

TERMS OF REFERENCE

Baseline mapping of Inclusion of Persons with Disabilities in Shelter and Settlements programming

Terms of reference for desktop consultancy

Background

Those working on shelter and settlements programming need to focus on safeguarding the health security, privacy and dignity of crisis-affected people. Within the Global Shelter Cluster (GSC), technical working groups have previously looked specifically at accountability of shelter programme staff to vulnerability factors including gender based violence risk reduction and issues relating to targeting. However, the groups have not specifically focused on persons with disabilities, meaning that many technical questions on how to best address vulnerabilities related to disabilities remain unanswered.

Persons with disabilities make up 15 percent of the world's population, of which 80% live in developing countries. Crises place persons with disabilities in an increased state of vulnerability. They can also create additional barriers in a number of ways including difficulty in accessing emergency assistance available to the rest of the population. In addition to this, disasters, conflict and other crises can result in many people acquiring new disabilities.

Failure to address access of persons with disabilities to shelter and settlements in emergencies starts with excluding them, even unintentionally, from disaster preparedness or discussions about shelter interventions and continues throughout the program cycle. Often where access of persons with disabilities is considered, it is as an afterthought, once programmes are established. Even when programs seek to address these issues, the outputs can be tokenistic and fail to address the situation holistically. This can result in persons with disabilities having difficulty receiving crucial information about emergency warnings or distributions; unable to receive distributed items; distributed items not being appropriate; emergency sheltering options not being appropriate or failing to have adequate space or privacy to meet needs, dignity, safety and many more issues.

The practical and psychosocial impact of this exclusion and marginalisation cannot be underestimated. Many agencies have policy, strategy and program goals around accountability to vulnerable individuals, however there is still a gap to ensure meaningful and tangible action on the ground.

Within the GSC, a technical working group was set up in 2018 to support and guide improvements to inclusion of persons with disabilities in shelter and settlements programming. The working group is building on existing guidelines and work addressing vulnerability factors to integrate a wider and more systematic disability inclusive approach to shelter and settlements programming as well as supporting more general inclusion mainstreaming, as prioritised by the GSC Strategy 2018 – 2022.

To begin this process, it is necessary to investigate the realities of mainstreaming inclusion of persons with disabilities in the shelter sector, to get a baseline of current practices, understand the challenges and pinch points and identify existing barriers to inclusive programming. On behalf of the GSC *Inclusion of Persons with Disability in Shelter and Settlements Programming* working group, Australian Red Cross is looking to hire a qualified consultant to carry out this desktop investigation.

Project objectives

The overall objective of the consultancy is to establish a baseline understanding of how inclusion of persons with disabilities is currently mainstreamed within shelter and settlements programming and to develop insights and key messages for sector wide learning on identified challenges and barriers.

The baseline study will investigate three components that will help to identify potential barriers and challenges to sector wide mainstreaming:

1. Level of disability inclusion in existing shelter and settlements programming including:
 - at different stages of the humanitarian project cycle (including assessment, design/planning, implementation, monitoring, evaluation, reporting, learning and feedback mechanisms).
 - at different scales and types of shelter programmes (eg. large distributions, small construction projects, long term development programs).
2. Capacity of shelter and settlements agency staff to mainstream accessibility and disability inclusion at field level, including:
 - the adequacy and relevance of existing guidance
 - tools and support mechanisms for implementation in practice
 - understanding and awareness of disability rights
 - resources available for implementation
 - attitudes to mainstreaming.
3. Institutional and donor frameworks, policies, accountability mechanisms, monitoring and evaluation tools and other resources available to support and track progress in inclusion mainstreaming, including awareness and compliance of these.

Through the baseline study/research, it is also expected that the consultancy will:

- Identify successful and less successful examples of disability inclusive mainstreaming, including triggers of good practice to be used as case studies/learning examples for the sector,
- Identify key messages around disability mainstreaming from an analysis of barriers, challenges and opportunities, to be used for advocacy, assessments and further activities.

The final report, key messages and case studies generated in this consultancy will build an overall picture of current practice and establish a broad benchmark for ongoing progress monitoring across the sector going forward.

Global Shelter Cluster agencies will be encouraged to validate the findings with their own shelter teams to confirm gaps, challenges or barriers in programming and highlight areas where improved practice in mainstreaming disability inclusion could be achieved internally. These discussions will also contribute to and inform ongoing advocacy and technical working group activities. These activities could include facilitating local partnerships at field level, supporting more inclusive and accessible shelter programming in different contexts and at various stages of the humanitarian project cycle, updating existing guidelines and many others, depending on identified gaps and challenges.

It is anticipated that the baseline information generated will contribute to the development of tools for measuring disability inclusion in ongoing shelter and settlements planning, which will form part of a follow up consultancy.

Primary data collection may help to identify potential field missions for future assessments as well as opportunities to test existing inclusion tools for programming.

Consultancy outputs

- **Inception report:** A brief inception report, outlining the approach of the consultancy, the study/research design, methodology and detailed work plan, to be reviewed and finalised in consultation with the working group co-leads.
 - **Draft report:** Draft report to be submitted to the working group co-leads for comment before final report
 - **Final Report:** Final research report, including key messages and recommendations for next steps, further investigations and potential activities to improve disability inclusion in shelter and settlements programming.
 - **Summary presentation:** Short Power-point (or similar) presentation with overview of findings, including key messages, trends and observations to working group
 - **Case Studies:** Compiled case studies from at least 5 organisations or programmes and materials collected throughout the desk study
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Method of delivery

The consultancy will be desk based and will establish a baseline understanding of disability mainstreaming in the sector using available secondary and primary data collection.

The secondary data collection could include, but not be limited to, project reports and reviews, sector and project evaluations, donor requirements, agency policies, assessments, academic research, grey literature and other studies. These documents are to be used to extract evidence of the challenges, barriers and gaps in programming that impact accessible and inclusion outcomes along with opportunities for disability inclusion considerations to be further embedded in shelter programming long term.

Primary data collection could include online interviews or surveys shared with key stakeholders to develop greater understanding of ongoing practice. The working group co-leads will assist in gathering relevant agency information, data and contacts as required.

Based on the desk review and interviews/ primary data collection, an initial draft report will be developed and shared with the working group co-leads.

Overall findings will be shared with the working group via an online summary presentation along with submission of final report. This will conclude the consultancy.

Support to be provided to the consultant

The Global Shelter Cluster technical working group co-leads will brief the consultant and provide ongoing support in dealing with any issues that may arise during the assignment. They will also provide relevant contacts, introductions and background information as required. Other members of the working group will provide relevant information and data as necessary.

Expected profile of consultant

The consultant is expected to hold the following qualifications and skills:

- Relevant professional experience in designing/ implementing disability inclusive approaches in humanitarian shelter and settlements.
- A strong understanding of disability rights and inclusion of persons with disabilities.
- A demonstrated high level of professionalism and an ability to work independently
- Demonstrated experience and expertise in designing and managing review or evaluation studies for similar projects and in delivering agreed outputs on time and within budget

- Knowledge and experience of using research/survey concept, approaches, tools, techniques, methodologies, sampling, etc.
- Excellent communication in English, writing, editing, attention to detail and organisational skills
- Ability to communicate complex data in simple, clear ways
- Persons with lived experience of disability are encouraged to apply.

The project team will assess proposals received against the following criteria:

- Criterion 1** The proposal demonstrates a valid, effective approach to the delivery of outputs and addresses all project objectives
- Criterion 2** The proposal demonstrates technical, planning and financial capacity to successfully undertake the project
- Criterion 3** The proposal provides value for money in undertaking the project
- Criterion 4** The consultant is available to undertake the requirements within the specified timeframe

Guiding Principles and Values

The consultant will be required to adhere to, and be guided by, professional and ethical standards while contracted to Australian Red Cross. The project team will ensure that the consultant has a copy of these standards. These standards include:

- The seven Fundamental Principles of the Red Cross and Red Crescent Movement: humanity, impartiality, neutrality, independence, voluntary service, unity and universality
- International Federation of Red Cross and Red Crescent Code of Conduct
- Australian Red Cross Protecting Children And Young People Policy
- Australian Evaluation Society Guidelines for the Ethical Conduct of Evaluations.

Schedule for payment of fees

Fee to be negotiated with the successful candidate, with quotes to be included in the submission of EOI.

The fee will be paid in 2 instalments, upon signing of contract and at receipt of the final report and associated materials.

Time Allocation, for budget purposes

The consultancy is expected to be undertaken between mid to late March and mid to late May 2019, with exact dates to be confirmed with the consultant. Suggested key dates are:

Draft report is due 08 May 2019.

Final report, summary presentation materials and case studies are due 20 May 2019.

Date for the summary presentation to the wider working group will be decided with the consultant and working group.

Management of consultancy

Leeanne Marshall of Australian Red Cross will act as main administrative focal point for the consultant and will be available through the consultancy period to provide support as required.

How to apply

We invite interested individuals to submit the following application documents:

- Copy of CV of the consultant(s) who will undertake the research (maximum 3 sides of A4 each)
- EOI (maximum 3 sides of A4) detailing how the consultant meets the selection criteria along with a brief understanding of the ToR and basic proposed methodology and a draft work plan/ timeline for the consultancy
- Financial proposal detailing consultant(s) itemised fees, data collection and administrative costs
- One recent example of similar research or evaluations written by the applicant(s).
- Contact details of two independent referees.

Please send your applications to: lemarshall@redcross.org.au

The deadline for applying is **5 March, 2019**.

We are aiming to select and appoint the consultant by mid March, 2019.

Notes

- *The consultant will be contracted by the Australian Red Cross and the standard contractual terms will apply.*