

# INTEGRATED DISABLED WOMEN ACTIVITIES

Plot 10, Jalum Road, Northern Division, Iganga Municipal Council,  
P.O. Box 556, Iganga, Uganda, East Africa, Tel: +256 772 449 270,  
E-mail:idiwa2009@gmail.com, Website:www.idiwaug.org, Facebook:IDIWA NGO, Twitter:IdiwaNgo

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## TERMS OF REFERENCE FOR

### DEVELOPING A TRAINING CURRICULUM ON COMMUNICATION, WRITING AND LIFE SKILLS FOR QUALIFIED WOMEN AND GIRLS WITH DISABILITIES

#### 1.0 ORGANIZATIONAL BACKGROUND

IDIWA Uganda is an indigenous not for profit non-Governmental Organization established in 2000 by women of different disability categories including Physical, Sensory and Psychosocial disabilities and Parents of Children with Disabilities in Uganda, on realization that Women and Girls with Disabilities face heightened discrimination on account of gender and disability, and this limits their access to services.

The organization is focused on empowerment of Women and Girls with Disabilities by advocating for improved access to services, resources (ownership and control), participation in democratic and governance processes, economic opportunities and respect for human and health rights. This is done through training, advocacy and lobbying, and networking and collaboration with duty bearers and community members.

**IDIWA envisions** an inclusive society in which human rights, citizenship, and potential of women and girls with disabilities, and other vulnerable groups are respected.

**The mission is** to empower women and girls with disabilities, and other vulnerable groups to maximize their potential and improve their standard of living.

**Our overall goal** is to improve the quality of life and social well-being of women and girls with disabilities, and other vulnerable groups in Uganda.

#### 2.0 PROJECT BACKGROUND

Article 23 of the Universal Declaration of Human Rights states that “everyone has the right to work, to free choice of employment, to just and favorable conditions of work and to protection against unemployment without any discrimination, and the right to equal pay for equal work.” Similarly, the UN Convention on the Rights of Persons with Disabilities 2006 (CRPD) provides that

state parties must recognize the right of PWDs to work by prohibiting discrimination on grounds of disability. The CRPD requires state parties to establish effective access to general technical and vocational guidance, ensure that reasonable accommodation is provided to PWDs at the workplace, protect the rights of PWDs on an equal basis and promote vocational and professional rehabilitation, job retention and return to workplace programmes for PWDs.

In the recent years, the government of Uganda has done a remarkable effort towards alleviating disability-based discrimination and inequalities and promoting the rights of PWDs including the right to education and employment. The implementation of the Universal Primary Education – UPE, and Universal Secondary Education-USE initiatives, for example, has a big role in the education of children with disabilities in Uganda, an indication the PWDs have qualified in various fields. Employment quotas were established with the aim of improving employment opportunities for PWDs by pushing employers to employ PWDs among others.

However, gaining employment when they reach working age still remains a challenge to many young women with disabilities due to a number of factors ranging from attitudinal and accessibility limitations among others.

Besides, PWDs have not been empowered with soft skills, communication and writing skills to prepare them for the labor market for example writing convincing/winning CVs, finding and maintaining employment, as well as present themselves during interviews

It is against this background that IDIWA is looking for a competent consultant to develop a training curriculum on life skills, and communication skills for qualified young women and girls with disabilities, to enable them engage employers and demand for opportunities.

### **Objective of the assignment**

The purpose of the assignment is to develop a disability responsive training curriculum which will include employability, life skills and communication skills for people with disabilities with much focus on young women and girls with disabilities. The curriculum should be developed in line with the existing disability, employment and communication frameworks.

This manual will act as the training guideline for the trainers conducting training on life skills, communication and writing to equip qualified women and girls with disabilities with particular cross-cutting professional skills, which are lacking in institution curricula.

### **3.0 CONTENT OF THE CURRICULLUM**

**In particular the manual shall contain the following,**

- ✚ Life skills including but not limited to time keeping and negotiation

- ✚ Positive Thinking
- ✚ Employments right and entitlements of PWDs
- ✚ Communication skills, public speaking and presentation
- ✚ Job search- How and where to find job opportunities
- ✚ Writing a cover letter and winning CV
- ✚ Interview preparation- How you appear on the interview panel
- ✚ Job retention
- ✚ Basic Employment ethics
- ✚ Excellence in Service
- ✚ Challenges of PWDs in accessing employment and how to overcome them
- ✚ Any other issues that may deem important to the consultant

#### **4.0 METHODOLOGY**

- ✚ Mapping and desk review of existing literature with a particular focus on employment of young women and girls with disabilities
- ✚ Conduct consultation with IDIWA team, volunteers, and key stakeholders training needs of WDs in relation to employment
- ✚ Consultation with qualified employed and non-employed women with disabilities
- ✚ Consultation with employers both in public and private sectors

#### **5.0 ROLES AND RESPONSIBILITIES**

##### **5.1 Consultants Roles/Deliverables**

- ✚ Technical and financial proposal
- ✚ Draft training curriculum
- ✚ Present the first draft to IDIWA for review and input
- ✚ Pretest the curriculum by conduct a Training of Trainers to IDIWA staff and partners on the curriculum and its practical tools
- ✚ Prepare a final draft incorporating feedback from IDIWA and pretesting
- ✚ Print out two, fully designed-English, hard copies, and a soft copy of the training curriculum to IDIWA

##### **5.12 IDIWA's Role**

IDIWA will perform the following roles:

- ✚ Avail all the required organizational literature
- ✚ Avail staff to support the consultant during the process
- ✚ Mobilize and facilitate staff and partners to participate in the TOT/Pretesting of the curriculum
- ✚ Provide facilitation fees for the consultant

## **6.0 COMMUNICATION AND REPORTING**

The consultant will work closely with the Project Officer and the Executive Director; and all documentation/work will be approved by the Executive Director.

## **7.0 PAYMENT**

### **7.1 Fees and Terms**

- i. Fees will be negotiated with the successful applicant, and payment will be by check following successful completion of the assignment
- ii. The total amount paid to the facilitator will cover all aspects of the consultancy work including fees, designing and or acquisition of required materials, and printing of two hard copies, and a soft copy of the final training curriculum in English

## **8.0 REQUIRED PROFILE**







### **8.1 Requirements for the expert**

The expert or the team of experts should meet the following conditions, qualifications and experience:

- i. Master (or higher) Degree in education, social sciences, development studies or related field
- ii. Technical expertise in the field of disability and understanding of employment issues of PWDs
- iii. Proven expertise in the development of similar training curriculums, using interactive and participatory methodologies
- iv. Knowledge and experience in applying the international and national guidelines and standards in disability programming
- v. Knowledge and experience of working with NGOs with strong understanding of disability issues
- vi. Excellent communication skills
- vii. Ability to manage the available time and resources and to work to tight deadlines
- viii. Available for the whole period of the assignment
- ix. Proficiency in English

## **9.0 APPLICATION PROCEDURES:**

Interested candidates will be required to submit the following;

-  CV of the expert/group of experts
-  Company profile (if applicable)
-  Cover letter
-  Example of relevant work
-  Technical and methodological offer for the assignment
-  Timeline and confirmation of availability on the set period of time

- ✚ Financial plan for the consultancy including number of days needed for the completion of the entire assignment
- ✚ Contact details of two professional references from institutions/organizations you have previously worked for. These should be your manager or person you reported to during the consultancy.

Applications should be addressed to the Executive Director-IDIWA on email address: [idiwa2009@gmail.com](mailto:idiwa2009@gmail.com), and submitted not later than 15<sup>th</sup> May 2020, 5pm East African Time.