TERMS OF REFERENCE
DISABILITY INCLUSION
COORDINATION TOOLKIT
Remote / Sept – Oct 2023

1. Context / Background

Persons with disabilities are disproportionately affected by humanitarian crises and natural disasters. Environmental, institutional, and attitudinal barriers prevent them from accessing humanitarian assistance and participating in decisions on issues affecting their lives.

Continuing gaps in disability-inclusive humanitarian coordination, evidence, and the limited collection and use of quality disability-disaggregated data in the design of response strategies and operational programming have meant persons with disabilities are routinely left behind during humanitarian programming.

The 'From Guidelines to Action' project will directly address this by supporting interested humanitarian actors to strengthen their capacity to collect and utilize data information with and on affected people with disabilities, to coordinate effectively on issues of disability-inclusion, and to design and implement interventions which are accessible to persons with disabilities and promote their meaningful engagement and empowerment.

The project will have a specific focus on humanitarian coordination, protection and food security sectors and will work closely with clusters in two pilot countries, implementing partners engaged humanitarian stakeholders in the country and at the global level, and specialist advisors in each area to maintain global quality and technical standards.

Under activities to strengthen disability-inclusive humanitarian coordination, this project will:
- ✓ Undertake a global mapping of existing disability-inclusive coordination mechanisms to identify gaps and good practices.
- ✓ Identify and showcase good and promising practices on disability-inclusive coordination mechanisms through in-depth case studies.

✓ Co-create a set of operational tools to setup and run disability-inclusive coordination mechanisms, based on existing good practices identified in the mapping

2. Overall Objective of the Service

In consultation with designated HI team members and using documentation and resources provided by HI (including HI's Graphic Charter), the Graphic Designer is tasked to develop an accessible and user-friendly toolkit. The toolkit will focus on best practices and key recommendations on coordination for disability (and age) inclusion to include the following sections:

- Project summary
- Coordination mapping & gap analysis findings
- (5) case studies with photos (where collected)
- Sample tools that can be used to initiate and maintain disability-inclusive coordination mechanisms

3. Key Deliverables of the Service

The Graphic Designer is expected to deliver:

(1) A brief Plan of Action, outlining the plan to in order to ensure that the overall objectives of the Service are met. This will need to factor in at least 1 round of feedback per document (see 2) and visual/infographic (see 3) from HI staff prior to finalisation.

(2) Five documents for digital use and print (PDF) with deadlines:
   a. The Mapping Report (5th of October).
   b. The comparative Case Study Report (5th of October).
   c. An executive summary of the Case Study Report (5th of October).
   d. The five case studies (Afghanistan, Bangladesh, DRC, Ukraine, Venezuela) (end of October).
   e. The finalised inclusive coordination toolkit (end of October).
      Note: For the above, the layouts should comply with HI's Graphic Charter and be available in a Plain language version

(3) A visual or infographic representing:
   a. The content of the toolkit
   b. The different possible structures that have been hosting and/or linking with disability-inclusion (technical) working groups (its three basically)

(4) Respect of the WCAG 2.1 standard for online accessibility, including:
   a. Add alternative text for content bearing images or tag as artifacts

b. Tag all headings from H1 (for the title), and tag body of text
c. Tag graphs, tables and links
d. Make sure links are clickable for the digital version
e. Add bookmarks for main headings
f. Ensure appropriate reading order through articles (if relevant, make the content reflowable in PDF)
g. Ensure minimum colour contrast ratio for text and illustrations (superior or equal 3:1).

The key deliverables will need to complement tools done by UNICEF on Interagency coordination on disability inclusion at Country level, Cluster Coordination essential actions on disability inclusion and Budgeting and mobilising resources for disability inclusion in humanitarian actions.

4. Timeline and Location of the Service

We anticipate that the duration of work will need to be agreed upon with the Graphic Designer. However we estimate a maximum of 5-8 days work for this Service which are to be taken from the middle of September until the end of October. This timeline can be slightly adapted, if needed, as long as the final deadline for delivering the results is respected.

The Service will be conducted remotely.

5. Mechanisms for communication and monitoring

For all contractual purposes the primary contact person for the selected Graphic Designer will be Charles Lunn, Project Manager. The Graphic Designer will work closely with HI's Technical Specialists and MEAL and Communications Officer.

At the commencement of the Service there will be an online kick-off meeting to introduce the Graphic Designer to the relevant HI team members and documents/resources.

6. HI Policies, Procedures and Ethics

The Graphic Designer shall commit to comply with all Protection Policies, Code of Conduct, Good Business Practices, General Purchasing Conditions available for consultation on HI's website. HI's data protection policy can be viewed via this link.

In addition the selected Graphic Designer must adhere to:
✓ Respecting copyright and intellectual property, obtain permissions to use all visual elements;
✓ Ensure that the final outputs are not used for commercial purposes;

- ✓ Ensure the respect of basic accessibility standards for print and digital material.
- ✓ Use of Right based approach: a conceptual framework for the process of human development that is normatively based on international human rights standards and operationally directed to promoting and protecting human rights.
- ✓ No sub-contracting: we intend to conclude one contract for the service as described

7. Profile

Eligibility requirements
At the time of the closing date for applications, candidates must fulfil all the following conditions:
- Be legally registered as a company;
- Have fulfilled fiscal obligations;
- At least three years' experience in a similar role and a proven portfolio of graphic design work.

Selection requirements - Essential
- Excellent knowledge of English and/or French;
- Training in graphic design, visual arts, or related field.
- A strong portfolio of print and digital design work.
- Excellent command of design software such as Creative Suite (namely Photoshop, Illustrator and InDesign).
- Excellent time management and organizational skills.
- Excellent communication, interpersonal and diplomatic skills and ability to operate in a multi-national setting;
- Keen eye for detail.

Selection requirements - Desirable
- Experience working with other NGOs as clients;
- A university degree or technical diploma in the field of graphic design.
- Additional languages such as Spanish or Arabic

8. Application process

Applications must include:
- A detailed CV, with clear description of education and professional experience;
- A portfolio of graphic design work (PDF format);
- A financial proposal for the service described above, including estimates of hours/days required.

Please note: all applications will be assessed on the following weighting:
- ✓ 20% CV / Experience
- ✓ 60% Portfolio examples
- ✓ 20% Financial Offer

Please note: for the financial proposal HI will cover daily fees only. It is expected that the Graphic Designer will already have the required software and equipment; there is no travel required.

Please send all required documents **by 2nd September 2023** to Charles Lunn at the following address: c.lunn@hi.org and include DISABILITY INCLUSION COORDINATION TOOLKIT as the subject. Additional information requests are welcome and should be directed to Charles Lunn.