



INTEGRATED DISABLED WOMEN ACTIVITIES

Buseyi (B), Nakalama Sub-County, Kigulu South, Iganga District

P.O. Box 556, Iganga, Uganda, East Africa,

Tel: +256 769 604 449, 707 090 992, E-mail: idiwa2009@gmail.com, Website: www.idiwaug.org

TERMS OF REFERENCE: CONSULTANCY TO CONDUCT A SURVEY ON THE IMPLEMENTATION OF THE MAYUGE AND IGANGA DISTRICT PWD EMPLOYMENT ORDINANCES AND ANALYSE BARRIERS TO GAINFUL EMPLOYMENT FOR YOUNG PERSONS WITH DISABILITIES.

Date of Issue: 26th June 2026

Deadline: 10th July 2026

1.0 Introduction:

Integrated Disabled Women Activities (IDIWA) is an indigenous non-governmental organization established in 2000, and committed to transforming power relations through strengthening women and girls with disabilities and their formations to challenge the patriarchal system and disability-based discrimination that creates perceived acceptable imbalances and inequality in society. IDIWA operates innovatively in Uganda, with a strategic presence across the Busoga sub-region in the Eastern region.

Our Vision is “An inclusive and violence-free society”, **Mission is** “To promote gender equality and the rights of women and girls with disabilities and their families to better health and sustainable livelihoods”, and the **overall goal** is to improve the quality of life and social well-being of women and girls with disabilities and their families.

2.0 Background

Integrated Disabled Women Activities (IDIWA) is implementing a six-month project titled “Addressing Barriers to Gainful Employment for Youth with Disabilities in Eastern Uganda” with support from the International Disability Alliance (IDA). Persons with disabilities (PWDs) in Uganda continue to experience significant barriers in accessing decent and gainful employment despite the existence of national legal and policy frameworks that guarantee equal opportunities. Young women and men with disabilities, particularly those residing in rural areas, face multiple and intersecting forms of discrimination related to disability, gender, poverty, limited access to skills development, inaccessible workplaces, and negative societal attitudes.

IDIWA contributed to the enactment of the Mayuge District (PWDs) Employment Ordinance, 2020, and the Iganga District (PWDs) Ordinance, 2013, which seek to promote and protect the rights of persons with disabilities, including access to employment opportunities. While some progress has been registered, limited evidence exists regarding the implementation status of these ordinances and the barriers that continue to hinder gainful employment among young persons with disabilities.

IDIWA therefore seeks to engage a qualified consultant to conduct a survey assessing the implementation of the district ordinances and analyze barriers affecting gainful employment for young persons with disabilities in Mayuge and Iganga districts.

2.1 Overview of Disability and Employment in Uganda

Persons with disabilities (PWDs) in Uganda constitute a significant and diverse segment of the population, with the Uganda Bureau of Statistics (UBOS) Census Report indicating that approximately 12.4% of the national population lives with some form of disability. The prevalence is notably higher in rural communities and among women. Despite the existence of a relatively progressive legal and policy framework, PWDs continue to face social, economic, and institutional barriers that hinder their full and effective participation in society, particularly in accessing decent and gainful employment.

The employment participation rate for PWDs remains disproportionately low. They are frequently excluded from both formal and informal economic opportunities due to a combination of factors, including: inaccessible physical and digital work environments, limited access to education and skills development, discriminatory hiring practices, negative societal attitudes and stigma, and a lack of enforcement of existing inclusive policies. This economic exclusion perpetuates cycles of poverty and dependency, undermining the rights and dignity of PWDs and hindering national development.

2.2 Situation of Young Women and Men with Disabilities

Young persons with disabilities face a "double disadvantage" as they navigate the transition to adulthood and economic independence. This is further compounded for young women and girls with disabilities, who experience multiple and intersecting forms of discrimination based on their age, disability, and gender. They often face heightened risks of gender-based violence, limited access to education and sexual and reproductive health information, and exclusion from economic empowerment programs that are often not designed to be inclusive. In rural settings, these challenges are exacerbated by high levels of poverty, limited access to information and services, and deeply entrenched cultural norms that perpetuate marginalization.

2.3 Legal and Policy Framework

Uganda has committed to promoting the rights of PWDs through various national and international instruments. Key frameworks include:

- i. The Constitution of the Republic of Uganda (1995) - Provides a foundational principle of non-discrimination and affirmative action for marginalized groups, including PWDs.
- ii. The Persons with Disabilities Act, 2020 - A comprehensive law aimed at ensuring the rights and welfare of PWDs in all spheres, including employment, education, and accessibility. The primary legislation governing the rights and welfare of PWDs provides for the establishment of the National Council for Disability (NCD) and prohibits discrimination against PWDs in various spheres of life, including employment. It mandates that both public and private employers make reasonable accommodations for employees with disabilities.
- iii. The Uganda Disability Policy (2020) - Provides a comprehensive policy framework to guide the implementation of the PWD Act and other relevant laws, with a specific focus on poverty reduction and inclusive development.
- iv. The Employment Act, 2006 - Prohibits discrimination in employment on various grounds, including disability.

- v. The Mental Health Act, 2019 - Addresses the rights and treatment of persons with mental health conditions.
- vi. The Local Governments Act, Cap 243 - Empowers district councils to enact ordinances to address local issues, including the rights and welfare of PWDs.
- vii. The National Development Plan III (NDP III) and the Fourth National Development Plan (NDP IV) - Acknowledge the need to ensure inclusive growth and employment for all Ugandans, including vulnerable groups.
- viii. The United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) - Ratified by Uganda in 2008, this international treaty is a legally binding instrument that obligates state parties to respect, protect, and fulfill the rights of all PWDs, including the right to work and employment (Article 27).

2.4 District Ordinances in Mayuge and Iganga

Recognizing the need to localize national-level commitments, Integrated Disabled Women Activities (IDIWA) previously influenced the enactment of the Mayuge District (PWDs) Employment Ordinance, 2020, and the Iganga District (PWDs) Ordinance, 2023 (which repealed and replaced the 2013 ordinance). These ordinances represent critical local-level instruments designed to operationalize national laws and protect the rights of PWDs, specifically regarding access to employment and non-discrimination.

- i. Mayuge District (PWDs) Employment Ordinance, 2020 - This ordinance was passed to specifically promote, protect, and facilitate employment opportunities for PWDs within the district.
- ii. Iganga District (PWDs) Ordinance, 2013 - This ordinance serves a similar purpose, aiming to safeguard the rights of PWDs, including their access to employment and other social services, within the district.

2.5 Implementation Gaps and Need for Localized Evidence

While these ordinances represent significant political will, their translation from policy to practice on the ground remains a major challenge. While anecdotal evidence suggests some progress, such as the recruitment of a few PWDs within district structures, a comprehensive understanding of their implementation status is lacking. Significant gaps persist, including a lack of awareness among employers and the public, inadequate enforcement mechanisms, limited accessibility of the work environment, insufficient reasonable accommodations, and a general failure to monitor compliance.

There is a critical shortage of localized, district-level evidence, including sex- and age-disaggregated data, documenting the extent to which the Mayuge and Iganga District PWD Ordinances are being implemented and the specific barriers faced by young persons with disabilities. Without such evidence, advocacy efforts remain weak, policy responses risk failing to address the real needs and lived experiences of young PWDs, and it becomes exceedingly difficult to hold duty-bearers accountable, design effective and targeted interventions, or develop strategies that address the compounded challenges faced by young women and girls with disabilities in rural settings.

2.6 Importance of Evidence for Advocacy and Project Linkage

The findings from this survey are for strengthening advocacy efforts and informing strategic engagement with district stakeholders. This activity is a core component of the IDA-funded project, "Addressing Barriers to Gainful Employment for Youth with Disabilities in Eastern Uganda." It is designed to generate the foundational evidence required to bridge the gap between policy and practice, amplify the voices of young PWDs, and contribute to the development of inclusive and gender-responsive employment strategies.

3.0 Purpose of the Consultancy

The primary purpose of this consultancy is to conduct a comprehensive survey and analysis to generate strong, localized evidence on the status of implementation of the Mayuge and Iganga district PWD ordinances and to identify and analyze the key barriers affecting the ability of young persons with disabilities to access gainful employment in these two districts. The generated evidence and actionable recommendations will be used to inform and strengthen IDIWA's advocacy and policy engagement initiatives and support the development of inclusive employment strategies for young women and men with disabilities.

4.0 Objectives of the Consultancy

4.1 General Objective

To generate evidence and localized data on the implementation of disability employment ordinances and the barriers affecting access to gainful employment for young persons with disabilities in Mayuge and Iganga districts for advocacy, policy engagement, and programmatic interventions.

4.2 Specific Objectives

The consultancy will specifically seek to:

1. Assess Ordinance Implementation - To systematically assess the implementation status and level of compliance with the Mayuge District (PWDs) Employment Ordinance, 2020, and the Iganga District (PWDs) Ordinance, 2013.
2. Examine Institutional Arrangements - To examine the institutional mechanisms, resource allocation, and accountability structures established by the district local governments for the implementation and monitoring of the ordinances.
3. Identify Employment Barriers - To identify and analyze the social, economic, institutional, physical, attitudinal, and gender-related barriers that prevent young persons with disabilities (disaggregated by sex, age, and type of disability) from accessing gainful employment.
4. Assess Accessibility and Reasonable Accommodation - To assess the extent to which workplaces, training facilities, and information are accessible to PWDs and to evaluate the provision and awareness of reasonable accommodation among employers.
5. Examine Gender-Specific Barriers - To conduct a gender analysis to specifically understand the compounded barriers and unique challenges faced by young women and girls with disabilities in accessing employment.

6. Assess Employer Attitudes - To explore the attitudes, knowledge, and practices of employers in the formal and informal sectors regarding the hiring, retention, and inclusion of PWDs in their workforce.
7. Identify Good Practices - To identify existing good practices, local innovations, and success stories in promoting inclusive employment for PWDs that can be scaled up or replicated.
8. Recommend Practical Actions - To develop evidence-based, concrete, and actionable recommendations for district local governments, employers, OPDs, and other key stakeholders to strengthen the implementation of the ordinances and improve employment opportunities for young PWDs.

5.0 Scope of Work

The consultant is expected to undertake a series of activities to fulfill the objectives of this assignment, including:

5.1 Literature and Document Review

- i. Conduct an in-depth review of relevant national and district policies, laws, and frameworks, including the PWD Act, 2020, employment laws, the two district ordinances, previous research, and project documents, including IDA's guidance and international conventions such as the UN Convention on the Rights of Persons with Disabilities (CRPD).
- ii. Review relevant project documents, previous studies on disability and employment in Uganda, and any other literature pertinent to the assignment.
- iii. Analyze international conventions and guidance from the donor (IDA) on disability-inclusive development and economic empowerment.

5.2 Survey Design and Inception Phase

Submit a detailed Inception Report that includes a refined methodology and detailed work plan with clear timelines; a comprehensive data collection strategy and a robust sampling framework for both quantitative and qualitative data; draft and pre-tested data collection tools (questionnaires, KII guides, FGD guides, observation checklists); an operational plan outlining logistical requirements, team composition, and a budget breakdown; and an ethical protocol and safeguarding plan.

5.3 Field Data Collection

Quantitative Data Collection - Design and administer structured household/individual surveys to a representative sample of young persons with disabilities (aged 18-35) in the selected sub-counties of Mayuge and Iganga.

Qualitative Data Collection - Facilitate at least 6 Focus Group Discussions (FGDs) with young women and men with disabilities, disaggregated by sex and, where possible, by type of disability (e.g., physical, visual, hearing, intellectual); conduct Key Informant Interviews (KIIs) with a range of stakeholders including district and sub-county government officials (Chief Administrative Officers, Principal Human Resource Officers, Community Development Officers, District Disability Officers), employers and business owners in both formal and informal sectors, leaders and representatives of Organizations of Persons with Disabilities (OPDs), community leaders, religious leaders, civil

society organizations, and parents/caregivers of young PWDs; conduct workplace observations and accessibility audits at select worksites to assess physical and attitudinal accessibility; and gather and document case studies of young PWDs who have successfully accessed employment as well as those who are actively seeking it.

5.4 Data Analysis and Report Writing

Clean, code, and triangulate all qualitative and quantitative data, performing descriptive and inferential statistical analysis on survey data and thematic analysis on qualitative data; prepare a comprehensive draft research report detailing the key findings, conclusions, and evidence-based recommendations; and plan and facilitate a stakeholder validation workshop to present preliminary findings, gather feedback, and ensure the recommendations are practical and owned by local actors, with the consultant's budget including provisions for this workshop.

5.5 Finalization and Dissemination

Finalize the research report by integrating feedback from the validation workshop and IDIWA, and prepare concise, user-friendly dissemination products, including an Executive Summary, a Policy Brief, and a PowerPoint presentation for advocacy and stakeholder engagement.

6.0 Key Research Questions

The consultancy is expected to answer, but not be limited to, the following research questions:

On Implementation of the Ordinances:

1. To what extent have the provisions of the Mayuge and Iganga district PWD ordinances been operationalized and implemented?
2. What specific provisions of the ordinances have been fully, partially, or not at all implemented? What are the reasons for any gaps?
3. What institutional structures, budgets, and accountability mechanisms exist to oversee the implementation of the ordinances?
4. What are the levels of awareness among district officials, employers, and PWDs regarding the provisions of the ordinances?
5. What are the key challenges and constraints hindering the effective implementation of the ordinances?

On Barriers to Employment:

6. What are the primary social, economic, and institutional barriers that prevent young persons with disabilities (male and female) from accessing gainful employment?
7. How do negative attitudes and stigma affect the employment prospects of young PWDs?
8. What specific barriers do young persons with intellectual, psychosocial, and other types of disabilities face in the labor market?
9. How do physical, informational, and communication barriers in workplaces and public spaces impede employment?

10. What are the specific barriers and challenges faced by young women and girls with disabilities in accessing and sustaining employment (e.g., double discrimination, safety concerns, lack of childcare)?
11. How does the lack of access to vocational training, skills development, and entrepreneurship support affect youth with disabilities?

On Employer and Institutional Perspectives:

12. What are the attitudes, knowledge, and perceptions of employers regarding the recruitment and inclusion of PWDs in their workforce?
13. What is the level of awareness and implementation of the principle of "reasonable accommodation" among employers?
14. What are the support systems (e.g., vocational rehabilitation, job placement services, financial support) available for young PWDs seeking employment?
15. What is the role and capacity of OPDs in advocating for employment and supporting their members in finding work?

On Recommendations and Good Practices:

16. What are the existing good practices, local innovations, and successful models for inclusive employment in the region?
17. What concrete recommendations can be developed to strengthen the implementation of the district ordinances and to create a more enabling environment for the employment of young PWDs?
18. How can advocacy efforts be strengthened to ensure accountability and the enforcement of disability-inclusive policies?

7.0 Methodology

The consultant will be required to propose a robust and detailed mixed-methods research design that ensures the collection of high-quality, credible, and triangulated data. The methodology should be explicitly disability-inclusive, gender-sensitive, and participatory. The consultant's final proposed methodology is subject to approval by IDIWA.

The methodology should outline the following:

The consultant shall propose a detailed methodology that includes a mixed-methods research design combining quantitative and qualitative approaches; a clearly justified selection of sub-counties and communities within Mayuge and Iganga districts, considering geographical and demographic diversity; and a clearly defined target population comprising young persons with disabilities (aged 18-35), district officials, employers, OPDs, community leaders, and caregivers.

7.1 Sampling Strategy:

The consultant shall propose a clear description of the sampling approach for quantitative data collection, such as stratified random sampling, to ensure a representative and statistically significant sample, with the sample size clearly justified and large enough to allow for disaggregation by sex, age, disability type, and district, and with a minimum target of 300 household/individual surveys expected; and a purposive sampling strategy for qualitative data

collection to ensure a diverse range of perspectives are captured, specifying the number of Key Informant Interviews (e.g., 25-30) and Focus Group Discussions (e.g., 6-8).

7.2 Data Collection Methods:

The consultant shall employ structured, pre-coded questionnaires using a digital data collection platform such as Kobo Toolbox or SurveyCTO for efficient, high-quality quantitative data collection; utilize in-depth interviews (KIIs), Focus Group Discussions (FGDs), case studies, and direct observation for qualitative data collection, with all tools developed in simple language and made available in accessible formats (e.g., large print, sign language interpretation); and conduct a systematic review of all relevant documents, including the district ordinances, national policies, and previous research.

7.3 Data Quality Assurance

All tools shall be translated into the local language (e.g., Lusoga) and back-translated for accuracy, and must be pre-tested in a non-study area to refine questions and ensure clarity; all research assistants must be thoroughly trained on the tools, protocols, research ethics, safeguarding, and disability-inclusive approaches, with the training including practical sessions; close supervision and daily debriefings of the research team shall be conducted by the lead consultant; and data from different sources and methods will be triangulated to ensure validity and reliability.

Data Analysis

Quantitative data will be cleaned and analyzed using statistical software (e.g., SPSS, STATA), with analysis including descriptive statistics (frequencies, percentages) and inferential statistics (cross-tabulations, chi-square tests) to explore relationships between variables; qualitative data will be transcribed, coded, and analyzed using thematic analysis, with the support of qualitative data analysis software (e.g., NVivo) if necessary; and the methodology must explicitly detail how ethical principles, including informed consent, confidentiality, voluntary participation, data protection, and safeguarding, will be upheld throughout the research process.

8.0 Expected Deliverables

The assignment is expected to be completed within **30 working days** from the date of contract signing. The consultant will be required to submit the following deliverables:

Deliverable	Description	Timeline (Working Days)
1. Inception Report	A comprehensive report detailing the methodology, work plan, data collection tools, sampling framework, and ethical protocols.	5 Days
2. Clean Datasets	Fully processed, cleaned, and coded quantitative and qualitative datasets.	15 Days
3. Presentation of Preliminary Findings	A PowerPoint presentation summarizing the preliminary findings for a validation meeting with IDIWA and key stakeholders.	20 Days

4. Draft Research Report	A complete draft of the final report for review by IDIWA, incorporating all findings, analysis, and draft recommendations.	25 Days
5. Validation Workshop	Facilitate a stakeholder validation workshop to present findings, gather feedback, and ensure accuracy and ownership.	28 Days
6. Final Research Report	A final, high-quality report incorporating feedback from IDIWA and stakeholders. The report should be comprehensive, clearly written, and visually appealing.	30 Days
7. Policy Brief	A concise, 4-page policy brief summarizing the key findings and actionable recommendations for different audiences (e.g., district government, employers, OPDs).	30 Days
8. Executive Summary	A 2-page standalone summary of the research objectives, key findings, and recommendations.	30 Days
9. PowerPoint Presentation	A final, refined PowerPoint presentation suitable for various advocacy and dissemination events.	30 Days

9.0 Expected Contents of the Final Report

The final research report should be a comprehensive and structured document of approximately **40-50 pages** (excluding annexes). It should be written in clear, accessible, and professional English. The report should include, at a minimum, the following sections:

1. **Title Page**
2. **Table of Contents**
3. **Executive Summary:** A concise overview of the study's purpose, methodology, key findings, conclusions, and primary recommendations.
4. **List of Abbreviations and Acronyms**
5. **Acknowledgements**
6. **Chapter 1: Introduction**
 - i. Background
 - ii. Justification/Rationale
 - iii. Objectives
 - iv. Key Research Questions
 - v. Scope and Limitations
7. **Chapter 2: Literature Review and Context**
 - i. Review of national and international legal and policy frameworks
 - ii. Analysis of the Mayuge and Iganga district ordinances
 - iii. Overview of the current employment situation of PWDs
 - iv. Theoretical framework on barriers to employment (attitudinal, institutional, physical, policy)
8. **Chapter 3: Methodology**
 - i. Research Design and Approach
 - ii. Study Area and Target Population
 - iii. Sampling Strategy and Sample Size Justification

- iv. Data Collection Methods and Tools
 - v. Data Analysis Process
 - vi. Ethical Considerations and Safeguarding Measures
 - vii. Limitations of the Study
9. **Chapter 4: Findings and Analysis**
- Part A: Implementation of the District Ordinances**
- i. Awareness levels among stakeholders
 - ii. Status of implementation of key provisions (e.g., 5% employment quota, reasonable accommodation, affirmative procurement)
 - iii. Institutional capacity, roles, and accountability mechanisms
 - iv. Resource allocation and budget analysis
 - v. Challenges and enablers to implementation
- Part B: Barriers to Gainful Employment for Young Persons with Disabilities**
- i. Analysis of barriers categorized by type: attitudinal, social, economic, institutional, and physical.
 - ii. Specific barriers for young women with disabilities (gender analysis).
 - iii. Barriers affecting youth with different impairment types (e.g., physical, hearing, visual, intellectual).
- Part C: Perspectives of Employers and Duty Bearers**
- Analysis of employer attitudes and practices.
 - Analysis of the perspectives of district government officials on their roles and constraints.
- Part D: Good Practices and Enabling Factors**
- i. Documentation of existing positive examples of inclusive employment.
 - ii. Community-based support systems for young PWDs.
10. **Chapter 5: Conclusions**
- Summary of key findings synthesized against the research objectives.
11. **Chapter 6: Recommendations**
- Clear, actionable, and prioritized recommendations for different stakeholders (District Government, Employers, OPDs, IDIWA and other NGOs, National Government).
12. **Annexes:**
- i. Map of the study area
 - ii. Terms of Reference (ToR)
 - iii. Data Collection Tools (Questionnaires, KII and FGD guides)
 - iv. Informed Consent Forms
 - v. List of KII Respondents (anonymized)
 - vi. Detailed tables of quantitative data
 - vii. **Sample Size Justification**

10. Duration of the Assignment

The total expected duration of the consultancy is **25 working days**, to be completed within a period of **8 weeks** from the date of signing the contract. An indicative schedule is as follows:

Activity	Timeline (Working Days)	Due Date (Indicative)
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1. Inception Phase - Literature review, methodology finalization, tool development, and work plan submission.	5 Days	Week 1
2. Field Data Collection - Training of assistants, data collection in Mayuge and Iganga, and initial quality checks.	8 Days	Week 2-3
3. Data Processing & Preliminary Analysis - Data cleaning, coding, and preparation of preliminary findings.	4 Days	Week 4
4. Draft Report & Validation - Preparation of draft report and facilitation of validation workshop with stakeholders.	5 Days	Week 5-6
5. Finalization - Integration of feedback and production of all final deliverables.	3 Days	Week 7
Total Working Days	25 Days	-

11. Location of the Assignment

The consultancy will be based in the Eastern Uganda districts of **Iganga** and **Mayuge**. The consultant will be expected to travel to and within these districts for field data collection, stakeholder consultations, and the validation workshop. An office and workspace for the consultant can be provided at IDIWA's field office in the region.

12. Consultant Qualifications

The consultant/firm must possess the following qualifications and experience:

Education:

- o A Master's degree in Social Sciences, Development Studies, Disability Studies, Public Policy, Labour Studies, Economics, Statistics, Monitoring and Evaluation, or a closely related field. A PhD will be an added advantage.

Experience:

- i. A minimum of **seven (7) years** of demonstrated experience in conducting qualitative and quantitative research, preferably in the development sector.
- ii. Proven track record in research related to disability inclusion, labour market analysis, policy implementation analysis, and/or inclusive economic development in Uganda or a comparable context.
- iii. Demonstrated experience in applying a gender lens and conducting gender-sensitive analysis in research projects.
- iv. Strong experience in stakeholder engagement and facilitation, particularly with government officials, employers, and community-based organizations.
- v. A strong record of producing high-quality, analytical research reports and deliverables for diverse audiences.

Technical Skills:

- Expert proficiency in both quantitative data analysis (using SPSS, STATA, or equivalent software) and qualitative data analysis (using NVivo, ATLAS.ti, or manual thematic analysis).
- Excellent facilitation and communication skills.
- Strong analytical and report-writing skills with an ability to present complex information clearly and concisely.

Knowledge:

- i. In-depth knowledge of Uganda's disability policy and legal framework (PWD Act, 2006, Disability Policy), the UNCRPD, and employment laws.
- ii. Familiarity with the local government structures and the socio-economic context in Eastern Uganda (particularly Iganga and Mayuge districts).
- iii. Deep understanding and commitment to human rights-based approaches, gender equality, and disability inclusion.

13. Reporting and Supervision

The consultant will work under the direct supervision of the **Project Manager** and will be technically supported by the **PM&E Manager**. The consultant will be required to:

- i. Hold a kick-off meeting to finalize the work plan.
- ii. Provide regular weekly progress updates and participate in scheduled check-in meetings.
- iii. Submit all deliverables for review and approval as per the agreed timeline.
- iv. Be the primary point of contact for all aspects of the consultancy.

14. Responsibilities of IDIWA

IDIWA will provide the following support to the consultant:

- i. Access to Information: Provide all relevant project documents, background information, and existing data.
- ii. Stakeholder Mobilization: Issue formal introduction letters and support the consultant in mobilizing stakeholders (district officials, OPDs, community leaders, etc.) for interviews and the validation workshop.
- iii. Logistical Support: Assist in identifying safe and accessible venues for FGDs and meetings. The organization will cover all costs associated with the validation workshop venue and refreshments.
- iv. Review and Feedback: Provide timely and constructive feedback on all deliverables, including the inception report, draft report, and final products.
- v. Quality Assurance: Oversee the overall quality and timeliness of the consultancy.

15. Responsibilities of the Consultant

The consultant will be responsible for:

- i. Planning and Management: Developing and implementing a detailed work plan, managing the consultancy team (if any), and ensuring the project stays on schedule and within budget.
- ii. Ethical Protocol: Obtaining all necessary ethical approvals (if required) and ensuring all research is conducted in an ethical, safe, and inclusive manner.

- iii. Tool Development: Designing and pre-testing all data collection instruments.
- iv. Data Collection: Recruiting, training, and supervising research assistants for the data collection phase.
- v. Data Analysis: Leading the analysis of both quantitative and qualitative data.
- vi. Reporting: Preparing and submitting all deliverables in a timely and high-quality manner.
- vii. Presentation: Presenting findings at the validation workshop and to the IDIWA team.
- viii. Revision: Incorporating all feedback provided by IDIWA and workshop participants.
- ix. Confidentiality: Maintaining strict confidentiality regarding all data and information gathered during the assignment. All personal information must be anonymized in the final outputs.
- x. Safety and Security: Ensuring the safety and security of themselves and their team while undertaking fieldwork.

16. Ethical Considerations

The consultant is expected to adhere to the highest ethical standards in all phases of the research. The proposed methodology must explicitly include:

- i. Informed Consent - Obtaining voluntary, informed, and documented (signed or verbal) consent from all participants before data collection. The consent process must be adapted to be accessible to participants with different disabilities (e.g., easy-read versions, sign language interpretation).
- ii. Confidentiality and Data Protection - Ensuring the confidentiality of all information provided by participants. All data will be stored securely, and personal identifiers will be removed from the final report and datasets to guarantee anonymity.
- iii. Voluntary Participation - Clearly stating that participation is entirely voluntary and that participants can withdraw from the research at any time without any negative consequences.
- iv. Do No Harm Principle - Ensuring that the research does not cause any form of harm, distress, or stigma to participants.
- v. Inclusive and Gender-Sensitive Approach - Ensuring that the research design, tools, and methods actively include and consider the perspectives of women, men, and persons with all types of disabilities. This includes providing reasonable accommodations such as sign language interpreters, accessible venues, and alternative formats for information.
- vi. Cultural Sensitivity - Being respectful of local cultures, customs, and norms in all interactions with participants and communities.

17. Safeguarding Requirements

As an organization committed to the safety and dignity of all individuals, IDIWA requires the consultant to strictly adhere to IDIWA's Safeguarding Policy and the safeguarding requirements of the International Disability Alliance (IDA). The consultant and any research assistants must sign and comply with a Safeguarding Code of Conduct. Specific requirements include:

- i. Commitment to the Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) .
- ii. Strict adherence to child protection protocols.
- iii. Understanding and adherence to reporting mechanisms for any safeguarding concerns or incidents identified during the research.

- iv. The consultant will be required to sign a safeguarding policy acknowledgment form.

18. Intellectual Property

All data, reports, tools, datasets, photographs, and any other outputs produced under this consultancy shall remain the sole and exclusive property of IDIWA. The consultant shall not use, publish, or share any data or findings for any other purpose without prior written consent from IDIWA. IDIWA reserves the right to edit, adapt, and disseminate any of the deliverables.

19. Application Requirements

Interested and qualified consultants/firms are invited to submit a complete application package comprising:

1. Technical Proposal:

- i. A cover letter expressing interest.
- ii. The consultant's understanding of the Terms of Reference.
- iii. A proposed detailed methodology for the assignment.
- iv. A detailed work plan with a timeline.
- v. Team composition (if applying as a firm) and CVs of the proposed staff, clearly outlining their roles and relevant experience.
- vi. Sample of two (2) similar research reports or publications.
- vii. A statement of commitment to safeguarding and ethical research.

2. Financial Proposal:

A detailed budget in Uganda Shillings (UGX), including all associated costs (consultancy fees, research assistant fees, transport, data collection costs, stationery, taxes, etc.). The proposal must be clear and itemized.

3. Company Profile (for firms):

Details of the firm's experience, registration, and relevant capacity.

4. References:

Contact details for three (3) professional referees from recent, similar assignments.

20. Evaluation Criteria

Applications will be evaluated based on a combination of technical and financial criteria. The weight for each criterion is as follows:

Criterion	Weight
A) Technical Proposal (75%)	
1. Understanding of the ToR & Context: Demonstrated understanding of the assignment's objectives, the context of disability and employment in Uganda, and the specific needs of the project.	15%
2. Proposed Methodology: Quality, clarity, and feasibility of the proposed methodology, research design, sampling strategy, data collection methods, and analysis plan. Evidence of a participatory, gender-sensitive, and disability-inclusive approach is essential.	25%
3. Consultant/Firm Experience: Demonstrated experience in conducting similar research assignments, particularly on disability, employment, and policy analysis.	15%

4. Qualifications of the Team: Relevance and strength of the CVs of the proposed consultants.	10%
5. Work Plan: Feasibility and practicality of the work plan and timeline.	5%
6. Safeguarding and Ethics: Commitment to a strong ethical framework and safeguarding policy.	5%
B) Financial Proposal (25%)	25%
Total	100%

21.0 SUBMISSION OF PROPOSALS

Consultants/Firms that meet the requirements should submit technical and financial proposals, including a budget outline, to IDIWA at the following addresses, considering the following:

- a) Technical Proposals should be no more than 15 pages; Budget Proposal 5 pages max (Excluding CVs of key personnel and Supporting Documents).
- b) Attachments:
 - i. Consultant/firm qualifications and/or references; and recent project history (limit 5 entries);
 - ii. CVs of key personnel
 - iii. Submission of proposals should be to the Chief Executive Officer (idiwa2009@gmail.com) and CC to idiwaelizabeth@gmail.com, not later than **Friday, 10th July 2026, 4:00 pm**

Shortlisted candidates may be invited for an interview to further discuss their proposal and capacity.