



CALL FOR CONSULTANCY – Draft of disability-inclusive policy-making and analysis methodological guide

1. Background

Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity.

HI, Humanity & Inclusion is an independent and impartial aid and development organisation with no religious or political affiliations operating in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

As part of the Social & Inclusion Technical Division, the HQ Inclusive Governance unit provides technical guidance & quality of HI actions worldwide within 4 different thematic areas:

- Empowerment and capacity-development of Organisations of Persons with Disabilities
- Inclusive decision-making processes and support to policy-making and policy analysis
- Political participation, access to justice and citizenship, human rights monitoring
- Inclusive Local Development and Community-Based Rehabilitation

2. Objectives of the consultancy

The disability-inclusive policy-making and analysis methodological guide will establish a standardized definition of inclusive policy-making for HI, defining more uniform methodology and approach to this work based on field and national HI experience on disability inclusion. It aims at both clarifying scope and concepts, analyse trends and good practices, propose concrete tested tools and methodological guidance to support and structure future programming and projects. The target audience will be HI Global and Field Specialists, Technical Unit Managers, Operational coordinators, HQ Operations Officers, Project managers and officers and partners.

The guide shall include sections on:

- Conceptual frame with principles and benchmarks, with overview of a policy process from the identification to the effective enforcement, role of different stakeholders, international references and comparison/analysis with domestic legislation and clarification of definitions such as policy, law, strategy, action plan, etc. The scope will remain on general crosscutting policy work and not going into specific sectors such as education, health, etc and will be considering mostly stable/development policy environment.
- Rationale and HI's stake and positioning on the issue with regards to HI strategy
- Analysis and synthesis of lessons learned from HI's operational experience in the field to provide further guidelines for programming and projects
- Toolbox with a focus on practical considerations through reference to a variety of adequate tools for each of the intervention phases identified earlier
- Annex with list of references, identification of potential partners, donors, etc.

The guide will serve as a reference to:

- Support Inclusive Governance projects for specific projects but also in a wider way all HI projects from other sectors having a policy component to ensure policy work is coordinated, participatory and followed-up and ensure a cross-cutting vision of sustainability, scale-up and enabling environment for meaningful participation of persons with disabilities and effective inclusion.
- Frame HI's own offer in terms of Inclusion Technical Assistance projects targeting governments, national and public authorities, international donors in supporting drafting, modification or enforcement of disability-inclusive public policies aimed at domesticating international standards and fostering a rights-based enabling environment for the disability-inclusion of persons with disabilities, through core crosscutting approaches directly derived from this guide.

3. Deliverables

A full and complete draft version is available at the end of the consultancy period, including references, appendices, tools, etc. and no later than December 15th. A first working draft will be required from the consultant for HI validation no later than December 1st.

4. Methodology

No field mission in Global South countries or in Lyon/Brussels is expected despite regular remote meetings/skype with the Inclusive Governance unit, other Technical Divisions for their sectorial expertise and experience, and representatives from HI projects to ensure a bottom-up practical and pragmatic perspective and participatory process. The meaningful involvement of HI key partners – either from Organisations of Persons with Disabilities, national or local authorities, service providers and/or researchers – is central to this project and must be actively sought. Specific attention to gender, underrepresented groups and intersectionality is also crosscutting to the document. Key interviewees will be proposed by the Inclusive Governance unit, additional meetings could occur on the request of consultant based on the identification of specific expertise, activity or context to be mobilized.

Current tools and projects have been identified already by the Inclusive Governance unit; hence the consultant will be asked to analyse and organize the material provided to propose a more structured and coordinated approach and way of intervention.

Specific briefs and webinars will be organized accordingly to ensure dissemination and ownership of the document (not within the scope of this consultancy)

The working language of the consultancy will be English. The final guide will be then translated into French and published in both English and French. Additional translations might be considered on Spanish, easy-read versions or other accessible formats.

5. Timeline and duration

The consultancy will take place between October 19th and December 15th. In any case the consultancy will be terminated on December 15th without any potential extension. Number of days and breakdown will be proposed by the consultant and then formerly validated between the consultant and HI.

6. Budget

The maximum budget available for this consultancy is 10.000 EUR all taxes included. This amount cannot be exceeded and shall include all consultancy costs.

Number of days will be proposed by the consultant based on identified mentioned daily rate which cannot exceed 500 EUR per day. As a matter of information HI has estimated the number of days needed for this consultancy of approximately 25-30 days.

7. Required background and skills

Master's Degree or equivalent in Human Rights, Disability Studies, Political Sciences.

Relevant experience in governance and inclusive policy-making and analysis, human rights and monitoring, preferably in the Global South.

Mandatory experience on disability-inclusion, knowledge of international standards such as UNCRPD and SDGs, commitment to a rights-based approach to disability and intersectionality

An experience with HI is a plus

Strong organizational skills, experience in capacity development and knowledge management, publications and data analysis

Fluency in both English and French as per the different working material available in French

8. Application procedures and selection

Applications shall be sent in English through email to Léo Goupil-Barbier, Inclusive Governance Specialist and Manager l.goupil-barbier@hi.org **before October 18th by COB**. Application package shall include:

- CV of the consultant or team of consultants
- Detailed budget including daily consultancy fees, number of working days and tentative timeline/breakdown
- Letter of intent with proposed methodology, steps and timeframe
- Any sample if any of similar publication prepared or co-authored

Uncomplete or late applications will not be eligible. HI selection committee will be held on the week of October 19th and notification to applicants will be sent within the same week.

Persons with disabilities are strongly encouraged to apply and provide requests for reasonable accommodation if any.