



URGENT ACTION
FUND FOR WOMEN'S HUMAN RIGHTS
ASIA & PACIFIC

TERMS OF REFERENCE

DISABILITY RIGHTS CONSULTANT FOR AN ORGANISATIONAL AUDIT

REMOTE/MANILA/MELBOURNE

Making UAF A&P Accessible to Women and Non-Binary Human Rights Defenders Living with Disabilities

Context:

Urgent Action Fund Asia and Pacific (UAF A&P) is a Rapid Response Fund that resources the resilience of women and non-binary human rights defenders in Asia and the Pacific and to further support this, strives to strengthen and sustain feminist networks to ensure safety and care in these regions.

When UAF A&P started grant-making in January 2018, we began by providing grants initially to women and non-binary human rights defenders in the Philippines and Indonesia, while our sister fund UAF WHR in Oakland, USA processed the rest of Asia and the Pacific. The complete hand-over of grant processes for the two regions commenced in April 2018. Since then, we have received over 220 grant applications and approved and disbursed approximately USD230,000 in grants.

Background of the Organisational Audit:

Almost 60% of the world's 650 million persons with disabilities, i.e. around 400 million persons, live in Asia and the Pacific according to United Nations' estimates. Most of them are poor, their concerns unknown and their rights overlooked. The Asia and Pacific regions are often adversely affected by disasters and persons with disabilities are at higher risk of death, injury and additional impairments, as a result of exclusion from disaster risk reduction policies, plans and programmes. Studies show that a majority of these people are excluded from many social opportunities, for example, less than 5% of children with disabilities attend school in Asia and the Pacific countries. Women and girls often suffer double discrimination and have even less access to education than males. In certain societies in Asia, disabilities can be perceived as being related to misconduct in a previous life. Also, in some instances, a family member living with disability is perceived as a disgrace to the family - which is another important reason for raising public awareness and destigmatising disability issues.

One of UAF A&P's key objectives in its inception phase (from 2018-2020) is to become more accessible to hard-to-reach communities and defenders who are most at risk. Women and non-binary human rights defenders who identify as people with disability fall into this category. To date, UAF A&P has yet to receive grant applications from defenders living with disability. Applications have been received and approved from women and non-binary defenders who have suffered mental health issues as a result of their work and activism, but they have not identified this as a disability.



As a feminist fund that is intentional about working differently, we are seeking ways to improve accessibility to all women and non-binary human rights defenders, including those living with disability. We also aspire to include persons with disability in decision-making processes within our fund and to ensure that our grant-making and supporting programmes are not only accessible to people with disability but are also cognisant of their experiences, needs and requirements.

Defining Accessibility and Universal and Inclusive Accessibility:

Accessibility must be taken into consideration in a crosscutting manner, regardless of the context, as it is one of the conditions for fulfilling our commitment to upholding human rights. Handicap International defines the principle of physical accessibility in its Accessibility Policy Paper 2 as follows: *“An accessible environment is an environment which allows for the freedom of movement and use in total safety, regardless of age, gender, or impairments, of a space or product which can be used by all, with no obstacles, with dignity and the highest possible levels of independence.”*

“Universal accessibility is the nature of a product, procedure, service, information or environment which, with equity as its goal and with an inclusive approach, allows everyone to participate independently in activities and to achieve equivalent results. It implies that particular attention be paid to people with disabilities, whatever the nature of their disability, who are particularly vulnerable to environmental obstacles.

Achieving ‘universal accessibility’ requires attention to two facets:

1. Access to everything: places, goods, equipment, services, events, information, etc.;
2. Access for all: access for all members of the community regardless of their abilities and disabilities.

In this digitally connected world, universal accessibility

Therefore to comply with accepted standards of ensuring universal accessibility, Urgent Action Fund for Women’s Human Rights Asia and the Pacific seeks a Disability Rights Consultant to conduct an organisational audit and provide recommendations on how to better align ourselves as an organisation and through our programmes and processes, to engage with women and non-binary human rights defenders with disability. We seek to:

- a) Increase Improve access to the information and physical accessibility for defenders with disabilities in public buildings and transportation that UAF A&P uses, including accommodation and meeting venues;
- b) Provide training to our staff to better support activists with disability through grant-making and other programmes.
- c) Ensure compliance with universal accessibility standards by actively sensitising UAF A&P staff and partners about disability rights and how to provide support to activists living with disability.



Tasks of the Contractors

Under the joint supervision of UAF A&P's Communications and Learning Facilitator and Resource Mobilisation Facilitator, the Contractor will be required to:

1. Conduct a comprehensive audit of, but not limited to, the following:
 - Assessing ease of accessibility to our physical working infrastructure – this will include access to our co-working spaces in Manila (Philippines) and Melbourne (Australia); our training venues including accommodation and transportation modes;
 - Assessing our board and team composition, UAF A&P programmes and its accessibility components (or lack thereof) through interviews with our various boards and team members;
 - Drafting a set of recommendations and best practices for the UAF A&P team to discuss and deliberate on.
2. Conduct trainings to sensitise and equip UAF A&P staff to incorporate recommendations to improve accessibility in their programmes, including grant-making.

Therefore, the **outputs of this assessment** would include:

1. An audit report outlining the areas that need improvement - indicating short, mid and long-term goals of each area.
2. One training session each for the UAF A&P board and team members.

The contractor or team of contractors must include women or non-binary persons living with disability and those familiar with disability rights and accessibility audits. The external consultant or team of consultants who will lead the audit will be supervised jointly by the Communications and Learning Facilitator and Resource Mobilisation Facilitator but are responsible to the Co-Leads. The Co-Leads of Urgent Action Fund Asia & Pacific will review and approve recommendations and assign specific team members to take on different implementation roles based on their skills and core responsibilities, as this audit will cut across the programmes and organisational functions of UAF A&P.

Skills and essential qualifications required

UAF A&P seeks a contractor or a team of contractors to conduct the audit and prepare reports. We seek a Primary Contractor who will be the interface with UAF A&P throughout the audit. The following skills and qualifications are required for the Lead Contractor role:

- Degree in Women's Studies, Human Rights, Development or similar, preferably with specialisation in philanthropy for people with disabilities. A Master's Degree in Management or Business Administration would be an advantage.
- Fluency in written and spoken English. A working knowledge of sign language would be an advantage.



- Experience in general management within multicultural organisations and/or international private undertakings, specialising in the institutional reform of public or quasi-public administrations.
- At least 10 years professional experience in the implementation of projects for public re-organisation or restructuring particularly with creating access for people with disabilities, strengthening of management capacities at management level and human resources in Asia or the Pacific. Consolidated experience at international level.
- Must have conducted several organisational audits in public or private international organisations.

How to Apply and Timelines

UAF A&P seeks a proposal outline detailing how the contractor or team would undertake this exercise, with a clearly defined set of deliverables and proposed timelines. An estimated budget that covers proposed contractor's consultant rates, per diems, travel budgets (at least one trip to Manila and Melbourne to assess co-working spaces) and other incidentals must be included with the proposal. Shortlisted contractor/teams will be informed by 24 September 2019 and interviews will be scheduled in the following week. UAF A&P expects a preliminary report by 25 October 2019 followed by a debriefing meeting with the Facilitators leading the assignment and Co-Leads. Based on the discussion, a training schedule will be drawn up for the Board and UAF A&P team members.

Interested candidates/team may send in their proposal outline, budget and resume of the Lead Contractor along with a cover letter clearly citing their interest in this audit, by **18 September 2019** to: npowell@uafanp.org. Shortlisted candidates will be intimated by email.

We strongly encourage interested candidates to create and use a [Protonmail account](#) to send us their proposal documents to ensure compliance with our strict security protocols.