

TERMS OF REFERENCE

REGIONAL COORDINATION OF INCLUSION WORKS PROGRAMME IN AFRICA

Summary:

The International Disability Alliance (IDA) is a core partner in a consortium programme funded by the Department for International Development UK (DFID) called 'Inclusion Works!'. This consortium is led by Sightsavers with an objective to "test innovative ways to improve economic empowerment and inclusion for people with disabilities, enabling them to find employment and earn a living", focusing on employment in the formal sector in Bangladesh, Kenya, Nigeria and Uganda. As a core partner, IDA's role is to support and monitor that the programme activities adhere to the principles and values of the UN Convention on the Rights of Persons with Disabilities (CRPD) and that persons with disabilities and their representative organisations are meaningfully engaged across all levels of the programme in line with Article 4.3 of the Convention.

The African Disability Forum (ADF), member of IDA, is a key partner in the implementation of IDA's mandate in three of the four project countries which are in Africa. ADF will support IDA in the coordination of the project activities including working with country implementing partners to ensure that persons with disabilities and their representative organisations are meaningfully engaged across all levels of the programme activities, including in the governance and monitoring and evaluation. Towards that, IDA and ADF will be setting up a regional coordination structure that will include a regional coordinator and three national project officers in the programme countries. There will also be a national project advisory committee in each country which will liaise closely with the country level project steering committee to ensure that persons with disabilities and organisations of persons with disabilities (DPOs) are included across levels of the project.

About IDA:

The International Disability Alliance (IDA) was established in 1999 and is a network of eight global—and, six regional DPOs, representing the voice of the estimated one billion persons with disabilities worldwide. IDA's unique composition as a network of international DPOs allows it to act as an authoritative and representative voice of persons with disabilities in the United Nations (UN) system, both in New York and Geneva. IDA's mission is "To advance the human rights of persons with disabilities, as a united voice of organisations of persons with disabilities, utilising the Convention on the Rights of Persons with Disabilities and other human rights instruments". IDA's longer-term goal is that "the United Nations framework (the General Assembly, Security and Human Rights Councils, treaty bodies and development agencies), bilateral and multilateral development agencies, regional organisations and human rights instruments contribute to create an enabling environment for DPO advocacy and government capacity to implement the UN CRPD at national level".

About ADF:

ADF is the continental membership organisation of Organisations of Persons with Disabilities (DPOs) in Africa. Established in 2014, ADF seeks to strengthen, unify and amplify the representative voices of Africans with disabilities, their families and organizations to advocate for their rights, representation and inclusion in society and in all development efforts in Africa.

ADF membership includes national DPO federations in 42 African countries, 4 sub-regional DPO federations and 9 continental DPOs, and represents African DPOs in the International Disability Alliance (IDA).

Background:

In 2018, following the Global Disability Summit organised by the Government of UK and co-hosted by IDA and the Government of Kenya, DFID announced 12 million pounds funding over 4 years for a consortium led by Sightsavers. The consortium called 'Inclusion Works!' aims to "test innovative ways to improve economic empowerment and inclusion for people with disabilities, enabling them to find employment and earn a living", focusing on employment in the formal sector in Bangladesh, Kenya, Nigeria and Uganda.

More information on the project can be found on [IDA's website](#) and [Sightsavers' website](#).

IDA is a core partner of this consortium and its role in the project is outlined as follows:

- **Frame** inclusive practices in compliance with the CRPD
- **Represent** the voice of persons with disabilities
- **Advocate** to leverage system level changes
- **Monitor** progress in DPO engagement
- **Empower** the disability movement

IDA provides guidance to the consortium to ensure that the voices of all constituencies of persons with disabilities through their representative organisations are included, and that interventions are implemented towards full CRPD compliance. This includes a twin-track approach, combining dedicated activities implemented by IDA and its members at the global or regional levels, and support towards enforcement of inclusive CRPD-compliant approaches by the rest of the consortium's work, including implementation of country level action by partners.

Strategic orientations linked to IDA engagement in Inclusion Works are discussed and followed up at the level of IDA's Programme Committee (composed of the directors or equivalent function of the 14 members of IDA) biannually. An Inclusive Livelihoods Task Team (composed of IDA members with a more active role in the project) holds monthly calls to discuss key project interventions. Coordination of IDA engagement is ensured on a daily basis by IDA's Inclusive Development Officer (at the IDA Secretariat).

ADF, a member of IDA, is a key partner of this consortium and a member of the IDA Inclusive Livelihoods Task Team. Linked to its mandate, ADF has a key role to play to coordinate and support DPO engagement in Africa, including participation of ADF direct members, of members of other (global) IDA members and of potential other (non-member DPOs). This needs to be done in coherence with the overall orientation agreed by IDA concerning its contribution to the project.

As per an agreement between ADF and IDA, 1 Regional Project Coordinator and 3 National Project Officers will be recruited to facilitate coordination of DPO engagement in Inclusion Works. More information on the proposed coordination set-up is outlined in Annexure 1.

POSITION: NATIONAL PROJECT OFFICERS (3 POSTS)

LOCATION: NAIROBI, KAMPALA, ABUJA

Mission: The National Project Officer supports and advises at the country level programme activities to be aligned with the CRPD and supports the active and meaningful engagement of persons with disabilities and their representative organisations across all levels. Additionally, s/he will also support implementation of activities outlined as part of IDA and ADF's contribution to the project. S/he reports to the Regional Project Coordinator, with overall management of the IDA Inclusive Development Officer; and technical and strategic guidance from the ADF Executive Director as and when required.

Responsibilities:

1. Ensure smooth functioning of the DPO coordination mechanism at the country level
 - Develop Terms of Reference for the National Project Advisory Committee (NPAC), under the guidance of the Regional Project Coordinator, ensuring transparent processes and defining relations with other consortium members.
 - Facilitate regular meetings of the NPAC, and their liaison with the country leads/country steering committees/ implementation groups of the project.
 - Conduct regular meetings with country leads to ensure coherence of priorities with the national DPO movement.
 - Engage regularly with the country level working groups established under the consortium to ensure CRPD compliance (eg. MEL groups, Action Learning Groups, etc.).
 - Document learning from the DPO engagement process and identify issues; and under the guidance of the Regional Project Coordinator, propose solutions to optimise participation of DPOs, including representatives of most marginalised groups of persons with disabilities.
2. Ensure the timely implementation of IDA and ADF project activities
 - With guidance from the Regional Project Coordinator, coordinate the timely and quality implementation of IDA and ADF activities.
 - As relevant, draft budgets, terms of reference of committees, advocacy papers.
 - Provide quarterly reporting on progress of project activity and strategies.
 - Support ADF and IDA in organising workshops, trainings, etc. as and when required.
- 3) Ensure reporting, communication and contribution to the broader Inclusion Works project
 - Report weekly to the Regional Project Coordinator or as needed to address strategic or political issues.
 - Prepare updates for ADF Executive Director and IDA Inclusive Development Project Officer as and when required.
 - Provide support towards and participate in calls of the IDA Inclusive Livelihoods Task Team as and when required.
 - Contribute to the larger programme level reporting of IDA and ADF to the consortium.
 - Develop clear documentation mechanisms and undertake regular analyses of the DPO engagement process and CRPD compliance at the country level
 - Support the Regional Project Coordinator in communication, advocacy work and as relevant training or awareness activities related to the project
 - Any other duties and tasks as may be required

Qualifications:

- Undergraduate or an equivalent degree in a relevant field
- Good understanding of the UNCRPD and disability issues
- Proven experience of working with the disability movement and DPOs in the country of employment
- Experience of programme implementation is an asset
- Knowledge of English and the local language is required
- Ability to write a concise and analytical report in English
- Ideal candidate should have the ability to work in teams, be solution oriented and able to meet deadlines

Salary: Commensurate with experience and as per standards of the duty station

Interested candidates are requested to send a cover letter explaining their suitability for the position (s) along with a copy of their resume and three references to Chief Executive Officer – United Disabled Persons of Kenya via email udpk@udpkenya.or.ke not later than **28th February 2020**.

Note: The subject line of the e-mail should mention the position that you are applying for and the location. For example, if you are applying for the position of National Project Officer in Nairobi, the subject line should read “Application for position of National Project Officer, Kenya”.

Annexure 1

COORDINATION MECHANISM FOR INCLUSION WORKS PROGRAMME IN AFRICA

Programmatic Guidance

Overall supervision, guidance and coordination

- The IDA Programme Committee will provide overall guidance and direction to the activities under the Inclusion Works Project.
- The IDA Programme Committee, along with the ADF leadership, will approve the recruitment of the Regional Project Coordinator and the 3 National Project Coordinators.
- The IDA Inclusive Livelihoods Task Team, composed of IDA members active in IW project implementation, will meet monthly to provide guidance and discuss detailed implementation issues including technical aspects, under the coordination of IDA Inclusive Development Officer and with participation of ADF regional project coordinator
- The IDA Inclusive Development Officer will ensure the overall coordination between all concerned staffs and committees and serve as the first interface to the consortium lead (Sightsavers), mobilizing adequate levels of representation where needed.

National Project Advisory Committees

- At the national level, a National Project Advisory Committee (NPAC) will be set up with membership from national DPOs, including from under-represented groups.
- The membership criteria and the role of the NPAC will be proposed by the ADF leadership and endorsed by the IDA Programme Committee.
- The NPAC will not be involved in the implementation of the activities but will ensure that the national disability movement is closely and meaningfully connected to the project.
- A representative of the NPAC will be nominated to participate in the country level steering committees and implementation groups formed by the country implementing partners of the consortium project.
- The activities of the NPAC will be coordinated and supported by the National Project Officers.

Modalities of the Regional and National Project Coordinator positions

Regional Project Coordinator

- The Regional Project Coordinator can be placed anywhere in Africa, though Nairobi and Addis Ababa will be preferred. S/he will report to the IDA Inclusive Development Office, with strategic guidance from the Executive Director of ADF as and when required.
- The day to day work of the Regional Project Coordinator will be supervised by the IDA Inclusive Development Project Officer (weekly contacts). The incumbent will receive strategic guidance from the ADF Executive Director (with a monthly reporting or as relevant). Modalities of management may evolve in the course of project implementation.
- As per the agreement between IDA and ADF, the Regional Project Coordinator will have a contract directly with IDA and her/his salary and compensations will be paid directly by IDA.

National Project Officers (3 positions)

- The National Project Officer will be hosted at the national umbrella DPO (national member of ADF). In the event that the he/she cannot be placed with the national umbrella DPO, the position will be hosted by a member of IDA member as agreed upon by the IDA Programme Committee. In case the position cannot be hosted by a member of an IDA member, it will be placed within one of the

country implementing partners of the consortium and as agreed between the consortium and the IDA Programme Committee.

- The day to day work of the National Project Coordinators will be supervised by the Regional Project Coordinator, in close collaboration with the IDA Inclusive Development Project Officer.
- As per the agreement between IDA and ADF, the National Project Coordinators will have a contract directly with IDA and their salaries and compensations will be paid directly by IDA.