c.iii. Organizations of persons with disabilities are part of an existing UN coordination mechanism (such as the Joint National/UN Steering Committee)

Indicator 5: Consultation with organizations of persons with disabilities (OPDs) UNCT consults OPDs

Indicator 5 Consultation with OPDs		
Approaches requirements	Meets requirements	Exceeds requirements
5.a.i. The UNCT convenes at least an annual consultation with OPDs on UNDIS implementation	5.b.i. The UNCT convenes at least an annual consultation with OPDs on UNDIS implementation <i>and</i> 5.b.ii. OPDs participate in key consultations throughout the Cooperation Framework cycle, including on the CCA, Cooperation Framework and evaluations <i>and</i> 5.b.iii. OPDs are consulted in the emergency risk and needs assessments, preparedness and response planning processes	5.c.i. The UNCT convenes at least an annual consultation with OPDs on UNDIS implementation <i>and</i> 5.c.ii. OPDs participate in key consultations throughout the Cooperation Framework cycle, including on the CCA, Cooperation Framework and evaluations <i>and</i> 5.c.iii. OPDs are consulted in the emergency risk and needs assessments, preparedness and response planning processes <i>and</i> 5.c.iv. UNCT has a partnership with OPDs

Indicator 6: Accessibility

UN premises and services are accessible to all UN staff and constituents with disabilities

Indicator 6 Accessibility		
Approaches requirements	Meets requirements	Exceeds requirements
6.a.i. The UNCT conducts a baseline assessment of the accessibility of its common premises and services (ICT, communication, transportation, emergency procedures) <i>and</i>	6.b.i. The UNCT conducts a baseline accessibility assessment of its common premises and services (ICT, communication, transportation, emergency procedures) <i>and</i>	6.c.i. The UNCT conducts a baseline accessibility assessment of its common premises and services (ICT, communication, transportation, emergency procedures) <i>and</i> 6.c.ii. The UNCT keeps record of reasonable accommodation

<p>6.a.ii. The UNCT keeps record of reasonable accommodation requests</p>	<p>6.b.ii. The UNCT keeps record of reasonable accommodation requests and their provision</p> <p>and</p> <p>6.b.iii. An accessibility plan for common premises and services is adopted within the Cooperation Framework cycle</p>	<p>requests and the level of satisfaction in their provision</p> <p>and</p> <p>6.c.iii. An accessibility plan for common premises and services is adopted within the Cooperation Framework cycle</p> <p>and</p> <p>6.c.iv. The accessibility plan for common premises and services is implemented and monitored</p>
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Indicator 7: Inclusive procurement of goods and services
Accessibility of external venues and in procurement

<p align="center">Indicator 7 Inclusive procurement of goods and services</p>		
<p align="center">Approaches requirements</p>	<p align="center">Meets requirements</p>	<p align="center">Exceeds requirements</p>
<p>7.a.i. UNCT procurement guidelines and practices consider accessibility in the procurement of external venues, goods and services</p>	<p>7.b.i. UNCT procurement guidelines and practices consider accessibility in the procurement of external venues, goods and services</p> <p>and</p> <p>7.b.ii. Accessibility is included as a criteria in the periodic review of UN authorized external venues, including accommodations</p>	<p>7.c.i. UNCT procurement guidelines and practices consider accessibility in the procurement of external venues, goods and services</p> <p>and</p> <p>7.c.ii. Accessibility is included as a criteria in the periodic review of UN authorized external venues, including accommodations</p> <p>and</p> <p>7.c.iii. The UNCT Operations Management Team establishes and meets a target for accessibility as a mandatory criteria in the procurement of venues, goods and services</p>

Indicator 8: Joint programmes
Joint programmes contribute to disability inclusion

Indicator 8 Joint Programmes		
Approaches requirements	Meets requirements	Exceeds requirements
8.a.i. Disability inclusion is mainstreamed in a majority of new joint programmes/projects	8.b.i. Disability inclusion is mainstreamed in a majority of new joint programmes/projects <i>and</i> 8.b.ii. Practical measures on disability inclusion are integrated into some existing joint programmes/projects <i>and</i> 8.b.iii. The UNCT implements a joint programme on disability inclusion within the current Cooperation Framework cycle	8.c.i. Disability inclusion is mainstreamed in all new joint programmes/projects <i>and</i> 8.c.ii. Practical measures on disability inclusion are integrated into at least half of existing joint programmes/projects <i>and</i> 8.c.iii. The UNCT implements a joint programme on disability inclusion within the current Cooperation Framework cycle <i>and</i> 8.c.iv. Monitoring and reporting of disability-inclusive joint programmes/projects include results and/or impact for persons with disabilities

Indicator 9: Data
Strengthening data on persons with disabilities

Indicator 9 Data		
Approaches requirements	Meets requirements	Exceeds requirements
9.a.i. The UNCT maps available data and data gaps on persons with disabilities in national statistical sources	9.b.i. The UNCT maps available data and data gaps on persons with disabilities in national statistical sources <i>and</i> 9.b.ii. The UNCT works with at least one Government partner on	9.c.i. The UNCT maps available data and data gaps on persons with disabilities in national statistical sources <i>and</i> 9.c.ii. The UNCT works with at least one Government partner on

	data on persons with disabilities	data on persons with disabilities and 9.c.iii. A majority of capacity building initiatives for national statistical offices take into account disability
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Indicator 10: Monitoring and evaluation
Cooperation Framework Monitoring and Evaluation (M&E) processes address disability inclusion

Indicator 10 Monitoring and Evaluation		
Approaches requirements	Meets requirements	Exceeds requirements
10.a.i. The Cooperation Framework annual report assesses progress against specific disability-inclusion results	10.b.i. The Cooperation Framework annual report assesses progress against specific disability-inclusion results and 10.b.ii. The M&E group or equivalent receives technical training on data/indicators to measure disability inclusion at least once in the Cooperation Framework cycle	10.c.i. The Cooperation Framework annual report assesses progress against specific disability-inclusion results and 10.c.ii. The M&E group or equivalent receives technical training on data/indicators to measure disability inclusion at least once in the Cooperation Framework cycle and 10.c.iii. The Cooperation Framework evaluation and management response address progress related to disability inclusion

Indicator 11: Humanitarian
Disability inclusion is mainstreamed in planning for humanitarian emergencies

Indicator 11 Humanitarian		
Approaches requirements	Meets requirements	Exceeds requirements
<p>11.a.i. The Humanitarian Country Team (HCT)/UNCT assess how persons with disabilities have been included in humanitarian needs assessments, preparedness and response plans</p>	<p>11.b.i. The Humanitarian Country Team (HCT)/UNCT assess how persons with disabilities have been included in humanitarian needs assessments, preparedness and response plans</p> <p style="text-align: center;"><i>and</i></p> <p>11.b.ii. The emergency preparedness and response plan or Humanitarian Response Plan (HRP) spells out how the response will address the specific risks faced by persons with disabilities and disaggregate data by disability to the extent possible</p>	<p>11.c.i. The Humanitarian Country Team (HCT)/UNCT assess how persons with disabilities have been included in humanitarian needs assessments, preparedness and response plans</p> <p style="text-align: center;"><i>and</i></p> <p>11.c.ii. The emergency preparedness and response plan or Humanitarian Response Plan (HRP) spells out how the response will address the specific risks faced by persons with disabilities and disaggregate data by disability to the extent possible</p> <p style="text-align: center;"><i>and</i></p> <p>11.c.iii. Persons with disabilities and their representative organizations participate in humanitarian coordination mechanisms</p>

Indicator 12: Employment
UN human resource practices are disability-inclusive

Indicator 12 Employment		
Approaches requirements	Meets requirements	Exceeds requirements
<p>12.a.i. The UNCT adopts a non-discrimination employment statement which explicitly refers to persons with disabilities</p>	<p>12.b.i. The UNCT adopts a non-discrimination employment statement which explicitly refers to persons with disabilities</p> <p style="text-align: center;"><i>and</i></p>	<p>12.c.i. The UNCT adopts a non-discrimination employment statement which explicitly refers to persons with disabilities</p> <p style="text-align: center;"><i>and</i></p>

	<p>12.b.ii. The UNCT stipulates that UN vacancy announcements explicitly encourage persons with disabilities to apply</p> <p>and</p> <p>12.b.iii. The UNCT undertakes targeted measures to ensure vacancy announcements reach persons with disabilities</p>	<p>12.c.ii. The UNCT stipulates that UN vacancy announcements explicitly encourage persons with disabilities to apply</p> <p>and</p> <p>12.c.iii. The UNCT undertakes targeted measures to ensure vacancy announcements reach persons with disabilities</p> <p>and</p> <p>12.c.iv. The UNCT carries out a review of the disability status of UN employees and consultants at least once in the Cooperation Framework cycle</p>
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**Indicator 13: Capacity development for UN Staff
UNCT invests in capacity development on disability inclusion**

Indicator 13 Capacity development for UN staff		
Approaches requirements	Meets requirements	Exceeds requirements
<p>13.a.i. Training and learning resources on disability inclusion are available to UNCT staff (self-learning online, or workshop)</p>	<p>13.b.i. Training and learning resources on disability inclusion are available to UNCT staff (self-learning online, or workshop)</p> <p>and</p> <p>13.b.ii. One inter-agency training on disability inclusion is conducted annually in collaboration with OPDs</p>	<p>13.c.i. Training and learning resources on disability inclusion are available to UNCT staff (self-learning online, or workshop)</p> <p>and</p> <p>13.c.ii. One inter-agency training on disability inclusion is conducted annually in collaboration with OPDs</p> <p>and</p> <p>13.c.iii. A majority of UNCT staff, including a majority of senior staff, participates in training on disability inclusion within the Cooperation Framework cycle</p>

Indicator 14: Communication
UNCT communication and advocacy address disability inclusion

Indicator 14 Communication		
Approaches requirements	Meets requirements	Exceeds requirements
14.a.i. Mainstream UN communications reflect persons with disabilities	14.b.i. Mainstream UN communications reflect persons with disabilities and 14.b.ii. The inter-agency Communication Group's annual workplan or equivalent integrates human rights of persons with disabilities into UNCT advocacy and communications	14.c.i. Mainstream UN communications reflect persons with disabilities and 14.c.ii. The inter-agency Communication Group's annual workplan or equivalent integrates human rights of persons with disabilities into UNCT advocacy and communications and 14.c.iii. A communications campaign on disability inclusion is undertaken at least once in the Cooperation Framework cycle