**Disability Rights Fund**

Expression of Interest for Temporary Assignment of Program Officer (Consultant)- various countries

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1. Proposal summary

This document sets forth the Terms of Reference (ToR) on which the Disability Rights Fund (DRF, the organization) and the Disability Rights Advocacy Fund (DRAF) solicit applications for a consultancy aimed at providing temporary support to program functions in various target countries.

These ToR will become an integral part of the contract concluded between DRF and the selected contractor.

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| **Basic Information** |  |
| Proposal title | **Temporary assignment of support to program functions** |
| Start date | TBD |
| End date | TBD |
| Budget  | USD 2500 / month |
| Type of support requested | From 2 to 6 months (depending on need and availability) |
| **Proposal summary**With the adoption of a new 5-year strategic plan, DRF/DRAF are taking the necessary steps to align practices and approaches towards its effective implementation. Given these additional efforts, DRF/DRAF will require support to program functions during different periods of the year. The aim of the Expression of Interest is to establish a qualified pool of consultants who can undertake programmatic responsibilities on a short-term basis under the umbrella of DRF/DRAF’s Movement Division. The consultant’s work will report to the Regional Head of Programs for Africa or Asia-Pacific, who are currently Acting Co-Directors of Programs. |

1. Context

About the Disability Rights Fund and the Disability Rights Advocacy Fund

The Disability Rights Fund (DRF) supports the disability rights movement around the world by resourcing organizations of persons with disabilities (OPDs) to advocate for equal rights and full participation in society. The Disability Rights Advocacy Fund (DRAF), DRF’s sister organization, supports advocacy for legislative change. For the purposes of this ToR, DRF and DRAF are collectively referred to as “DRF”.

DRF currently works across Africa, Asia, the Pacific Islands, and the Caribbean. Current target countries include: Ghana, Malawi, Nigeria, Rwanda, Uganda, Nepal, Indonesia, Pacific Island countries and Haiti.

The Funds are grounded in a participatory and gender transformative approach and follow grant making, peer and collective learning and advocacy strategies to support OPDs to advance the UN Convention on the Rights of Persons with Disabilities (CRPD), including in implementation of the Sustainable Development Goals (SDGs), the Global Disability Summit commitments, and other key international frameworks.

At DRF, we believe our people are what make us great. Reflecting our values and participatory approach, persons with disabilities are leaders and decision makers at all levels of our organization – including our staff, Board, and Grantmaking Committee. We value teamwork and a supportive work environment.

1. Proposal description

Rationale

The temporary assignments are intended to support the Movement Division from a two month to a six month period. In this framework, and under the supervision of Regional Head of Programs (RHOP) for Africa or Asia-Pacific, who are currently Acting Co-Directors of Programs., the Consultant will:

1. Serve as liaison between DRF RHOP (Program Team) and DRF grantees and applicants
2. Engage in participatory grantmaking processes in specified DRF target countries, by accompanying applicant organizations and ensuring critical analysis of projects and budgets
3. Research and write country contextual documents to inform the Grantmaking Committee’s recommendation review process and award decisions
4. Prepare final drafts of grant recommendations for the Grantmaking Committee to review during the Grant-making Round, and for the Board Committee to review off-cycle grants (e.g. Special Opportunity grants, Convening grants, and Peer and Collective Learning grants)
5. Co-Plan, arrange, and facilitate Grantee Convenings and other Peer and Collective Learning sessions in partnership with grantees, as requested
6. Work closely with the leads on Peer and Collective Learning, Advocacy and Programs to assess and address requests for learning and advocacy support and to provide technical resources and connections with other experts and movements, as appropriate
7. Elicit and review grantee reporting for purposes of Monitoring, Evaluation and Learning, development of tranche recommendations, identification of technical assistance needs, promotion of grantee stories in DRF communications, and assessment of progress toward the Country Strategy

Expected deliverables

* 1. Completed country specific docket for the Grant Rounds
	2. Completed Country Context Document and Overview
	3. Completed final drafts of the Grant Recommendation Memos for Grant Rounds
	4. Review of progress reports as a precondition to the consideration for Grant Rounds
	5. Timely processing of payments/reimbursements/grants
	6. Closely monitor and support DRF grantees on an ongoing basis to promote effective project implementation and ensure compliance with DRF policies and governance standards
	7. Participation in weekly virtual meetings with the Acting Co-Director of Programs for Africa or Asia-Pacific to communicate and report on deliverables primary to this role
	8. Other duties as requested by DRF within the scope of work of the Movement Division
1. Minimum requirements for the consultant

Applicants must provide evidence of at least:

* Bachelor’s Degree in a relevant field
* Excellent analytical skills
* Experience working within or in partnership with organizations of persons with disabilities, and in disability rights advocacy at the national, regional or global levels
* Knowledge of international human rights and development frameworks, specifically the CRPD and Sustainable Development Goals
* Strong written and verbal communication skills in English
* Excellent interpersonal skills and relationship building skills

Preferred Skills and Experiences

* Lived experience of disability
* Knowledge of disability-related policy and legal frameworks in DRF target countries
* Knowledge of and experience in grantmaking processes, with preference working with grants management software such as Zengine
* Knowledge of a language spoken in DRF target country
* Based in the Global South, preferably in Asia, Pacific Islands, Sub-Saharan Africa or the Caribbean region

The Consultant will be expected to communicate and report on deliverables primarily to the Acting Co-Directors of Programs and engage as needed with the senior management team.

1. Duration of the assignment

The assignment will be between 2 to 6 months, depending on need and budget.

1. Fees

Expected fees for all services described in this document and performed by the selected consultant will be approximately 2500USD/month. Travel expenses are not included as they will be reimbursed separately by DRF.

1. Selection Process

The Expressions of Interest will be reviewed by an evaluation committee. For those who meet the requirements, further information or a written evaluation may be requested before invitation to an interview.

1. Process for Interested Applicants

Interested applicants shall submit:

* CV
* Cover letter setting out how you meet the criteria
* All applicants must provide evidence of a valid VAT number/registration to legally invoice DRF

**All documents shall be submitted by email to** **procurement@disabilityrightsfund.org** **by Monday 29 July at 6:00 pm Boston EDT time**. Expressions of interest will be assessed on a rolling basis. All inquiries shall be submitted to the same email address.