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## TERMS OF REFERENCE (TOR)

### Protocol to the African Charter on Human and People's Rights on the Rights of Persons with Disabilities (ADP)

Map stakeholders, document good practice in advocacy and campaigning for ratification of Africa Disability Protocol (ADP), and strategize for the ratification campaign of the ADP.

### ADDENDUM TO THIS TOR FOR MAPPING

#### A. SUMMARY

The Terms of Reference (TOR) remain unchanged.

The purpose of this addendum is to provide additional transparency and information on the terms of reference and the kind of detail that is expected from the Service Provider.

#### B. DETAILED TERMS OF REFERENCE

1. **Map stakeholders and document good practice in advocacy and campaigning for ratification/domestication of the ADP. Key stakeholders will be WYC in international and national organisations located in the targeted countries.**
  - a. Map at least ten (10) organisations and stakeholders that work with WYC in one (i.e. your country) or more of the following eight targeted AU member countries in Southern African (**Botswana, Burkina Faso, Gambia, Eswatini, Lesotho, Tanzania, Mauritius, South Africa, Zambia, and Zimbabwe**).

Name of Country	Name of Organisation or Stakeholder or Women's Wing	Address	Email & Website	Telephone or fax and social media	What work does the organisation do?

- b. Map and document good practice in advocacy and campaigning for ratification/domestication/implementation of ADP.

Name of Country	Name of Organisation or Stakeholder or Women's Wing	Good Advocacy Practice	Good Campaign Practice	Outcome

## DELIVERABLES

- a. A mapping report with appendices
- b. A report on the analysis of good practice.

## 3. PROFILE OF THE SERVICE PROVIDER

### Service Providers/ Contractors must have the follow qualifications:

- a. A tertiary qualification in Development/Gender or Disability Studies, Research, Social Sciences or other relevant field of study.
- b. At least three years' experience in a related field.
- c. Fluent in English and/or French if applicable to the targeted country.
- d. High level of detail, analytic skills, and report-writing skills.

- e. Qualified women (with disabilities) are encouraged to apply.

Note that this is a low budget assignment.

#### **4. SUBMISSION OF PROPOSALS**

Interested service providers/contractors should submit detailed technical and financial proposals with a related detailed budget detailing all costs related to this call. The set of proposals should include the following:

- a. A Technical Proposal with Proposed Table of Contents of the report, Executive Summary, Appendices, and CVs with list of work done.
- b. A Financial Proposal outlining all anticipated unit costs, activities and costs in Rand.
- c. A list of references/referees for similar work done. Full contact details of references (including email, telephones, addresses, contact persons, mobile/WhatsApp numbers, websites, if any). Samples of similar work done are not a requirement for this bid but could be considered when assessing the technical proposal).

The service providers(s) should agree to sign ADA's agreement with agreed addendums.

#### **5. GENERAL PROVISIONS**

- a. ADA reserves the right not to appoint any service provider/contractor.
- b. ADA reserves the right to undertake reference, credit and other checks and by responding to this bid, the service provider hereby gives ADA consent/ authority to conduct such checks.
- c. ADA reserves the right to withdraw this bid and/or amend these terms of reference by notice in writing (email or posting on the website) to only shortlisted bidders who will have responded to this call prior to the closing date.
- d. The award of the contract will be based on best value for money that being the best outcome for the ADA considering price, economic, environmental and social benefits (if applicable), in addition to other requirements for ADA as specified from time to time.
- e. ADA reserves the right not to make an award or to accept the lowest bid.
- f. Other terms and conditions will apply.

- g. ADA will not discuss pricing or budget issues prior to adjudication and contracting processes.
- h. Selected bidder will be required to sign a work and performance contract with ADA that will include a full commitment to honour ADA's policies.
- i. Only shortlisted applicants will be contacted.

## **6. APPLICATION PROCESS**

All applications must be sent by email to [info@africadisabilityalliance.org](mailto:info@africadisabilityalliance.org).

Applications should be submitted by midnight Central Africa Time (CAT) on the 20<sup>th</sup> October 2024. No late applications will be accepted.

If you are not contacted by 31<sup>st</sup> October 2024 or other extended date, consider your application as being unsuccessful.

**End.**