****

**Terms of Reference for Development of Organizational Policy on**

 **Disability Inclusiveness**

**Introduction**

The Consortium of Reproductive Health Associations (CORHA) is an umbrella organization that exists mainly to create an enabling and conducive environment for its member organizations so as to contribute to improvement of the overall Reproductive Health conditions of all people in Ethiopia. CORHA has started implementing a three year project entitled **“Enhancing the Capacity of NGOs for Quality FP/MCH Services”** with funding from the United States Agency for International Development (USAID). The overall objective of the project is to improve the capacity of CORHA Secretariat and its member organizations to enable them provide quality family planning/maternal and child health (FP/MCH) information and services. The project supports the strengthening of:

* institutional capacity for planning, management, monitoring and evaluation (M&E) and fund raising through trainings
* organizational culture that ensure transparency and accountability through organizational policy, strategic planning, and organizational manuals development
* communication for information, experience and knowledge sharing through website development

As part of the organizational capacity building efforts, CORHA is planning to provide technical support to its member organizations to develop policy and procedure manual on disability inclusiveness in its broader sense enable them achieve and maintain a diverse and representative workforce within their organization, free of discrimination, and reflecting the innovation and creativity that people with disability can bring to their workplace.

**Purpose**

The purpose of the consultancy is to develop policy and procedure manual on disability inclusiveness for project direct beneficiary organizations. In this regards, the policy and procedure manual will provide a written reference to staff and management in their day-to-day activities.

1. **Policy on Disability Inclusiveness**
* Provide guiding principles and ensure inclusion of disability issues at organizational levels
* Ensure an equal opportunity of employment without any discrimination based on disability status
* Defining roles and responsibilities at both management and staff level to commit disability inclusiveness policy effective
* Put in place realistic organizational structures and systems for implementation of gender policy. (including assigning staff as gender focal person)

**Methodology and Approach**

The consultant will develop a work schedule in consultation with the management and staff of respective member organizations and then propose a detailed methodology in order to fulfill the development of the intended policy with a detailed timetable for the assignment and submit to CORHA and respective member organizations for consideration and approval.

The Board of Directors of the respective member organizations will give the overall direction and monitor the progress of the development of the policy. Besides, the board is mandated to make critical decisions in approving the final policy document.

**Expected Results (Deliverables)**

The key deliverable for this consultancy is to develop a disability-inclusive policy and procedure. A consultant is expected to produce the following deliverables:

* A clear disability inclusive policy. The Policy should align with national and international acts, polices and good practices
* Clear procedures supporting the implementation of policy
* Detailed work plan showing the assignment’s important activities and milestones
* Draft policy for 20 project beneficiary member organizations to be presented to the respective member organizations for feedback and validation
* Final policy incorporating comments of the respective member organizations
* The policy preparation process report with recommendations to be submitted to CORHA

**Budget and Payment**

The consultant should submit a proposal on how s/he intends to address the assignment with an attached budget breakdown and submit it to CORHA secretariat. The payment will be made based on the contractual agreement made between the consultancy firm and CORHA.

**Proposal Requirements**

The proposal should provide the following information:

* **Technical proposal** - Outline and methodology for undertaking the development of the policies as well as the detailed work plan showing the assignment’s important activities and milestones
* **Financial proposal** including a detailed quotation for the development of manual showing all necessary costs.
* Credentials and contact details of three past performance references
* Updated CV of consultant, including relevant work experience and qualifications

**Qualification and Skills**

* Post Graduate degree in Psychology, social work/Sociology, Policy analysis and similar field
* Knowledge and experience in disability issues and inclusiveness
* Experienced in developing organizational policies and manuals preferably for CSOs and able to attach recently developed sample policy/guidelines documents Good writing and analytical skills
* Legally registered firm with a renewed license for the service with VAT and TIN Registration certificate

**Time Frame**

The time frame envisaged is two months starting from the signing of the contractual agreement. The Consultant will submit the final report at the end of the third month to the member organizations and CORHA Secretariat both in electronic and hard copy.

**Ownership**

All work created pursuant to this TOR shall be original work and that no third party will hold any rights in or to such work. The project beneficiary organizations shall solely and exclusively own all rights in and to any work related to this agreement.

**Application Procedures**

Interested consultants/consultancy firms satisfying the required qualification and skills are invited to submit technical and financial proposals separately for each of the policy development mentioned above with a cover letter to the CORHA office, located at CCRDA, Office # 302, located at Akaki - Kality Sub City, DebreZiet road, Adjacent to the Kality ring road round about, In front of Drivers and mechanics training Center, CCRDA Building Office No. 302 before 30 September 2016. For further information, call to CORHA office at 0118592641/2 or write to Dejene Getahun dejeneadane@gmail.com.

**Note**

* *Please note that only selected consulting firms/independent consultants will be contacted immediately after the evaluation of submitted technical and financial proposals*
* *A consultant can apply for the development for maximum of four organizations*