

## **Terms of Reference (ToR)**

### **Consultancy Services for Conducting a Disability Audit at Young Africa Zimbabwe**

#### **1. Background**

Young Africa (YA) is a federation of organisations, operating in five countries of Southern Africa and one country in West Africa. Founded in 1998, YA believes in the transformative power of young people and their huge potential. YA's vision is to contribute to a world of equality and shared wealth by channelling the power of young people to transform the world around them. Young Africa empowers academically, economically and socially disadvantaged young people aged 18–30 years for entrepreneurship and employment. The Young Africa programme integrates vocational training with life skills education, entrepreneurship skills, psychosocial support and wellness services.

Young Africa is committed to ensuring inclusivity and accessibility of its programmes for all young people, including those with disabilities. As part of this commitment, we aim to conduct a comprehensive disability audit to assess the accessibility and inclusivity of our facilities, services, and programs. This audit will inform the development and implementation of strategies to enhance accessibility and support for persons with disabilities. This ToRs is for the conduct of this audit in Zimbabwe. The audit process to be conducted in Zimbabwe will be replicated to all the other countries.

#### **2. Objective of the assignment**

The primary objective of this consultancy is to assess the current state of accessibility and inclusivity for young persons with disabilities at Young Africa Zimbabwe. This includes evaluating physical infrastructure, educational materials, teaching methodologies, and the overall learning environment. The consultant will provide a detailed report with actionable recommendations to enhance the inclusivity of the centre for students with disabilities.

#### **3. Scope of Work**

The consultant will be required to:

**a) Review Existing Policies and Practices:**

- Analyse existing policies, procedures, and practices related to disability inclusion within the YA TVET Centres in Chitungwiza and Epworth and in Mobile Training approach and sites.
- Evaluate the alignment of these policies and practices with national and international policies/instruments/standards for disability inclusion.
- Identify any barriers in the policies and practices and make recommendations that facilitate inclusive TVET.

**b) Physical Infrastructure Audit:**

- Assess the TVET Centre's physical accessibility, including classrooms, workshops, restrooms, common areas, and administrative offices.
- Identify barriers in the physical environment that hinder access for students with various types of disabilities and make recommendations for reasonable accommodations and adaptations to make them accessible to persons with disabilities.

- c) **Educational Materials, Teaching Methodologies and Trainers' Abilities:**
  - Review teaching methodologies to determine their inclusivity and adaptability for students with different disabilities.
  - Review trainers' capacity to deal with inclusive education needs and recommend areas of capacity building for trainers where shortfalls have been identified.
  - Evaluate the accessibility of educational materials (e.g., textbooks, digital resources) for students with disabilities.
- d) **Service Accessibility Review**
  - Assess the accessibility of the centre's services, including enrolment processes, teaching methods, learning materials, student support services, wellness and psychosocial support services, sport and art activities, etc.
- e) **Stakeholder Engagement:**
  - Conduct interviews and focus group discussions with key stakeholders, including students with disabilities, staff, trainers, and Organisations of Persons with Disabilities (OPDs) to gather insights and experiences and recommendations for disability inclusive TVET.
- f) **Reporting and Recommendations:**
  - Prepare a comprehensive report outlining the findings of the audit.
  - Provide actionable recommendations to improve the accessibility and inclusivity of the TVET Centre for students with disabilities.
  - Provide specifications of all infrastructure adaptations to facilitate easy implementation.
  - Present the findings and recommendations to the management and staff of the TVET Centre.

#### 4. Deliverables

The consultant is expected to deliver the following:

- a) **Inception Report:**
  - A report outlining the detailed methodology, audit tools and work plan
- b) **Draft Disability Audit Report:**
  - Provide a detailed draft report with preliminary findings and recommendations.
- c) **Final Disability Audit Report:**
  - A refined version of the report, incorporating feedback from YA management and other stakeholders, along with a detailed action plan for implementing the recommendations.
- d) **Presentation of Findings:**
  - Present findings to management and staff of YA to discuss the findings and recommendations.
- e) **Duration of the Assignment**
  - The consultancy is expected to be completed within 4 weeks from the date of commencement.

#### 5. Qualifications and Experience

The consultant or consultancy firm should have:

- A minimum of 10 years of experience in conducting disability audits or similar assessments, particularly within educational institutions or similar settings.
- Demonstrated knowledge of disability rights and inclusive education principles. In-depth knowledge of national and international accessibility standards, including the UN Convention on the Rights of Persons with Disabilities (CRPD).

- Experience in working with educational institutions, particularly in the context of TVET.
- Strong analytical, report writing, and presentation skills.
- Familiarity with national and international standards for disability inclusion.
- Organisations that work with or are specialized in Disability-Focused Interventions are strongly encouraged to apply.

## 6. Submission of Proposals

Interested consultants or consultancy firms are invited to submit the following:

a) **Technical Proposal:**

- Detailed approach and methodology for conducting the disability audit.
  - Work plan with a clear timeline.
- Profiles of the Experts involved in the audit, highlighting relevant experience and qualifications.

b) **Financial Proposal:**

- Detailed budget breakdown including consultancy fees and any other associated costs.

c) **Previous Work Samples:**

- At least two examples of previous disability audits or similar assessments conducted.

## 7. Submission Deadline

Applications should be submitted electronically by 21 March 2025 to [disability.audit@youngafrica.org](mailto:disability.audit@youngafrica.org)