



## **CONSULTANT/ORGANISATION TO ASSIST THE COLLECTION OF INFORMATION FOR THE GLAD STAKEHOLDER MAPPING EXERCISE (Phase 2)**

### **TERMS OF REFERENCE**

#### **1 AIM OF THE GLAD STAKEHOLDER MAPPING EXERCISE PHASE 2**

In efforts to reach its goals<sup>1</sup>, the GLAD Network has identified the enhancement of international cooperation amongst GLAD Steering Committee members as an immediate priority. To facilitate this, the GLAD Secretariat will conduct Phase 2 of the stakeholder mapping exercise to understand the nature, scope, level and likely future direction of contributions of existing GLAD members internationally to disability-inclusive development and humanitarian action. This shall be known as the GLAD stakeholder mapping exercise Phase 2.

For more information on the project, please read the GLAD Stakeholder mapping Exercise Phase 2 Terms of Reference, included in this document as [Annex I](#).

#### **2 THE STAKEHOLDER MAPPING EXERCISE QUESTIONNAIRE**

The consultant will take the draft questionnaire as drafted by the GLAD Co-chairs and Secretariat, with input by the Steering Committee members, and narrow it to reflect the [objectives of phase 2](#) (see “Objectives of Phase 2” in the Stakeholder Mapping Exercise Phase 2 ToR attached as [Annex I](#) to this document).

The questionnaire will be circulated to the entire Network by the GLAD Secretariat who will also be responsible to contact each GLAD member individually to propose to work together with the consultant/organisation selected to fill the questionnaire. In order to make sure that members will be comfortable in filling the questionnaire, the consultant/organisation selected will support GLAD members to add missing information to the survey or to fill him/herself after documentation has been provided.

#### **3 PROFILE OF THE CONSULTANT/ORGANISATION**

The consultant/organisation undertaking the stakeholder analysis will have extensive experience in conducting stakeholder analysis, both through conducting key informant interviews and researching to support respondents to feed in missing information.

They will also have extensive experience (at least 5 years) working in international development and/or humanitarian action, and on themes including disability-inclusion, human rights advocacy and in the design and evaluation of disability-inclusive policies and programs. The consultant will have excellent analytical, writing and interpersonal skills and an ability to plan workload.

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<sup>1</sup> <https://gladnetwork.net/five-goals-glad-network>



## 4 DELIVERABLES

The outputs of Phase 2 of the Stakeholder Mapping Exercise will be:

1. **A draft report of preliminary results**, presenting findings in a tabular format. This draft report will be reviewed and finalised after the GLAD Co-chairs review in the beginning of April;
2. **A presentation and talking points** summarising the findings, for use by GLAD Co-Chairs<sup>2</sup> (Australian Department of Foreign Affairs and Trade (DFAT), International Disability Alliance (IDA), and UK Department for International Development (DFID));

## 5 APPROACH

It is anticipated that Phase 2 of the Stakeholder Mapping Exercise will involve:

1. **A consultation with the GLAD Co-chairs to define the type of data and information that will be collected through the questionnaire;**
2. **Prepare a survey** based on the draft questionnaire that was drafted by the GLAD Co-chairs and Secretariat;
3. **Analysis of how the agreed objectives can be best reflected in the set of questions** and final approval by the Co-chairs of the questionnaire;
4. **Dissemination** of the survey;
5. **Review of the information collected and possible additional desk research to support members in responding to the survey.** Some of the key sources of information will comprise: existing preliminary stakeholder analysis conducted for GLAD, organisational thematic strategies and policies, global and regional programme documents, GLAD members' policies and reports, project documents, material available on GLAD Members' websites, answers to the questionnaire;
6. **Member-specific key informant interviews** could be conducted via skype/tele/video conference if required. There is no provision for travel to conduct interviews in person;
7. **Drafting of a report with preliminary results and presentation of final results:** The draft report created by the consultant/organisation, will include all the information and if each answer is subject to a certain level of privacy, so the Secretariat will create different versions of the report after the consultancy deadline.

## 6 TIMEFRAME WITH DELIVERABLES

It is expected that Phase 2 will involve not more than 20 days' inputs.

27 Feb 2019	GLAD Co-Chairs identify consultant/organisation to undertake Phase 2 Stakeholder Mapping Exercise and enter into contract
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<sup>2</sup> <https://gladnetwork.net/co-chairs>



4 Mar 2019	Consultant/organisation starts working on the final version of the Mapping Exercise questionnaire, which will reflect the agreed objectives of the project
13 Mar 2019	Consultant/organisation commences contacting GLAD members with the GLAD Secretariat and starts assisting members to complete the Mapping Exercise questionnaire
8 Apr 2019	Consultant/organisation submits Phase 1 draft report, PowerPoint presentation and talking points to GLAD Co-Chairs
15 Apr 2019	GLAD Co-Chairs return Phase 1 draft report, PowerPoint presentation and talking points with comments
18 Apr 2019	The report, PowerPoint presentation and talking points include Co-chairs' comments and are considered final

## 7 HOW TO APPLY

Interested candidates are invited to send their CV and cover letter **by e-mail by Monday, February 25, 2019, at noon Geneva time to [glad@ida-secretariat.org](mailto:glad@ida-secretariat.org)** with subject “[GLAD Stakeholder Mapping Consultancy] (and name of the candidate)”.

All information given on the application will be treated in a confidential manner. A confirmation of receipt will be sent to the candidate via email. Only short-listed applicants will be contacted. Any applications received after the deadline mentioned above will not be considered.



## ANNEX 1

# GLOBAL ACTION ON DISABILITY (GLAD) STAKEHOLDER MAPPING EXERCISE (Phase 2)

## TERMS OF REFERENCE

### 8 INTRODUCTION AND THE GLAD NETWORK

GLAD was launched in London in December 2015, by a group of like-minded partners who recognise that to realise the promise of the Sustainable Development Goals (SDGs) to leave no one behind, and to further the principles reflected in the Convention on the Rights of Persons with Disabilities (CRPD), the international community needs to work together to share expertise, coordinate actions, and raise the profile of disability across a broader range of organisations contributing to international development efforts.

Consistent with Article 32 of the CRPD, GLAD promotes international cooperation on disability-inclusive development and humanitarian action. Its goals<sup>3</sup> are for its members to collectively:

1. Increase coordination of their disability-inclusive contributions
2. Learn from each other by sharing knowledge and resources
3. Amplify their common and united voice for maximum influence
4. Expand and diversify the community of partners contributing resources to disability-inclusive development and humanitarian action
5. Strengthen existing partnerships and disability inclusion within existing global development initiatives

### 9 RATIONALE FOR THE STAKEHOLDER MAPPING EXERCISE

In efforts to reach its goals, the GLAD Network has identified the enhancement of international cooperation amongst GLAD Steering Committee members as an immediate priority. To facilitate this, the GLAD Secretariat will conduct Phase 2 of the stakeholder mapping exercise to understand the nature, scope, level and likely future direction of contributions of existing GLAD members internationally to disability-inclusive development and humanitarian action. This shall be known as the GLAD stakeholder mapping exercise Phase 2.

Phase 2 follows the Phase 1<sup>4</sup>, which was a pilot exercise that also explored the nature, scope, level and likely future direction of contributions of existing GLAD members but only within the smaller group of the GLAD Steering Committee.<sup>5</sup>

<sup>3</sup> Read the list of GLAD Goals at <https://gladnetwork.net/five-goals-glad-network>

<sup>4</sup> Find the report of the Stakeholder Mapping Exercise at <https://gladnetwork.net/search/resources/glad-stakeholder-mapping-exercise-phase-1>

<sup>5</sup> See GLAD Terms of Reference at <https://gladnetwork.net/search/resources/glad-terms-reference>



This second phase reflects the thematic priorities and guiding principles as set in the GLAD Network Strategic Plan 2018-2020<sup>6</sup>.

The objective of the stakeholder mapping exercise in its entirety (phases 1-2 and a possible next third phase) is to increase understanding of the current state of play of disability-inclusive development and humanitarian action, so as to inform GLAD as it considers strategies to make progress towards its goals. The aim of the stakeholder mapping is to also determine which GLAD members are working in which programs and thematic areas, in order to increase coordination between members, and share resources where appropriate.

Moreover, the stakeholder mapping is intended to be replicated every two years in order to monitor evolutions, find new best practices, and provide updated evidence for GLAD to achieve its goals, in relation to article 32 of the UN CRPD.

## 10 BACKGROUND TO THE PROJECT

### Progress to date: Phase 1

The objective of Phase 1 was to deepen understanding of the nature, scope, rationale, level and likely future direction of contributions of existing GLAD Network members internationally to disability-inclusive development and humanitarian action. From this, GLAD was able to prioritise initial activities based on the focus and expertise of members.

The consultant selected for Phase 1 of the Stakeholder Mapping Exercise mapped existing GLAD Standing Committee members<sup>7</sup> contributions of resources<sup>8</sup> to enhance the inclusion of people with disabilities in international development and humanitarian action. The consultant explored the websites of 16 Steering Committee members, to search for data on disability inclusion in development assistance and humanitarian action.

The report produced contained the following:

1. Information on the Steering Committee members researched, including on strategy/policy/guidance note on disability inclusive development and/or humanitarian action<sup>9</sup>; geographical focus of disability inclusive development and/or humanitarian action; thematic focus of disability inclusive development and/or humanitarian action<sup>10</sup> and annual resources (financial and/or technical)

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<sup>6</sup> Find the Plan at <https://gladnetwork.net/search/resources/glad-network-strategic-plan-2018-2020>

<sup>7</sup> There were 17 members, which include bilateral and multilateral donors and organisations, the private sector, foundations and others.

<sup>8</sup> Resources are primarily financial, but may also include technical expertise, provided internationally, either directly or through a partnership, to support disability inclusion in developing countries.

<sup>9</sup> This should include the extent to which the policy is emerging or set, and also outline the policy, including whether a disability-specific and/or mainstreamed approach is adopted

<sup>10</sup> For example, gender, adolescents, ageing, disaster risk reduction



contributed to disability inclusive development and/or humanitarian action, from 2010 onwards

2. Presentation of the findings from a) in a narrative, tabular and visual format, such that members' commonalities and differences under each category are easily identifiable;
3. An analysis of these findings (including the relative priority that each member place on disability inclusion, and members' relative influence globally on disability inclusion) and conclusions which facilitated progress towards GLAD goals 1, 2 3 and 5;
4. Recommendations for the objective(s), scope and approach for Phase 2 of the Stakeholder Mapping Exercise, to feed into the Phase 2 terms of reference<sup>11</sup>.

## 11 OBJECTIVES OF PHASE 2

Phase 2 will explore the actions of all current Network members, taking into account common priorities that were identified in the results of Phase 1, as well as during the discussions that took place in the second GLAD Network meeting in Helsinki, 31 January to 2 February 2018:

- Phase 1 identified the following three common priority areas and a cross-cutting theme in disability inclusion programming and advocacy among Steering Committee members: 1) Disability-inclusive humanitarian action; 2) Disability-inclusive education; 3) Disability-inclusive social protection; and 4) Disability data as a cross-cutting theme;
- During the second GLAD Network Meeting, Helsinki, January-February 2018, members identified an additional common priority to be taken into account in future activities: Disability-confident procurement.

Phase 2 of the GLAD stakeholder mapping exercise will explore the nature, scope and rationale of contributions of existing GLAD Network members, specifically under the themes of disability-inclusive humanitarian action, social protection and education.

Phase 2 will also have the aim of collecting some case studies in order, for example, to illustrate examples of where partners are working together and how. This new additional focus will help ensuring that the GLAD Network members can share meaningful knowledge and learning from each other's experiences and best practices.

### Specific objectives of Phase 2:

- For GLAD members to understand each other's organisations and approach to the inclusion of persons with disabilities, as well as to learn about concrete activities that members are undertaking;
- To track, communicate and incentivise progress of GLAD members on the inclusion of persons with disabilities;

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<sup>11</sup> The feedback provided on Phase 1 has been taken into account. On the other hand, the current scope of phase 2 needed to be re-worked, in order to reflect the new focus as reflected in the [GLAD Strategic Plan 2018-2020](#).



- To identify opportunities for collaboration between Network meetings;
- To share lessons on approaches to development that is inclusive of persons with disabilities;
- Sharing GLAD members' achievements and learning beyond membership, generating cutting-edge knowledge on the inclusion of persons with disabilities in international cooperation and development to the outside as well.

## 12 ANNUAL MEMBER SURVEY

The Stakeholder Mapping Exercise Phase 2 questionnaire will also be accompanied by the first **annual member survey**<sup>12</sup>, which will be attached as an annex. The annual members survey, reflecting the monitoring framework included in the GLAD Strategic Plan 2018-2020<sup>13</sup>, will include the following asks (covering members' activities of 2018 only):

1. Meaningful engagement of persons with disabilities and DPOs by GLAD Network members in a number of key events in 2018 identified as such by the GLAD Network: Members will provide the Secretariat with the number of Ministers from (if they are a State member) or DPOs who have participated to GLAD-related events thanks to their contribution;
2. Tracking the increase in the number of GLAD members collecting data disaggregated by disability status.

## 13 APPROVAL AND DISSEMINATION

When the first draft of questionnaire will be disseminated for approval, it will be sent to the Steering Committee in a spreadsheet with columns. The first column will give the question, the second will be dedicated to any comments on the questions and the third to the level of publicly of the questions. The level of publicity will be the following: public, within the entire GLAD Network, within GLAD constituencies (GLAD working groups, stakeholder groups or Steering Committee), no publicity (visible to the GLAD Co-chairs, only).

After the Steering Committee will have approved the present Terms of Reference and the draft questionnaire sent as described in the paragraph above, the GLAD Secretariat will proceed and disseminate the final questionnaire within the Network and will start collecting the answers.

## 14 DELIVERABLES

The outputs of Phase 2 of the Stakeholder Mapping Exercise will be:

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<sup>12</sup> The GLAD annual member survey will be circulated at the end of each year, as it is separated from the Stakeholder Mapping Exercise.

<sup>13</sup> <https://gladnetwork.net/search/resources/glad-network-strategic-plan-2018-2020>



3. **A draft report**, presenting findings in a narrative, tabular and visual format (e.g. pie charts, graphs, geographical maps as appropriate). This will be circulated with GLAD Steering Committee members<sup>14</sup> for comment;
4. **A presentation and talking points** summarising the findings, for use by GLAD Co-Chairs<sup>15</sup> (Australian Department of Foreign Affairs and Trade (DFAT), International Disability Alliance (IDA), and UK Department for International Development (DFID));
5. **A final report** taking into account any comments, which will be shared with all GLAD Network members on the online knowledge platform once established.

## 15 APPROACH

It is anticipated that Phase 2 of the Stakeholder Mapping Exercise will involve:

8. **A document review.** Some of the key sources of information will comprise: existing preliminary stakeholder analysis conducted for GLAD, organisational thematic strategies and policies, global and regional programme documents, project documents, answers to the questionnaire;
9. **Member-specific interviews and survey.** Member-specific key informant interviews will be conducted via skype/tele/video conference. There is no provision for travel to conduct interviews in person. The GLAD Secretariat may elect to design and implement a survey through which Standing Committee members can provide their responses prior to a more in-depth follow-up interview;
10. **Analysis and report drafting and finalisation:** The report will be divided into several versions, reflecting the layer of publicity the member express they want to give to the information provided.

## ANNEX 2

### GLAD Terms of Reference<sup>16</sup>

The Global Action on Disability (GLAD) Network was launched in London in December 2015, by a group of like-minded partners who recognise that to realise the promise of the Sustainable Development Goals (SDGs) to leave no one behind, and to further the principles reflected in the Convention on the Rights of Persons with Disabilities (CRPD), the international community needs to work together to

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<sup>14</sup> <https://gladnetwork.net/steering-committee>

<sup>15</sup> <https://gladnetwork.net/co-chairs>

<sup>16</sup> Last amendment made December 2017



share expertise, coordinate actions, and raise the profile of disability across a broader range of organisations contributing to international development efforts.

## **1. VISION**

Cooperative international development and humanitarian action that is inclusive of persons with disabilities.

## **2. MISSION**

To support bilateral and multilateral donors and agencies, the private sector, foundations and others contributing resources to work together, in collaboration with disabled people's organisations and partner governments, to enhance the inclusion of persons with disabilities in international development and humanitarian action.

## **3. GOALS**

Consistent with Article 32 of the CRPD, GLAD members will collectively:

1. Increase coordination of their disability-inclusive contributions
2. Learn from each other by sharing knowledge and resources
3. Amplify their common and united voice for maximum influence
4. Expand and diversify the community of partners contributing resources to disability-inclusive development and humanitarian action
5. Strengthen existing partnerships and disability inclusion within existing global development initiatives

## **4. BACKGROUND**

Persons with disabilities often face stigma, exclusion and discrimination. Consequently, they are over-represented amongst the people living in persistent poverty, and are less likely than others to be able to lift themselves out of poverty. About 80% of people with disabilities live in developing countries.

Attainment of the SDGs will substantively improve the lives of persons with disabilities. The SDGs are the first global development agenda that clearly includes persons with disabilities in a universal and ambitious plan of action to ensure no one is left behind, and reflect in part the guiding principles of the CRPD. In emergency contexts this is complemented by the Agenda for Humanity adopted at the World Humanitarian Summit. Under the CRPD, states have an international obligation to promote and protect the human rights and fundamental freedoms of persons with disabilities. While Official Development Assistance remains important, it alone cannot achieve social inclusion and active participation of persons with disabilities. The private sector and foundations also play an indispensable role.

## **5. WAYS OF WORKING**

GLAD Network members will work together to take actions consistent with the goals defined in Section 3. The work of the GLAD Network will be guided by the



GLAD Network Strategic Plan, to be developed and agreed by the GLAD Network biennially. The GLAD Network will meet annually.

A Steering Committee will govern the Network, set priorities and agree on Network events. The Steering Committee will meet at least annually, including during the Conference of States Parties (COSP) to the CPRD in New York (usually in June).

The Steering Committee may establish working groups, and GLAD members may convene other meetings, to take forward GLAD's action agenda on specific technical, geographic and advocacy issues.

The GLAD Network co-chairs (see 'Governance') will establish and maintain a Secretariat to support the work of the Steering Committee and the Network.

#### **6. MEMBERSHIP**

The GLAD Network welcomes, as members, international stakeholders (bilateral and multilateral donors and agencies, the private sector, foundations and others) contributing resources to enhance the inclusion of persons with disabilities in international development and humanitarian action. Resources are primarily financial, but may also include technical expertise, provided internationally, either directly or through a partnership, to support disability inclusion in developing countries.

A majority of members of the GLAD Network will agree membership of the GLAD Network. The Steering Committee will determine the process for considering and agreeing membership, and for admitting advisors and observers.

The GLAD Steering Committee will be comprised of not more than 20 GLAD Network members. A majority of members of the Steering Committee will agree provisional membership of the Steering Committee, pending endorsement by Network Members.

Consistent with the principle of 'nothing about us without us', persons with disabilities and their representative organisations from developing countries/regions and the UN Special Rapporteur on the Rights of Persons with Disabilities will be invited to every meeting.

Members and participants in GLAD meetings are responsible for covering their costs of attendance.

#### **7. GOVERNANCE**

The GLAD Network and Steering Committee will have up to three co-chairs. The co-chairs of the GLAD Network are also the co-chairs of the Steering Committee. The permanent co-chair is the International Disability Alliance (IDA). The second rotating co-chair is a GLAD Steering Committee member agreed by a simple majority of Network members. When a new co-chair is agreed, the previous



rotating co-chair becomes the outgoing co-chair, for a term as agreed by the co-chairs. The rotating and permanent co-chairs, with appropriate support from the outgoing co-chair, are responsible for:

1. Providing Secretariat support, including to plan and conduct all Network and Steering Committee meetings, and capture and disseminate meeting outcomes
2. Leading GLAD's collective efforts to achieve its goals, consistent with the GLAD Network Strategic Plan
3. Representing the GLAD Network

#### **8. CHANGING THE TERMS OF REFERENCE**

A two-thirds majority of GLAD Network member