We Can Work

CONSULTANCY SERVICES
EASY READ TRANSLATION OF THE ADF WE CAN WORK YOUTH LED ADVOCACY YOUNG ADVOCATES' WORKBOOK

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1.0 Introduction and background

The African Disability Forum is the continental membership organization of Organizations of Persons with Disabilities (OPDs) in Africa. ADF currently has members from 44 African countries (National Federations of Organization of Persons with Disabilities), 9 continental OPDs and 4 sub-regional OPDs. ADF is committed to unifying and amplifying the voice of persons with disabilities, their families, and representative organizations at national, regional, and international levels.

ADF is a strategic partner for Light for the World in the We Can Work (WCW) program, which is a signature program to improve access to dignified and fulfilling work for young women and men with disabilities in Ethiopia, Kenya, Uganda, Rwanda, Ghana, Nigeria and Senegal. The We Can Work program will deploy targeted skill-building and entrepreneurship support interventions for young women and men with disabilities to successfully transit into work. We Can Work is instrumental in realizing the ambitions of Mastercard Foundation in relation to Disability Inclusion.

Program Objective aims to empower young women and men with disabilities access dignified and fulfilling work through the three pillars:

- Pillar 1: Targeted interventions to support young women and men with disabilities into work.
- Pillar 2: Embedding and institutionalizing disability inclusion into Young Africa Works strategies and programs.
- Pillar 3: Youth led advocacy toward more inclusive policies and environment. Young women and men with disabilities enact agency by contributing to national and regional advocacy processes to implement youth and disability inclusive policies.

The African Disability Forum, serving as a strategic partner, plays a central role in coordinating the achievement of Pillar 3 and its corresponding outcomes 4 and 5. This partnership enables young women and men with disabilities to actively participate in local, national, and regional advocacy efforts aimed at promoting youth- and disability-inclusive policies. Through Outcome 4, the voices and diverse needs of young women and men are represented within disability, youth, and women's rights structures, ensuring their perspectives shape key initiatives. Outcome 5 further supports a unified advocacy agenda across local, national, and regional (African) levels, effectively addressing the unique needs of young women and men with disabilities.

Leading on Youth Led Advocacy in the programme, ADF has developed and piloted the Youth Led Advocacy Training programme with a key learning of making accessible the Young Advocates Workbook for persons with intellectual disabilities, down syndrome, autistic, learning disability and low literacy levels. It's within this

context that ADF seeks consultancy services to translate the Youth Led Advocacy Young Advocates' Workbook into easy read format within March and April 2025.

2.0 Call for Consultancy Services

ADF invites bids from competent firms or individual consultants to submit their Expression of Interest (EoI) for consultancy services to translate the We Can Work Youth Led advocacy young advocates' workbook into an easy-read format.

3.0 Purpose and Objective of the Consultancy

The purpose of the consultancy is to provide easy read format of the Youth Led Advocacy Young Advocates' Workbook to enhance accessibility for persons with disabilities.

4.0 Specific Objectives /Task for the consultancy services.

The consultant will be required to meet the following objectives:

- Translation of the Youth Led Advocacy Young Advocates' Workbook into an easy-read format to enhance accessibility for persons with intellectual disabilities, down syndrome, autistic, learning disability and low literacy levels.
- Ensure the easy-read version maintains the integrity, key messages, and instructional value of the original workbook.
- Use of plain language, clear structure, and appropriate visual aids (such as images and symbols) to facilitate comprehension.
- Alignment of the easy-read version with best practices for accessible communication, ensuring usability for the target audience.

5.0 Expected Result and deliverables

The consultant will be expected to deliver;

- First draft version of the easy-read Youth Led Advocacy Young Advocates' workbook for review and feedback from users.
- The second draft version of the easy-read Youth Led Advocacy Young Advocates' workbook incorporating user recommendation and feedback, ready for dissemination.
- Final translated and formatted Easy-Read Version of the Youth Led Advocacy Young Advocates' workbook in an accessible, user-friendly format (English and French language).

6.0 Annex

Annex to the final documents could include;

- Raw Data Generated /Documents
- Action Plans developed
- Tools used
- Pictorial Repository
- Any other relevant material produced or used during the translation process.

7.0 Roles and Responsibilities

- Translate the English Youth Led Advocacy Young Advocates Workbook into Easy Read Version first draft
- Hold 1 online meeting after the 1st draft with ADF team, OPDs and other members of PMU to make a presentation and answer any technical questions that may arise for input into the translated Easy Read Youth Led Advocacy Young Advocates Workbook
- Develop the second draft version of the easy-read Youth Led Advocacy Young Advocates' workbook incorporating user recommendation and feedback, ready for dissemination
- Submit Final translated and formatted Easy-Read Version of the Youth Led Advocacy Young Advocates' workbook in an accessible, user-friendly format (English and French language)

8.0 Implementation Methodology

Consultant will develop methodology that will allow enabling environment for free exchange of ideas and engagements.

Work closely with persons with disabilities, ADF, the seven umbrella organizations in the target countries and Light for the World to collect relevant information and feedback that could be used in the easy-read translation for the Youth Led Advocacy Young Advocates' Workbook.

For this purpose, ADF will create and lead an online working group.

Consultant should ensure accessibility in the following ways;

- Clear and Understandable Language: Simplifying complex concepts and avoiding overly technical terms to enhance comprehension.
- Reasonable Accommodation: Addressing individual needs to create an accessible and effective training experience.
- Descriptive Content: Providing detailed descriptions of visual elements for Deaf participants to enhance understanding.
- Meaningful Involvement: Actively engaging persons with disabilities during the development of the Easy-read booklet.

9.0 Intellectual Property

All information and data material pertaining to this project (documents, audio, digital, project documents, reports, raw data) remains the property of the We Can Work Program which has exclusive rights over their use. The information shall not be disclosed to the public nor used in whatever form without expressive written

permission of the We Can Work Program. The Consulting services will be bound by ADF and Light for The World Data policy.

In addition, the consultant(s) formally undertakes not to disclose any parts of the confidential information and shall not, without the written approval of ADF and Light for the World, be made available to any third party. The utilization of the tools and the reports is solely at the decision and discretion of ADF, Light for the World and Partners.

All the documents containing both raw data/materials provided by ADF both soft and hard copies are to be returned to ADF upon completion of the assignment. All documentation and products produced as a result of this assignment or otherwise related to it shall remain the property of We Can Work Program.

10.0 Qualifications and Experience of the Consultant

- Expertise in Accessible Communication, proven experience in translating and adapting training materials into easy-read formats for persons with disabilities, particularly individuals with intellectual disabilities and low literacy levels.
- Experience in Disability Inclusion and Advocacy demonstrated experience working on projects related to disability rights, advocacy, and inclusion, particularly in training and capacity-building contexts.
- Proficiency in Inclusive Training Materials Development: Familiarity with universal design for learning (UDL) and best practices in instructional material adaptation.
- Demonstrated work with other reputable organizations National or international.
- Ability to operate under strict timelines and apply high production and technical standards for the purpose of maintaining a high level of professionalism
- Registered organization, compliant with national / international tax bodies
- BA or Masters' degree in Disability Inclusion/Special needs, Gender Studies, social work, or related fields.
- Familiar with the We Can Work programme and its operations
- Knowledge of working in the field of disability and working with Organizations of Persons with Disabilities.
- Demonstrated commitment to high professional ethical standards, and strong safeguarding ethical standards.
- Strong command of English language while French will be added advantage.
- Should be available within the period of assignment.
- The consultant must have good knowledge of UNCRPD, ADP and other human rights instruments in the continent and beyond

11.0 Organization and Management

ADF head office is based in Addis Ababa, Ethiopia, which will facilitate the work by providing contacts required for this assignment. The consultant will liaise directly with

the ADF Program Manager for WCW who is based in Kenya and will liaise with the Senior Capacity Development Officer and Senior Management Team for follow-up and support on the process.

12.0 Duration and Time Frame (Consultancy Period)

The consultancy will take place virtually in March and April 2025.The initiative will be done in a duration of 4 Weeks and completed by Mid-April 2025. This timeframe can be reviewed by ADF upon request.

Tentative Schedule

Key Tasks	**EDD**	**Location**
Translate the English Youth Led Advocacy Young Advocates Workbook into Easy Read Version first draft	3rd week of March 2025	Remote
Hold 1 online meeting after the 1st draft with ADF team, OPDs and other members of PMU to make a presentation and answer any technical questions that may arise for input into the translated Easy Read Youth Led Advocacy Young Advocates Workbook	4th week of March 2025	Virtual
Develop and submit the second draft version of the easy-read Youth Led Advocacy Young Advocates' workbook incorporating user recommendation and feedback, ready for dissemination	1st Week of April 2025	Virtual
Submit Final translated and formatted Easy-Read Version of the Youth Led Advocacy Young Advocates' workbook in an accessible, user-friendly format (English and French language)	2nd Week of April 2025	Virtual

This schedule is subject to adjustment, and the consultant is expected to delineate its methodology, timeline, and milestones in detail within the technical proposal.

13.0 Modality of payment

The contract payment shall be as indicated below:

1. 10 percent of the agreed amount upon signing of the contract agreement.
2. 40 percent upon submission of the first draft of the easy read version of the Youth Led Advocacy Young Advocates' Workbook in English
3. 30 percent upon submission of 2nd draft of the Easy read version of the Youth Led Advocacy Young Advocates Workbook in English, having incorporated the feedback from the users and stakeholders
4. 20 percent upon submission of the final easy read versions of the Youth Led Advocacy Young Advocates' Work book in English and French

14. 0 Reporting

In accordance with the implementation schedule and the deliverables, the consultant shall submit the following reports:

1. Summary of the insights and feedback from the online session
2. Cover document on changes made and incorporated into the 2nd draft and consequently final draft of the easy read version of the Youth Led Advocacy Young Advocates' Workbook

15.0 ADF Obligations

ADF shall organize meetings with the working groups to review the draft proposal and agree on a tentative work plan. The contracted Consultant will work closely with ADF Programme Manager for WCW, who will be responsible for the overall management of assignment. Other roles of ADF will include reviewing and monitoring the delivery of deliverables and payment of the consultant as agreed at initials. ADF shall also provide all contacts and necessary documents to the consultant. ADF will provide information on Logistics or any other relevant information consultant might request.

16.0 Consultant

The consultant shall carry out the work according to the terms of reference and in keeping with accepted standards. The consultant shall take all necessary steps to ensure that the assignment entrusted is executed properly and within the time agreed upon in the contract. The consultant shall pay all taxes and duties. The consultant will agree to read, sign and adhere to the ADF Safeguarding Policy, Code of Conduct, Child Protection and policies in carrying out the terms of reference. ADF is keen to ensure that its activities and programs are implemented in a safe and protective environment where harm, exploitation, neglect and abuse in all its forms are effectively prevented as judiciously as possible.

17.0 Submission of the proposal

ADF is seeking technical and financial proposals from the consultant detailing the Consultant 's qualifications and experiences, comments on ToR, technical approach and methodology, work plan for undertaking the task. The technical and financial proposal should be submitted on Friday the 7th March 2025 on or before 5:00 pm East African Time (EAT). The consultant shall submit one original technical proposal, and one original financial proposal addressed and emailed to jobs@adf-secretariat.org. Please attach all relevant documents to this email. This assignment doesn't entail travel, if travel is needed the client will cover all the costs.

18.0 Bid opening

Bids shall be opened by ADF evaluation team after the closing date and the preferred tenderer shall be notified via email from ADF.

19.0 Proposal evaluation

A two-stage procedure shall be adopted in evaluating the proposals. The technical evaluation shall be carried out first, followed by the financial evaluation.

Technical evaluation

The technical criteria and maximum number of points (under each criterion) are:

Criteria	Maximum Points
Qualifications and competence of the Consultant	25
Experience in the area of disability, disability inclusion, accessible communication, development of disability inclusive training materials and instruction materials	25
Language skills	15
Commentary on ToR, technical approach and methodology	20
Work plan for completing the tasks	15
Total Points	100

Financial evaluation

Price Component	Currency (USD)	Total Amount