



World Blind Union  
Union Mondiale Des Aveugles  
Unión Mundial de Ciegos



## Terms of Reference

**Evaluation of WBU's engagement in the implementation of the New Urban Agenda: impact, learnings and opportunities generated by the Global Program for Inclusive and Accessible Urban Development (IAUD)**

August 2022

### 1. About the World Blind Union

The World Blind Union (WBU), founding member of the International Disability Alliance, is the leading global voice for an estimated 253 million persons worldwide who are blind and partially sighted. Our members consist of over 250 organizations in more than 190 countries. Our work is driven by our vision of a world in which we, as blind and partially sighted persons, can participate fully in any aspect of life we choose. We advocate for equal opportunities, and the protection and promotion of the fundamental human rights of all.

### 2. Background

Since the adoption of the New Urban Agenda and the Agenda 2030, the WBU has been working with diverse partners, including Organisations of Persons with Disabilities (OPDs), UN agencies, governments, civil society and more, to influence dialogues, policies and framework guiding urban development and to support cities and urban stakeholders with expertise on disability-inclusion, accessibility and universal design in line with the Convention on the Rights of Persons with Disabilities (CRPD).

WBU's global work around inclusive and accessible cities started with a pilot initiative on Accessible Smart Cities in 2019 funded by DfID/FCDO. This pilot initiative was expanded into a global program in 2020 supported financially by the Swizz Development Cooperation and CBM Global Disability Inclusion with additional support from the Swedish International Development Cooperation Agency (SIDA) and the NORAD Programme from the Norwegian Government.

Over the last three years, the [Global Program for Inclusive and Accessible Urban Development \(IAUD\)](#) has implemented activities around 3 key areas of work:

- 1) **ADVOCACY** including coordination, engagement and participation of WBU, staff/members and OPD partners in relevant processes, forums and discussions guiding urban development at all levels including technical expertise delivery on disability

inclusion, accessibility and universal design as well as information sharing and learning (e.g. [World Urban Forum 10](#), [World Urban Forum 11](#), [Journal of Public Space](#)).

- 2) **CAPACITY BUILDING** including development, roll-out and sharing of tools and resources to support WBU members, OPD partners and mainstream stakeholders in advocacy efforts and delivering of expertise on inclusive and accessible practices including how to implement accessibility standards and universal design (e.g. [Accessibility Go! A Guide to Action](#)).
- 3) **NETWORKING and PARTNERSHIPS** including strengthening of WBU's engagement with key mainstream stakeholders through meaningful partnerships to promote CRPD compliance, accessibility, and universal design and to leverage WBU's expertise, impact and visibility (e.g. [milestone agreement between WBU and UN Habitat](#), [General Assembly of Partners Persons with Disabilities](#), [Cities for All Network](#)).

Through these actions, the IAUD program had a significant impact and generated important learnings and opportunities for the future. For this reason, WBU wants to conduct an evaluation of its work to help strengthening sustainability of the program and help informing next steps and way forward.

## 2. Purpose and use

The evaluation is intended to provide WBU a comprehensive review of the impact and opportunities generated through the IAUD program since 2020. The evaluation shall focus on results achieved and key lessons learnt and is requested for accountability and learning purposes. Findings and recommendations from the evaluation will be used to inform advocacy and capacity development strategies moving forward and to guide the implementation of the next phases of the program.

The primary intended users of the evaluation are WBU, CBM Global and Swiss Development Cooperation. The evaluation is also intended to inform OPD partners and allies that have been working in close partnership with WBU for the implementation of the program.

## 3. Objectives

The main objectives of the evaluation are to:

- Review the achievements and assess the challenges, opportunities and impact generated by the program in light of the results and objectives outlined in SDC Grant and IAUD Program's log frames/results framework
- Collect and describe best practices and the key lessons learnt on what works best and what shall be continued, adapted or stopped; and,
- Develop recommendations for continuity, sustainability and scaling/optimizing the impact of the program in light of internal and external priorities, partnerships and opportunities.

## 4. Evaluation questions

The below DAC criteria-based questions are meant as a guidance for the evaluators and shall be further refined during the development of the methodology. A human rights perspective and inclusion lens shall be applied to all evaluation questions. A non-exhaustive list of evaluation questions comprises the following:

#### **4.1 Internal and External Coherence**

- How did the program align with the respective principles, visions, and missions of WBU?
- How did the program ensure synergies and complementarities with OPD partners and allies? How did the program support meaningful participation and representation across disability, gender, age groups, etc.?
- Was the program able to adapt its actions to changing scenarios, in particular in the context of the Covid-19 pandemic?

#### **4.2 Relevance and quality**

- How relevant is the program to support delivery of internal and external strategies and policies?
- How relevant are the areas/components of the program in particular with regard to influencing change and building capacity and organizational excellence in WBU?
- How is the program increasing capacity of WBU and OPD partners to lead and advice on the implementation of the CRPD and the localisation of humanitarian and development agendas?

#### **4.3 Effectiveness**

- To what extent has WBU achieved the objectives at different levels set in the relevant results frameworks? What has not yet been achieved and what adjustments and priorities need to be considered for the next phase of the programme?
- Were the activities consistent and relevant to the expected results? How were deviations from the plan considered and managed?
- What system(s) have been put into place to monitor progress with various partners, allies, and stakeholders? Was this monitoring system effective and what could be done to improve it?

#### **4.4 Efficiency**

- How has the program contributed to a more efficient way of working and collaboration within WBU including increasing capacity of staff?
- In how far have the resources provided for the program been adequate and sufficient? How have they been used up-to-date?
- What resources are needed to support the next phase of the program based on identified priorities and opportunities?

#### **4.5 Impact**

- To what extent has the program influenced change and transformed practices? What factors contributed to the success or failure of the programme's implementation?
- What are the key learnings and examples of good practices? In particular, in the areas of advocacy, capacity development, networking and partnerships.
- How could the learnings and evidence about impact of the program be disseminated to amplify change, model innovative practices and facilitate synchronization of collaborative approaches between partners and allies?

## 4.6 Sustainability

- What factors can influence/are influencing the sustainability of the program and the lasting of the program's benefits? How can ownership of the results and synergy with OPD partners/IDA be enhanced and sustained over time?
- What key opportunities have been generated by the program? Which most strategic opportunities WBU should seize and consider in order to move the program forward?
- What are the recommendations towards funding partners to sustain and optimize their investment towards the program and realizing disability-inclusion and accessibility in our cities and communities?

## 5. Methodology

It is expected that this evaluation will make use of mixed methods, including qualitative and quantitative data collection approaches. This will include desk review of key documents and reports, surveys and individual and group discussions with key staff, partners and allies. WBU staff will support the evaluator in identifying and engaging with a range of internal and external stakeholders. The evaluator will work in collaboration with a young WBU professional as part of supporting learning and mentoring activities as well as sharing of knowledge and ownership.

The evaluator is expected to develop a detailed methodology and tools that will be agreed with WBU during the inception. The evaluation is to be designed, conducted, and reported to meet the needs of the intended users and applicants are expected to demonstrate how they will ensure evaluation methods, approaches and tools are fully inclusive of and accessible to all groups of persons with disabilities. Results should be presented in ways that are useful for WBUs' learning and advocacy, including accessible formats.

## 6. Limitations

The evaluator will need to rely on the availability of WBU staff and partners across several time zones for the interviews/surveys or other methods used to solicit information. There are several activities and assumptions regarding networks and other actors which WBU does not control which might impact the quality of information.

## 7. Deliverables

The evaluator is expected to deliver the following:

- **An Inception Report** which includes the detailed and agreed methodology, schedule and responsibilities and suggested survey tools (questionnaires etc.). To be delivered after the initial briefings with WBU and the IAUD Program team.
- **An English language Evaluation Report** which includes findings, analysis and recommendations. The report will be used internally by WBU and will be an important input into next phase planning. The report needs to be delivered at maximum 4 weeks after completion of the review. Additional guidance includes the following:
  - The report should be no more than 30 pages in length, excluding annexes.

- The evaluation report should include a short executive summary and detail lessons learned. Scope for drawing out specific lessons or learnings for external audiences should be considered in the organization of the final report.
  - The final report needs to be presented in an easy-to-understand language, shall provide graphical presentations where appropriate, and needs to be drafted in accessible format (WBU will provide guidance on this).
- **Presentation of findings during webinar:** Upon completion of the report, the evaluator/s will be required to present back the key findings from this evaluation via an online webinar for WBU and partners and allies. A PowerPoint presentation should be developed based on report. Before presenting the draft final report an online meeting shall be scheduled with WBU to present initial findings and for final clarifications. Upon receipt of the draft final report, WBU will take 1 week to review the report and consult on the finalisation with the consultant.

## 8. Duration and phasing

The consultancy will commence upon signing the contract in September 2022 and will last over a period of 3 months maximum. Expected deadline for the presentation of findings during webinar is December 16<sup>th</sup>. In total, the consultant is expected to be engaged for up to 30 working days. Except for one tentative meeting in Daejeon, South Korea during the World Congress of United Cities and Local Governments in October 10-14, all work undertaken will be home based/remote.

Task	Number of workdays
Desk review	4
Inception Briefing and Report	3
Development of survey tools	3
Mentoring of young WBU professional	TBC
Interviews/focus group Discussions with internal and external partners (online and in person if attending UCLG World Congress)	10
Online feedback of initial findings to WBU	1
Analysis and Report writing	6
Finalising Report (based on comments received by WBU)	2
Presentation of findings during webinar	1 – No later than December 16 <sup>th</sup> .
<b>TOTAL</b>	<b>30 days</b>

## 9. Communications

The working language for this assignment will be English, however certain consultations will also require translation to French and Spanish. All translation and interpretation services needed will be resourced by the WBU. All communications and materials produced by the consultant must be provided in accessible formats.

## 10. Budget and payments

We anticipate the overall budget for the evaluation to be ranging USD9.000 to USD11.000. An actual budget will need to be provided by the consultant with detailed cost breakdown. The costs for the mission and translations of document will be covered separately by WBU.

Payments are structured as follows:

Milestone	Payment share
Beginning of the assignment	10%
Validation of the Inception Report by the Steering Group	20%
Validation of the final report and conclusion of the assignment	70%

## 11. Reporting arrangements

The consultant will report directly to the CEO of the WBU and will work closely with WBU IAUD Team including providing regular progress updates.

## 12. Competencies and experience

*Essential:*

- An advanced degree in social sciences related to the topics relevant for this evaluation.
- At least 5 years of demonstrated experience in working with civil society organisations in the field of international development, human rights, disability rights, advocacy, and/or international grant making, philanthropy, or urban development.
- At least 3 years of experience in evaluating programs/strategies.
- Practical experience in working with OPDs on the implementation of the CRPD, the Agenda 2030, or the New Urban Agenda, will be an asset.
- Expertise in data gathering and analysis, with a strong ability to present complex information and facilitate discussions in a clear and concise way that is audience-centred.
- Skilled and experienced in applying inclusive facilitation methods to engage with a diverse range of stakeholders
- Capacity to work both independently and collaboratively with minimum supervision
- Strong digital literacy with a sound understanding and application of accessible ICTs
- Excellent interpersonal skills including strong written and oral communication skills in English

- Experience in leading similar assignments with global organisations, donors and multi-cultural agencies. Practical experience in rights-based evaluations and in advocacy or capacity development programs will be an asset.

*Preferred:*

- Familiarity with the human rights field, particularly in relation to disability inclusion.
- Familiarity with the urban development field, particularly in relation to accessibility and universal design
- Lived experience of disability
- Working knowledge of French and/or Spanish
- Flexibility to travel and to adapt working hours as needed to accommodate for different time zones

### **13. How to apply**

Please send all of the following documents via email to [info@wbu.ngo](mailto:info@wbu.ngo) indicating in the subject line – **Reference No. WBU-IAUD 09-22**

- Technical and financial proposal
- CV
- A sample of your work related to the evaluation of programs/strategies

Only electronically filled and fully completed applications will be accepted. For candidates with accessibility requirements during this application stage, please contact us through [info@wbu.ngo](mailto:info@wbu.ngo) so we can provide reasonable accommodations.

**The closing date for receipt of applications is September 15<sup>th</sup>, 2022, at 23:59 EST.** Any applications received after this time will not be considered. After receiving your application, a confirmation of receipt will be sent to you via email. Only shortlisted applicants will be informed about the next steps of the selection process.

Please note that the WBU reserves the right to offer alternative, similar assignments to qualified candidates that apply for this assignment but are not successful.

### **14. Data privacy & equality statement**

The WBU is proud to be an equal opportunities employer and does not tolerate discrimination of any kind in the workplace. We are also committed to taking affirmative action to promote diversity and inclusion. We welcome applications from people of all gender identities, and particularly from among persons with disabilities and other marginalised persons.

All information provided by applicants will be treated in a confidential manner in line with local governing laws on privacy.