# Terms of Reference for consultant to develop tools and resources for inclusive employment practices among private sector

## Purpose

The assignment is for a Business, Disability and Inclusion consultant to **review, update and develop tools and resources to support inclusive employment practices among private sector with a specific focus on Kenya and Bangladesh**. The consultant will also **support to deliver Leonard Cheshire’s** **return to work model**, which is a set of inclusive COVID-19 employmentadaptations to meet the needs of the labour market. The consultant will work closely with i2i team based with Leonard Cheshire, the wider consortium as well as Leonard Cheshire Programme and Regional teams to deliver the assignment.

## Context

Leonard Cheshire is a leading pan disability organisation supporting inclusive programmes on employment. Internationally we have placed over 80,000 people with disabilities in jobs and livelihood programmes internationally.

Innovation to Inclusion (i2i) is a three-year programme focused on developing innovative solutions to increase access to inclusive employment in Kenya and Bangladesh. The programme will improve employability skills of 10,000 women and men with disabilities. The programme is led by Leonard Cheshire (LC) and includes consortium partners such as Bangladesh Business and Disability Network (BBDN), CBM, European Disability Forum (EDF), International Labour Organization (ILO), London School of Hygiene and Tropical Medicine (LSHTM), Global Disability Innovation Hub (GDIH), Plan International and the World Bank. The programme aims to increase employability skills of persons with disabilities, make private sector disability confident and strengthen the disability eco system in the countries related to economic empowerment. The programme will work with 80 businesses, employment portals and business and disability networks to ensure a more supportive private sector in Kenya and Bangladesh.

Since COVID-19, we have engaged in data collection processes to understand the economic impact on employees with disabilities as well as companies with disabled staff. We are looking to roll out a return to work model that supports remote working, reconfigure value chains and maximise digital technology to support an inclusive COVID-19 economic response. Supporting an inclusive return to work model will ensure jobs of persons with disabilities are protected as well as companies are geared to meet the demands of a changing work environment.

## Deliverables

* Undertake a review of Leonard Cheshire disability inclusion tools and material to engage with corporates and update as needed for i2i implementation

Leonard Cheshire has a developed significant number of resources to support corporates become disability confident and employing persons with disabilities. The consultant will review these materials to identify those relevant to i2i programme implementation in Bangladesh and Kenya. It is anticipated this would take 10 working days

* Update relevant material for i2i business support package of interventions in discussions with consortium partners

The business support package for i2i includes accessibility and gender assessments, disability equality training and sensitisation, incentive building for employers and accessible workplace support. The consultant will work closely with i2i consortium partners to review the tools being used and update as needed. It is anticipated this to take 10 working days

* Coordinate the digitising process for disability equality training resource pack

One of the main deliverables on i2i programme is an online inclusive employer resource pack for companies. This will include a variety of modules including case studies, information, checklists to support employers be disability confident. The consultant will work closely with an e-learning supplier digitising these tools to make them available as part of the i2i digital employment pathway. The resource would be made available on employment portals and business and disability networks. It is anticipated this will take about 5-7 working days

* Develop resource package to support return to work policies and procedures for companies following COVID 19

Through Leonard Cheshire work in economic inclusion, we have been supporting employers to adapt reasonable adjustments to support workers with disabilities. These principles can be adapted widely as part of universal design concept which will not only benefit workers with disabilities but all workers making companies thrive in the changed work culture and environment due to COVID1-19. The consultant will support Leonard Cheshire to trial a return to work model in India, Kenya and Bangladesh by working with a limited number of companies from different sectors. It is anticipated this will take 10-15 working days

1. **Timeline**

The consultant is expected to deliver this role within a maximum of 45 working days with completion no later than 15th December 2020.

1. **Person specification**

* Demonstrable experience in economic empowerment programmes. Specific experience in economic inclusion programmes will be desirable.
* Considerable experience engaging the private sector, in appropriate disability and inclusion HR practices
* Experience of working in the NGO sector with field experience; disability inclusion experience will be desirable
* Able to work on own initiative and lead others when necessary
* To be prepared to travel, often at short notice, in support of the undertaking of this role
* To have empathy with the values and ethos of Leonard Cheshire Disability
* Lived experience of disability will be an advantage

**Key competencies and skills**

* Excellent partnership building skills with external stakeholders
* Excellent interpersonal skills to work with different teams
* Ability to work and deliver under strict deadlines and under pressure.
* To be an innovative thinker who can develop new ideas
* Excellent communication, presentation and writing skills in English
* To have good IT skills in standard MS packages
* To be confident designing and developing learning resources for organisations

**Qualifications**

* A Masters degree in a relevant field, if not degree level education with significant years of work experience. An MBA will be an advantage

1. **How to apply**

**Please submit an expression of Interest**:

In your Expression of Interest including the following;

* Your CV including track-record of recent projects
* your experience of delivering work similar to this scope or focus
* Daily rate for the consultancy.

Please respond with your Expression of Interest to Pedro Rodriguez ([pedro.rodriguez@leonardcheshire.org](mailto:pedro.rodriguez@leonardcheshire.org)) by 31st August 2020.

Contract: Contractual obligations will be defined through a standard consultancy agreement, outlining deliverables, timelines, payments, and stating that the intellectual property will belong to Leonard Cheshire.

If you have any queries, please contact Pedro Rodriguez using the address above