

UNICEF GEORGIA
TERMS OF REFERENCES

Selection of an Organization to Conduct a Study on Goods and Services Required (extra costs) for Children with Disabilities

Start date: July 2021

End date: November 2021

BACKGROUND

The Government of Georgia ratified the UN Convention of the Rights of Persons with Disabilities (CRPD) in 2013 and took commitment to harmonize its national policy and normative frameworks with the convention. To implement these obligations, the Government plans to reshape the definition of disability at policy level and transform the existing Medical Model¹ of disability assessment system into the new one that applies a Social Model.

The Government of Georgia has plans to change the disability status determination procedure. Determination of the disability status of a person is currently based on a medical assessment conducted by physicians. Consequently, this approach identifies only the health-related needs and does not consider functional limitations and abilities of people, or barriers created by the environment for daily activities and social inclusion. Similarly, the current assessment system ignores some developmental disabilities of infants and deprives them from accessing disability benefits. In addition, this overly medicalized approach fails to address the social and environmental factors that prevent full participation of people with disabilities and is unable to determine individualized needs-based support for independent living, including assistive technology and social services. Transformation of the disability assessment and status determination system is underway with technical support of UNICEF and other development partners. In addition, the government plans to optimize existing social protection measures for persons with disabilities (PWDs) based on better understanding of their needs, functional limitations and strive to create inclusive society for all.

The main data source on the number of persons with disabilities in Georgia are administrative reports on recipients of disability pension, which underestimates the number of people experiencing various forms of disability. There were 126,631 PWDs registered as recipients of disability pensions in 2021, of which 11,763 children². This constitutes about 3% of the total population of Georgia (including 1.3% of child population) which is well below the WHO global prevalence estimates. The Multiple Indicator Cluster Survey (MICS) conducted by the National Statistics Office of Georgia in 2018, with support from UNICEF³, provides information about the functional limitations of PWD and indicates that the percentage of children age 5-17 years with

¹ Under the medical model, impairments or differences of persons should be 'fixed' or changed by medical and other treatments, even when the impairment or difference does not cause pain or illness.

² <https://www.ssa.gov.ge>

³ <https://www.geostat.ge/ka/modules/categories/625/mravalindikatoruli-klasteruli-gamokleva>

functional difficulty in at least one domain is 9.5%, children age 2-4 is 1.8%, adult women is 8.9% and adult men is 6.8%.

Disability often leads to increased costs for households. Costs are generally categorised as either indirect or direct. Estimating the costs of disability are essential for designing appropriate interventions and setting the benefit levels. In the case of children with disabilities, indirect costs are those related to parents taking on additional caring responsibilities in lieu of economic activity. Direct costs can be categorized as “enhanced costs” or “specialized costs”. Enhanced costs are expenses that all households have but households with children with disabilities may need to spend extra, such as heating, healthcare and/or transportation. Specialized costs are disability specific, such as assistive devices, therapy or rehabilitation. Several contextual factors influence the level of direct costs: type and severity of disability, household composition, level of income, availability of goods and services, along with others.

Measuring those extra costs is important for two reasons. First, not taking them into account leads to an underestimation of the gaps in economic well-being between households with and without a member with disabilities. Second, understanding the nature and scale of the extra expenditures for needed goods and services can help in the design and planning of policies aimed at covering those extra costs.

For the social protection system to effectively support children with disabilities, it must account for the diversity of children’s needs and functional difficulties and ability to perform daily activities with the objective to ensure that CwD have opportunity to enjoy full life together with their peers, at home, at school or elsewhere. This, in its turn, requires sound understanding of what support (goods and services) is required for their inclusiveness and what are the costs of such support.

Goods and Services Required (GSR)

This study focuses on collecting information on the range of expenditures needed to enable CwD to participate equally in society. This is a subjective method where people report on both the current expenditures to meet their children’s needs, and also the additional goods and services they believe they would require for their child to fully participate. Because the knowledge of the prices for needed but not secured goods and services are often unknown by families, this information will be supplemented by a market analysis of appropriate prices.

A potential added complication in making such an estimate in low- and middle-income countries is that needed goods and services may not be available, either in the country, or in particular locations within that country. In those cases, estimates must be made as to what the price of those goods and services would be if available. Those prices will vary even within a country by region, and, of course, will change as the markets for those goods and services develop. Also, for

the GSR method it will be important to rely on a subset of respondents with higher expertise in support needs. In fact, a sample of respondents may very well have to be supplemented with such experts because many people, especially those who are poor or who live in remote areas, may not be aware of what types of support and assistive technology is possible.

GSR method should be applied for determining the extent and structure of benefits designed to cover the extra costs of disability. The GSR method can highlight not only what level of resources are needed, but also their purpose. It can also lead to the design of a multiple (but coordinated) programs that can be flexible enough to meet the particular needs of families in the most efficient manner – for example a combination of cash benefits, concessions, and in-kind benefits.

Clear understanding of the range and type of goods and services required for child's full participation and inclusion together with estimation of related costs will help conceptualization and optimization of the state support system for children with disabilities, which is on the agenda of the Georgian Government.

Purpose and scope

UNICEF Georgia is looking for an organization to conduct a qualitative study of the good and services required for inclusion of CwD. It is expected that through this study, the needs of children with disabilities with different functional limitations and support needs will be identified and approximate costs of the required goods and services will be estimated. The results of the study will be used as a basis for revising social entitlement schemes for children with disabilities.

The study aims to:

- ✓ Identify goods and services required for children with disabilities;
- ✓ Identify extra costs for households with children with disabilities;
- ✓ Calculate approximately the range of costs for goods and services required, for children with various types of disabilities, different support needs and living in various settings.

Methodology and activities

The selected organization/company will have to develop and implement a detailed study methodology. The main requirements for the survey conduct methodology are as follows:

- 1) *Recruit a team of experts (an expert panel)* – A team of 8-10 experts with local knowledge on living with disabilities in Georgia will be assembled, consisting of members of organizations of persons with disabilities and social protection specialists with direct experience with the provision of disability related services. These people should possess expert sector knowledge of various types of disability: physical, cognitive, sensory and psychosocial.

- 2) *Conduct training of expert groups* – The expert group will be trained on the purpose of this exercise, the overall methodology, their role in the methodology, and the use to which the results will be put.
- 3) *Draw up initial budgets* – the expert panel will first determine what activities are considered “basic participation” and what is “full participation.” Basic participation is the minimum needed to sustain good health. Full participation is the full range of activities for which all children have a right to lead a full life: such as attending school and participating in sports and leisure. The expert group will then draw up initial budgets for both levels of participation, considering the range of needs and costs depending on the degree of disability and where the child lives (rural/urban). This will include the estimated time spent by family members in providing extra care related to the child’s disability.
- 4) *Field guide development* – Based on the activities and items in the budget, the selected organization will construct a field guide to elicit the experiences of families with children with disabilities regarding the goods and services they use, what they pay for them, the extra time spent in caring for children with disabilities, what unmet needs they may have, the barriers they face and the goods and services they need.
- 5) *Construction of focus groups* – Participants will be recruited for focus group discussions. These will be parent groups (at least 9 groups: physical – rural/urban, intellectual, psycho-social, vision, hearing, high support needs – rural/urban, children, other); the groups should include parents of children with different support needs and functional limitations; age groups (0-5 years, 6-14 years and children 15 and above) from rural and urban settings; There will also be a focus group with children groups (1 or 2 groups, to be agreed by the Expert Panel).
- 6) *Focus group discussions* – Using the field guide, focus groups discussions will gather information from respondents on what goods and services they use for both basic and full participation and how much they spend on them. They will also enquire about what additional goods and services they would need for full participation, whether or not they are available, how much they believe they would cost, and the quantity of extra time spent caring for children with disabilities. (Note: Based on the COVID-situation in the country, an applicant should provide arguments whether the focus groups will be held in online or off-line format and present respective budget);
- 7) *Initial identification of extra costs* – The expert panel will draw up a final list of items in a budget to ensure basic participation and full participation by type of disability. This will necessarily fall within a range because children’s needs can range from mild to severe. The experts will then assign a range of costs to these various items based on both their experience and focus group responses.
- 8) *Market research on prices* – Disputes or uncertainty may arise on the cost of various goods and services. Some goods and services that are needed may not be available – in the country as a whole or in certain areas (e.g., rural areas). The research team will conduct market research to estimate missing prices and narrow the range of estimated prices derived at by the expert group.
- 9) *Final GSR calculation* – The updated prices will be incorporated into the spreadsheets created by the expert group for a final determination on GSR. This will include information on the range of these costs by type of disability, severity of disability, basic vs. full

participation, and rural vs. urban. These costs will be disaggregated by whether they are goods or services (including time spent in extra care of children with disabilities). It will also include sample lists of goods and services required for children with various types and degrees of disability.

The selected organization will work in close cooperation with UNICEF social policy team and UNICEF disability consultant. UNICEF will support in:

- Finalization of the methodology of GSR study and revision of the drafted the field guides;
- Training of the Expert Panel members (2 hour training to better understand objective of the study and its content);
- Support in analysis of data from GSR field work;
- Review final report of the GSR study.

In the framework of the Memorandum of Understanding with UNICEF Georgia, the *Center of Inclusive Policy* (<https://inclusive-policy.org/>) will provide methodological support.

Ethical considerations

The selected organization shall comply with UNICEF's Procedures for Ethical Standards in Research, Evaluation and Data Collection and Analysis (Annex 1).

The study considers involvement of children with disabilities and their parents; therefore, the institution is supposed to address all ethical requirements before the study can commence:

- Access to the children with disabilities and their parents should be defined carefully – pre-schools, schools, social care and health authorities may place requirements on researchers and raise other ethical issues besides the ethical requirements of the research;
- Written consent should be obtained from their caretakers prior to the research. If parents give their approval for research to be carried out with their children, researchers need to determine whether the children themselves have been consulted about their involvement. Children themselves have the right to decide about their participation in research;
- The study should not harm and abuse the participants and respect for the dignity of the research participants should be prioritized;
- The study considers collection of health-related data and therefore, protection of the privacy and adequate level of confidentiality research participants must be ensured;
- The selected organization needs evidence of having undertaken ethics training or commit to undertaking ethics training prior to commencement of this work;
- The selected organization should identify relevant potential ethical issues and mitigation strategies relating to potential harms and benefits, informed consent, privacy and confidentiality and payment and compensation. Before commencement of the field work ethical review of the full research protocol (that includes all data gathering tools/instruments and methods as well as information on how ethical issues will be dealt with) should be

performed by an independent and impartial ethics review board as per UNICEF Procedure for Ethical Standards in Research, Evaluation, Data Collection and Analysis. This can be performed by internal ethics review board or by the UNICEF Ethical Review Board. Before issuing approval, the ERB must determine that the following requirements are satisfied:

- ✓ informed consent is sought from each subject or the subject's legally authorized representative;
- ✓ the proposed research design is scientifically sound and that risks to subjects are minimized;
- ✓ any risks to subjects are reasonable in relation to anticipated benefits;
- ✓ subject selection is equitable;
- ✓ safeguards are included for subjects likely to be vulnerable to undue influence or coercion;
- ✓ subjects' safety, privacy, and confidentiality are maximized.

Deliverables and timelines:

Duration of the project is 5 months. The following deliverables are expected:

- Inception report containing detailed research methodology and work plan – within 1 month from contracting signing; Methodology and the plan should be agreed and approved by UNICEF;
- Methodologies and instruments, including field guides, for the various stages of the study process – in accordance with agreed work plan;
- Report on goods and services required – after completion of the focus groups, in accordance with the agreed plan;
- Report on extra costs of households with children with disabilities including the report on calculation of goods and services required; in accordance with agreed work plan;
- Draft final report (in English and Georgian);
- Final report and PPT presentation for the stakeholders – within 2 weeks of provision of feedback by UNICEF and the expert group.

Required qualifications, experiences and competencies

The selected organization/company and its staff involved in the project should hold the following qualifications:

- At least 5 years of substantial experience in conducting qualitative studies/research in social field;
- Experience conducting studies related to persons with disabilities and children;
- Ability to perform field work in constraint situations caused by the COVID-19 pandemic;
- Ability to perform all operations in Georgian language and produce reports in Georgian and English;
- Ability to attract additional disability expertise to inform the content of the study.

Timeframe and duration

The duration of the contract is 5 months. Actions should start immediately after the signing of agreement.

Supervision and work arrangement

The organization will work under the direct supervision and guidance of UNICEF Georgia's Social Policy & Economic Specialist. UNICEF will ensure technical support to the study and will be closely involved in its implementation.

Performance of the organization will be evaluated against the following criteria: timeliness, responsibility, initiative, teamwork and quality of the products delivered.

The final report will go through a peer review from UNICEF's external research experts and rated. The report should receive at least a satisfactory rating to be considered as duly delivered by a selected organization. The rating criteria and relevant form will be provided in advance.

Payment terms

The payments will be done based on the confirmed budget of the proposed project. will be made upon submission and approval of relevant and good quality deliverables and reports Based on the following schedule:

1st instalment - 25% of total budget after submitting the inception report, methodology and instruments;

2nd instalment - 45% of total budget after submitting the report on goods and services required and the report on extra costs of households with children with disabilities)including the report on calculation of goods and services required);

3rd Instalment - 30% of total budget after submitting the final report in Georgian and English and PPT presentation (GEO, ENG) for the stakeholders – within 2 weeks of provision of feedback by UNICEF and the expert group.

Termination of contract

Either party may terminate the contract before its expiry date by giving a 14 days' notice in writing to the other party. However, in the event of termination on the ground of misconduct, UNICEF will be entitled to terminate the contract immediately, without earlier notice. In case of early termination of the contract, the Contractor will be compensated on a pro-rata basis for no more than the actual amount of work completed to the satisfaction of UNICEF.

Application deadline and documents

The deadline for the submission of applications is XX July 9th, 2021. Applications should include:

- Company's profile including a brief description of similar/alike activities performed by the organization.
- Project proposal with description of the proposed work plan and timeline.
- CVs of suggested experts.
- Information regarding organization's bank account issued by Bank (stamped).
- filled VMIP Vendor Registration form (template is attached).
- Financial proposal.

SELECTION AND EVALUATION PROCESS

Evaluation Criteria: The Evaluation ratio between the technical and financial proposal is 70:30.

Technical Proposal: 70

- Overall correspondence between ToR requirements and proposal (specific tasks, deliverables) - 20
 - Experience of the entity in similar assignments (disability inclusion, organization of consultative processes, enhancing capacity of grassroots organizations) - 25
 - Qualifications and expertise of proposed experts – 25 points.
- Total - 70

Only proposals which receive a minimum of 70% (42 points) will be considered further.

Price Proposal: 30

The price proposals in GEL should include detailed breakdown of all listed tasks and deliverables.

The total amount of points allocated for the price component is 30. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited bidders who obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price, e.g.:

Score for price proposal X = (Max. score for price proposal) * (Price of lowest priced proposal) / (Price of proposal X)

Total Technical and Price 100 Pts

UNICEF will award the Institutional Contract to the entity, whose response is of high quality, clear and meets the project goals.

The final evaluation of the proposal shall have two components # the technical evaluation score and financial evaluation score. For the overall proposal evaluation, the following formula will be applied, whereby the technical proposal has a weight of 0.7 and the price proposal has a weight of 0.3.

The final score is a calculation based on the following formula:

$SC_{com} = 100 * (0.7 * TP_{com} / TP_{max} + 0.3 * FP_{min} / FP_{com})$, where:

SCcom # final score of the company (it is between 0 and 100)

TPmax # maximum technical score (≤ 70)

TPcom# technical proposal score of the respective company
FPmin# minimum financial score (≤ 30)

FPcom# financial proposal score of the respective company.

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