**GLOBAL ACTION ON DISABILITY (GLAD)**

**Visual representation of the Stakeholder Mapping Exercise Phase 2 results**

**TERMS** **OF REFERENCE**

# 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[[1]](#footnote-1) 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

# Stakeholder Mapping Exercise (phase 2) report

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 conducted 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 is known as the GLAD stakeholder mapping exercise Phase 2 and resulted in a report that was disseminated among members in July 2019.

This second phase’s report is helping the network to facilitate greater cooperation between Network members.

Phase 2 follows the Phase 1[[2]](#footnote-2), 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.[[3]](#footnote-3)

This second phase’s report reflects the thematic priorities and guiding principles as set in the GLAD Network Strategic Plan 2018-2020[[4]](#footnote-4).

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 stakeholder mapping also determines 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.

# Why creating a visual representation of the SME2 Report

The GLAD Secretariat wishes to develop a brochure and an infographic that would be disseminated widely and that could summarise the high level results of the Stakeholder Mapping Exercise Phase 2.

The booklet and infographic will be launched by the GLAD Co-chairs on 3 December 2019 and will be used to communicate the importance of the GLAD Network beyond its membership.

The successful consultant/company/vendor will be provided with the texts and data to populate the brochure/booklet and the infographic by the GLAD Secretariat. The GLAD Secretariat will also provide information about the existing GLAD’s visual identity to make sure that the material is consistend with its existing designs.

# Deliverables

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

1. **A booklet**, presenting findings mainly in visual format (e.g. geographical maps and icons as appropriate);
2. **An infographic** summarising the high-level findings and data, for use by GLAD Members.

Both products will need to be developed using *Adobe InDesign*, with a specific focus on accessibility for the digital versions.

# Approach

**It is anticipated that the project will involve will involve the following steps and that the entire process will be rolled out in close collaboration with the GLAD Secretariat:**

1. **The creation of a first draft of the booklet**. The GLAD Secretariat will then proceed and send the first draft to the GLAD Co-chairs for feedback;
2. **Integration of feedback into the draft and creation of a summarizing infographic;**
3. **Second round of feedback of the booklet and infographic;**
4. **Finalisation of the material and delivery of the documents in digital and print formats.** The successful consultant/vendor will also need to deliver the InDesign packages.

# Application Process

1. **Duration:** September 2019
2. **Location:** Remote
3. **Administrator:** International Disability Alliance on behalf of the GLAD Network.
4. **Timeline:**
* **Deadline for applications:** Interested applicants should submit a proposal by **9 September 2019, 5:00pm (Geneva time)** to **consultancy@ida-secretariat.org** **copying** glad@ida-secretariat.org
* **Selection:** The shortlisted service providers company will be interviewed and selected by 13 September 2019
1. **Proposal:**
* Proposal should contain a quotation, addressed to IDA, dated, and indicating the costs for each deliverable. Any further cost breakdown is appreciated.
* Proposals should demonstrate an understanding of the objective and scope of work, and detail the following:
* Company and team profile (Board of Directors, Office location(s); key

 staff to be involved in website and their relevant experience etc.)

* Proposed methodology/approach (including approach to testing,

training of GLAD Secretariat, and details of SEO strategy, analytics and website monitoring report capabilities, security etc.)

* Detailed timeline with deliverables
* Proposed technology (including justification and highlighting the

 technology’s pros & cons)

* Links to examples of completed work similar in scope to this

 Assignment.

1. Read the list of GLAD Goals at <https://gladnetwork.net/five-goals-glad-network> [↑](#footnote-ref-1)
2. Find the report of the Stakeholder Mapping Exercise at <https://gladnetwork.net/search/resources/glad-stakeholder-mapping-exercise-phase-1> [↑](#footnote-ref-2)
3. See GLAD Terms of Reference at <https://gladnetwork.net/search/resources/glad-terms-reference> [↑](#footnote-ref-3)
4. Find the Plan at <https://gladnetwork.net/search/resources/glad-network-strategic-plan-2018-2020> [↑](#footnote-ref-4)