

## **Terms of Reference (ToR)**

### **To Conduct a Needs Analysis for Strengthening Workplace Inclusion and Employability of Persons with Disabilities in Sri Lanka**

#### **1. Background**

The Better Work Sri Lanka programme, under the International Labour Organization (ILO), is committed to fostering an inclusive and diverse workforce within Sri Lanka's apparel sector. With funding from the Department of Foreign Affairs and Trade (DFAT), the programme aims to extend its scope to include targeted support for Persons with disabilities. This initiative seeks to build on the existing framework of Better Work Sri Lanka by addressing the specific needs of Persons with disabilities in gaining technical knowledge and expertise for employment in the apparel export sector in Sri Lanka. These areas have historically faced challenges in economic empowerment and social integration, particularly for those affected by the civil conflict.

This intervention will focus on enhancing employability and workplace inclusion for Persons with disabilities through skills training, collaboration with disability centres and vocational institutes, and active engagement with the apparel export sector. The project aligns with Better Work Sri Lanka's overarching goal of promoting ethical and sustainable practices, thus contributing to a more inclusive and supportive industry environment.

#### **2. Purpose of the Consultancy**

The purpose of this consultancy is to conduct a comprehensive needs analysis that will provide the necessary inputs for developing a programme design aimed at strengthening workplace inclusion and employability of Persons with disabilities in Sri Lanka. The needs analysis will identify the current challenges, opportunities, and gaps within the target regions and sectors. The findings will be used to inform the design of interventions that will be implemented as part of the Better Work Sri Lanka programme, ensuring that they are tailored to the specific needs of Persons with disabilities and are aligned with the programme's broader objectives.

#### **3. Objectives of the Needs Analysis**

The specific objectives of the needs analysis are to:

- I. Assess the current state of workplace inclusion and employability of Persons with disabilities in the Sri Lankan apparel sector.
- II. Identify key barriers to employment and inclusion faced by Persons with disabilities, including social, economic, and infrastructural challenges.
- III. Evaluate existing skills training programmes, vocational institutes, and disability centres in the target regions to determine their effectiveness and alignment with the needs of Persons with disabilities.
- IV. Identify potential areas of collaboration with the Department of Social Services (DSS), Organisations of Persons with Disabilities (OPDs), and other relevant stakeholders to enhance the inclusion of Persons with disabilities in the workforce.

- V. Provide actionable recommendations for designing and implementing targeted interventions that address the identified needs and contribute to the overall goals of the Better Work Sri Lanka programme.

#### 4. Scope of Work

The consultant/s will be responsible for the following tasks:

##### 4.1. Desk Research

- Review relevant literature, including previous needs assessments, policy documents, and reports related to disability inclusion and employment in Sri Lanka.
- Analyze existing data on the employment and inclusion of Persons with disabilities in the Sri Lankan apparel sector.

##### 4.2. Stakeholder Consultations

- Conduct interviews and focus group discussions with key stakeholders, including:
  - Persons with disabilities.
  - Employers in the apparel sector.
  - Vocational training institutes.
  - Centers for Persons With Disability.
  - Representatives from the Department of Social Services (DSS).
  - Organisations of Persons with Disabilities (OPDs).
- Engage with community leaders and civil society organizations to gain insights into the social and cultural barriers to inclusion.

##### 4.3. Field Visits

- Visit selected disability centres, vocational institutes, and apparel export factories to assess the physical and programmatic accessibility for Persons with disabilities.
- Observe existing skills training programmes and their relevance to the needs of Persons with disabilities.

##### 4.4. Data Analysis and Reporting

- Analyze the collected data to identify key themes, challenges, and opportunities related to workplace inclusion and employability of Persons with disabilities.
- Develop a comprehensive report that includes findings, conclusions, and recommendations for the programme design.
- Present the findings and recommendations to the Better Work Sri Lanka programme team and relevant stakeholders.

## 5. Deliverables

The consultant is expected to produce the following deliverables:

- I. Inception Report: A detailed work plan outlining the methodology, timeline, and stakeholders to be engaged during the needs analysis. This report should be submitted within two weeks of the start of the consultancy.
- II. Interim Report: A progress report summarizing the initial findings from desk research, stakeholder consultations, and field visits. This report should be submitted halfway through the consultancy period.
- III. Final Report: A comprehensive report that includes:
  - An executive summary.
  - Detailed findings from the needs analysis.
  - Recommendations for the design and implementation of the programme.
  - Appendices with relevant data, interview transcripts, and other supporting documents.
- IV. Presentation: A presentation of the key findings and recommendations to the Better Work Sri Lanka programme team and other stakeholders. The presentation should be delivered shortly after the submission of the final report.

## 6. Consultant Qualifications

The ideal consultant should possess the following qualifications:

- Advanced degree in social sciences, disability studies, development, public policy, or a related field.
- At least 5 years of experience in conducting needs assessments, particularly in the field of disability inclusion and employment.
- Strong knowledge of the Sri Lankan apparel sector and its employment practices.
- Excellent analytical, communication, and report-writing skills.
- Fluency in English, with proficiency in Sinhala and Tamil being an added advantage.

## 7. Timeline

The consultancy is expected to be completed within four (04) weeks from the start date. The consultant should propose a detailed timeline in the inception report, including deadlines for each deliverable.

## 8. Budget and Payment Schedule

The consultant should provide a detailed budget proposal, including professional fees, travel costs, and any other relevant expenses. Payments will be made in installments based on the completion of the deliverables as follows:

- 30% upon submission of the Inception Report.
- 30% upon submission of the Interim Report.
- 40% upon submission of the Final Report and presentation.

## 9. Application Process

Interested candidates are invited to submit the following documents:

- A detailed proposal outlining the approach, methodology, and timeline for the needs analysis.
- A budget proposal.
- A curriculum vitae (CV) highlighting relevant qualifications and experience.
- Two examples of previous work related to needs assessments or disability inclusion.

Applications should be submitted to the Programme Manager: [murali@ilo.org](mailto:murali@ilo.org) by 6<sup>th</sup> September 2024.

## 10. Evaluation Criteria

Applications will be evaluated based on the following criteria:

- Relevance of qualifications and experience.
- Understanding of the assignment and proposed methodology.
- Feasibility and clarity of the proposed timeline and budget.
- Quality of previous work samples.