**Terms of Reference for the development of Disability Inclusion and Awareness eLearning Module Package**

**Terms of Reference (ToR) for the development of an eLearning Module Package** for providing Disability Inclusion and Awareness training for employers in Kenya and Bangladesh.

1. **Introduction**

Innovation to Inclusion (i2i) is a three-year programme funded by DFID. The programme is implemented by a consortium of partners and led by Leonard Cheshire (LC). Consortium members include 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 will work in urban locations in Bangladesh and Kenya to increase the meaningful inclusion of women and men with disabilities in waged employment in the private sector. i2i will directly benefit 10,000 people with disabilities of working age by improving their employability skills.

The target group will be pan-disability, with a level of education that enables them to access private sector opportunities with support from the programme. i2i interventions will take a gender-transformative approach, seeking to challenge and change harmful gender norms and power relations, and working at the individual, relational, and institutional level to achieve sustainable change. 40% of i2i target beneficiaries will be women with disabilities.

1. **Background**

I2i partners will work 50 private companies in Bangladesh and 42 in Kenya. Within i2i, private sector companies will benefit from a package of interventions designed to support them to offer an inclusive and safe working environment to attract and retain a high quality but also diverse workforce. As part of this package we will also provide Disability inclusion and awareness training for employers in the form of an eLearning module.

1. **Main Objective**

The objective of this assignment is to develop eLearning modules to improve the Disability Inclusion and awareness knowledge of private sector companies in Kenya and Bangladesh, with the aim of increasing the meaningful inclusion of women and men with disabilities in the private sector through formal waged employment. Leonard Cheshire has developed training materials for the UK context and has already structured them in a learning package ready to be digitalized into eLearning.

The eLearning package could be be split in two-level module: Level 1 with General DI&A training aimed at all audiences within a company and level 2 with additional information for Senior managers and recruiters.

1. **Specific objectives**

* To develop an inclusive and interactive **Disability inclusion and awareness eLearning module pack** aimed at employers and recruiters in Bangladesh and Kenya.

**5. The Consultant’s responsibilities include:**

1. Work with existing learning content and disability and employment specialist (Angela Kahama) to develop eLearning modules.
2. **Adapt** an existing disability inclusion and awareness training package containing the following topics:

**Module 1:**

Goal of the module is to introduce the topic of disability and to why disability makes business sense

* What is disability
* Disability and Business
  + Business case
  + Includes testimony from employers

**Module 2:**

Goal of the module is to give frameworks and guidelines through which to approach disability employment

* International and National Legislation
  + Will include modules on national level legislation to be swapped out per country.
* Reasonable accommodation and accessibility

**Module 3:**

Goal of this module is to leave people with practical, actionable tips that they can take now to become more accessible and inclusive.

* Etiquette: language and actions you can take in the workplace now to be more inclusive and accessible.
* Role-based actions - in absence of separate modules for employers, I am seeing this module as a “call to action” - perhaps a slide or two for each major role.

1. **Deliver a pack of digital modules for an online platform to train employers. The trainings will be self-paced and accessible. i2i is working with Fuzu a digital platform that will allow widespread reach of soft skills for persons with disability in Kenya, and Bdjobs.com in Bangladesh.**
2. **The eLearning packages should be compatible with most mainstream eLearning platforms, VLE, and LMS. For example, SCORM packages.**
3. **If possible, the modules should also be developed in Bangla or be easily translated to Bangla.**
4. **eLearning must meet WCAG 2.1 AA standards.**
5. **Issue a recognizable certificate to participants who successfully pass the course.**
6. **LC will retain intellectual property for the modules developed and all their content.**

**5. Leonard Cheshire responsibilities**

**With the Support of i2i Partners, Leonard Cheshire will:**

1. **Provide support to the consultant to engage key partners involved in disability inclusion and awareness training.**
2. **Provide training content and material to support the development of the eLearning modules.**
3. **Monitor and supervise the work of the Contractor and review progress of the work.**
4. **Review and approve all training modules and assessments**
5. **Provide technical assistance / feedback as necessary on accessibility, gender inclusion and reasonable accommodation.**
6. **Ensure payment of agreed amount.**

**6. Timeframe**

**The eLearning modules should be ready by the end of February 2021.**

**7. Key Deliverables**

**The Contractor will deliver the following outputs:**

1. **Disability Inclusion and Awareness eLearning pack for employers, composed of 3 eLearning modules.**

**8. Expression of interest**

Please submit an expression of Interest to [angela.kohama@leonardcheshire.org](mailto:angela.kohama@leonardcheshire.org)

In your Expression of Interest, please propose a timeline for delivering this work, showing the start date, various stages of consultation & drafting, finalisation and delivery.

The Expression of Interest should include:

* Your track-record, including recent projects, and your experience of delivering work similar to this project in scope or focus.
* A project proposal and diagram.
* Confirmation of timeline for delivering this work.
* Budget for the project, with a breakdown of daily rates. Please clarify payment schedules and whether VAT will be additional. We expect the tools to be own and run by LC but if there are any ongoing costs the maintaining the service, please break them down on a monthly basis.
* Detailed explanation for Intellectual property and software license agreement after the project ends.
* Please include any figures on Pounds Sterling.
* Two references from donors of previous assignments

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

**Deadline for Application 13/01/21**

If you have any queries, please contact Angel Kohama Inclusive Employment Consultant for the i2i Programme.

[angela.kohama@leonardcheshire.org](mailto:angela.kohama@leonardcheshire.org)