



Institutional Capacity Assessment for Inclusion of Persons with Disabilities Tool (ICAT Inclusion)

Facilitator’s Copy

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8. Inclusion of Persons with Disabilities

Section Objectives: *Assess organization's Capacity and compliance with the INGO Accountability Standards; demonstrate inclusion of persons with disabilities on all levels.*

Important Participants: *Chief executive (director), board chair or representative, senior managers, HR manager, chief financial officer and communication officer, IT officer*

The ICAT inclusion tool was developed as an additional section to the Institutional Capacity Assessment Tool (ICAT) which was developed by FHI 360 under the USAID Civic Initiatives Support Program (USAID CIS) for civil society organizations (CSOs) to identify capacity development priorities and to plan for capacity development in those respective areas.

USAID CIS program has develop the ICAT inclusion by adapting the principles from CBM's inclusion assessment tool titled "INGO Accountability Charter, Promoting and Practicing Disability Inclusive Development and Organization capacity Assessment, with an aim to assess the organizations' capacity concerning inclusion of persons with disabilities on all levels.

Similar to the original ICAT tool, The ICAT Inclusion assessment combines a facilitated self-assessment session, with verification from an external third party (FHI 360 staff or its representatives) taking place in parallel and is supplemented by individual interviews and document review.

Names and Positions of Participants from the organization in self-assessment session:

Name	Title

Names and Positions of External Facilitators:

8.1 Human Resource Development & Management

Subsection Objectives: Assess the quality of Human Resource policies and procedures, how far it provides inclusivity for persons with Disabilities, and guarantee equal opportunities for them, in terms of in recruitment, payment, professional development and access to career opportunities

Resources: Strategy, HR Policies and Procedures, job advertisements, employee manuals

ITEM	Low Capacity 1.0 -1.9	Basic Capacity 2.0 - 2.9	Moderate Capacity 3.0 - 3.9	Strong Capacity 4.0 -5.0
Human Resource Development & Management	<p>Award 1 if:</p> <ul style="list-style-type: none"> The HR policy has provisions that discriminate or can be used to discriminate against persons with disabilities in recruitment and access to career such as requiring free diseases certificates and free of disabilities certificates Jobs advertisements include conditions regard health requirements and the ads are not accessible and persons with disabilities. The organization does not provide any reasonable accommodation for persons with disabilities. Jobs advertisements are not accessible and persons with disabilities are not encouraged to apply. 	<p>Award 2 if:</p> <ul style="list-style-type: none"> The HR policy does not have provisions that discriminate or can be used to discriminate against persons with disabilities in recruitment and access to career, but it does not have any provisions regard providing general equal opportunities as in recruitment and access to career opportunities for all people. Jobs advertisements are sometimes accessible and persons with disabilities are encouraged to apply. <p>Award a further 0.1 for each of the following (if all are fulfilled, award 2.9):</p> <ul style="list-style-type: none"> Organization recruits sometimes Persons with disability but less than the required in “Persons with Disabilities rights Law”. The organization consults sometimes persons with disabilities upon recruitment regard their required reasonable accommodations. The organization provides sometimes reasonable accommodation for persons with disabilities upon recruitment. Persons with disability working in the organization sometimes 	<p>Award 3 if:</p> <ul style="list-style-type: none"> The HR policy has adequate provision on general equality opportunities as in recruitment, payment, professional development and access to career opportunities for all people, or has provision regard opportunities for persons with disabilities. Jobs advertisements are sometimes accessible and persons with disability are sometimes encouraged to apply. The organization recruits persons with disability in accordance with “Persons with Disabilities rights Law”. The organization consults usually persons with disabilities upon recruitment regard their required reasonable accommodations. The organization provides usually reasonable accommodation for persons with disabilities upon recruitment. <p>Award a further 0.1 for each of the following (if all are fulfilled, award 3.9):</p> <ul style="list-style-type: none"> Persons with disability working in the organization hold appropriate jobs according to their skills The organization provides flexible work options/ working hours for 	<p>Award 4 if:</p> <ul style="list-style-type: none"> The HR policy has clear and direct provision on equal opportunities as in recruitment, payment, professional development and access to career opportunities for persons with disabilities. Jobs advertisements are always accessible and persons with disabilities are strongly encouraged to apply. The organization recruits Persons with disability according to the “Persons with Disabilities rights Law”, and always hold appropriate jobs according to their skills. The organization consults always persons with disabilities upon recruitment regard their required reasonable accommodations. The organization provides always reasonable accommodation for persons with disabilities upon recruitment. <p>Award a further 0.2 for each of the following (if all are fulfilled, award 5):</p> <ul style="list-style-type: none"> The organization provides flexible work options/ working hours for persons with disabilities and staff members who are responsible for

		<p>hold appropriate jobs according to their skills</p> <ul style="list-style-type: none"> • The organization provides rarely flexible work options/ working hours for persons with disabilities and staff members who are responsible for taking care of persons with disabilities. • Persons with disability have limited participation in decision-making process or are in the leading positions such as board committee, etc. 	<p>persons with disabilities and staff members who are responsible for taking care of persons with disabilities.</p> <ul style="list-style-type: none"> • Persons with disability participate sometimes in decision-making process or are in the leading positions such as board committee, etc. • The organization provides appropriate employee manual and conduct orientation sessions for new employees, both include general guidance on polices and on the inclusion of persons with disabilities. • The organization conduct usually special orientation sessions for new staff with disabilities on physical accessibility and reasonable accommodation • Staff members are regularly educated and updated on best practices in dealing with persons with disabilities. 	<p>taking care of persons with disabilities.</p> <ul style="list-style-type: none"> • Persons with disability participate regularly in decision-making process or are in the leading positions such as board committee, etc. • The organization provides comprehensive employee manual and conduct always orientation sessions for new employees, both include general guidance on polices and on the inclusion of persons with disabilities. • The organization conduct always special orientation sessions for new staff with disabilities on physical accessibility and reasonable accommodation • Staff members are always educated and updated on best practices in dealing with persons with disabilities.
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Questions

Questions to be answered by the facilitator	Y	N	NA	Comments/ Justification, Examples, Quality, and Gaps (Mandatory)
1. Does the organization have written HR policies and procedures? And how comprehensive are the policies?				
2. Does HR policy have provisions that discriminate or can be used to discriminate against persons with disabilities in recruitment and access to career such as requiring free diseases certificates and free of disabilities certificates, or any other provisions?				
3. Does the HR policy have a provision on general equality as in recruitment, payment, professional development and access to career opportunities? How clear and direct is the provision?				

<p>Example: “the organization believes on equality and equity, and therefore it provides equal opportunities and recruits employees based on their qualifications regardless of religion, sex, race ..”</p>				
<p>4. Does the HR policy have a provision on equality as in recruitment, payment, professional development and access to career opportunities for persons with disabilities? How clear and direct is the provision?</p>				
<p>5. Are Jobs advertisements accessible and persons with disabilities are strongly encouraged to apply? And how often? what text is used? see examples, and provide modules from other organizations</p>				
<p>6. Does the organization recruit Persons with disability according to the “Persons with Disabilities rights Law No 31 for 2007”. Article 4 states: public and private entities and companies that have at least 25 employees and not more than 40 employees are required to recruit at least one person with disability. If the entity has more than 40 employees it has to recruit 4% of them from persons with disability, if the entity type of work allows that.</p> <ul style="list-style-type: none"> - How many employees the organization have? - How many of them persons with disability? - Has the organization ever recruit PWD? In which jobs? <p>Refer to : 30 Question guidebook: 30 question on equal opportunity in work environment for persons with disability” published by USAID Civil Society Program in 2013</p>				
<p>7. Does the organization consult persons with disabilities upon recruitment regard their required reasonable accommodations? How it consult them? Is it through job application or through other means? Refer to : 30 Question guidebook: 30 question on equal opportunity in work environment for persons with disability” published by USAID Civil Society Program in 2013</p>				
<p>8. Does the organization provide reasonable accommodation for persons with disabilities upon recruitment? What can it provide? And what are there</p>				

requirements that can not be provided? Does the organization has budget for such cost?				
9. Do Persons with disability working in the organization hold appropriate jobs according to their skills? Are their any jobs that organization consider PWD can not hold? Which jobs or positions and why?				
10. Does the organization have Flexible work options/ working hours for persons with disabilities and staff members who are responsible for taking care of persons with disabilities? What flexibility do they have?				
11. Do Persons with disability participate in decision-making process or are in the leading positions such as board committee, etc.? To what extent and how?				
12. Does the organization provides employee manual and conduct always orientation sessions for new employees? are both include general guidance on polices and on the inclusion of persons with disabilities?.				
13. Does the organization conduct special orientation sessions for new staff with disabilities on physical accessibility and reasonable accommodation? How new PDW staff oriented on accommodation provided?				
14. Are staff members are always educated and updated on best practices in dealing with persons with disabilities? How often ? what kind of activities were conducted? and how many conducted last year?				
Facilitator's additional comments on the HR section:				

Checklist

Check list to review & assess

- Review HR policy and procedures
- review Job advertisements, Job descriptions.
- board member list, and management list to see how many persons with disabilities in the decision making positions
- Review working hours procedures & time sheets
- Review training, classes and orientations provided for staff.

8.2 Program/ Project Development Practices:

Subsection Objectives: assess the organization’s policies and procedures and its practices concerning the inclusivity of persons with disabilities within the target groups for programs and projects, the section assesses the practices at all stages: planning, implementation and evaluation, and how far these projects and programs are inclusive of persons with disabilities on equal basis with other persons without disabilities.

Resources: Operations policy, project proposals, M&E plans, project budgets, and project evaluation reports

ITEM	Low Capacity 1.0 - 1.9	Basic Capacity 2.0 - 2.9	Moderate Capacity 3.0 - 3.9	Strong Capacity 4.0 - 5.0
<p>Program/ Project Development Practices</p>	<p>Award 1 if:</p> <ul style="list-style-type: none"> The organization rarely consults and involves its beneficiaries specifically persons with disabilities and their representative organizations at all stages in planning/implementing activities. Project proposals rarely reflect up to date understandings and language regarding disability (rights-based approach). <p>Award 1.5 if:</p> <ul style="list-style-type: none"> The organization allocate budget lines sometimes in its Budget for disability inclusion component related to physical accessibility, reasonable accommodation, awareness raising on disability and rights, etc. Persons with disability are sometimes empowered 	<p>Award 2 if:</p> <ul style="list-style-type: none"> The organization sometimes consults and involves its beneficiaries specifically persons with disabilities and their representative organizations at all stages in planning/implementing activities. Project proposals sometimes reflect up to date understanding and language regarding disability (rights-based approach). <p>Award a further 0.1 for each of the following (if all are fulfilled, award 2.9):</p> <ul style="list-style-type: none"> The organization sometimes encourages persons with disabilities on their staff to have active roles in projects through: <ul style="list-style-type: none"> Pre-planning of projects and initial assessments Implementation The organization sometimes encourages persons with disabilities on their staff to have active roles in projects through: <ul style="list-style-type: none"> Monitoring and evaluation the learning process 	<p>Award 3 if:</p> <ul style="list-style-type: none"> The organization often consults and involves its beneficiaries specifically persons with disabilities and their representative organizations at all stages in planning/implementing activities. Project proposals often reflect up to date understanding and language regarding disability (rights-based approach). The organization often ensure that its projects and activities, including advocacy, capacity building, awareness, etc., are often inclusive of persons with disability. <p>Award a further 0.1 for each of the following (if all are fulfilled, award 3.9):</p> <ul style="list-style-type: none"> The organization often encourages persons with disabilities on their staff to have active roles in projects through: <ul style="list-style-type: none"> Pre-planning of projects and initial assessments Implementation. The organization often encourages persons with disabilities on their 	<p>Award 4 if:</p> <ul style="list-style-type: none"> The organization usually & actively consults and involves its beneficiaries specifically persons with disabilities and their representative organizations at all stages in planning/implementing activities.) Project proposals usually reflect up to date understanding and language regarding disability (rights-based approach). The organization always ensure that its projects and activities, including advocacy, capacity building, awareness, etc., are often inclusive of persons with disability. <p>Award a further 0.1 for each of the following (if all are fulfilled, award 5):</p> <ul style="list-style-type: none"> The organization always encourages persons with disabilities on their staff to have active roles in projects through: <ul style="list-style-type: none"> Pre-planning of projects and initial assessments Implementation. The organization often encourages persons with disabilities on their

	<p>through the organization's programs</p> <ul style="list-style-type: none"> • The organization sometimes chooses venues that are accessible for persons with disabilities to conduct its activities. 	<ul style="list-style-type: none"> • The organization sometimes build partnerships with organizations specialized in Persons with disability issues to ensure inclusion within its projects. • The organization sometimes choose venues that are accessible for persons with disabilities to conduct its activities. • The organization sometimes consult with its beneficiaries about reasonable accommodation required to facilitate their participation in its activities. • The organization sometimes provide its beneficiaries with reasonable accommodation required to facilitate their participation in its activities. • The organization sometimes conducts survey on difficulties persons with disabilities face in reaching services and often an action plan is accordingly created to remove the barriers identified. • The organization allocate budget lines sometimes in its Budget for disability inclusion component related to physical accessibility, reasonable accommodation, awareness raising on disability and rights, etc. 	<p>staff to have active roles in projects through:</p> <ul style="list-style-type: none"> o Monitoring and evaluation o the learning process <ul style="list-style-type: none"> • The organization often build partnerships with organizations specialized in Persons with disability issues to ensure inclusion within its projects. • The organization often choose venues that are accessible for persons with disabilities to conduct its activities. • The organization often consult with its beneficiaries about reasonable accommodation required to facilitate their participation in its activities. • The organization often provide its beneficiaries with reasonable accommodation required to facilitate their participation in its activities. • The organization often conducts survey on difficulties persons with disabilities face in reaching services and often an action plan is accordingly created to remove the barriers identified. • The organization allocate budget lines often in its Budget for disability inclusion component related to physical accessibility, reasonable accommodation, awareness raising on disability and rights, etc. 	<p>staff to have active roles in projects through:</p> <ul style="list-style-type: none"> o Monitoring and evaluation o the learning process <ul style="list-style-type: none"> • The organization always build partnerships with organizations specialized in Persons with disability issues to ensure inclusion within its projects. • The organization always choose venues that are accessible for persons with disabilities to conduct its activities. • The organization always consult with its beneficiaries about reasonable accommodation required to facilitate their participation in its activities. • The organization always provide its beneficiaries with reasonable accommodation required to facilitate their participation in its activities. • The organization always conducts survey on difficulties persons with disabilities face in reaching services and often an action plan is accordingly created to remove the barriers identified. • The organization allocate budget lines always in its Budget for disability inclusion component related to physical accessibility, reasonable accommodation, awareness raising on disability and rights, etc.
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☐ Questions

Questions to be answered by the facilitator	Y	N	NA	Comments/ Justification, Examples, Quality, and Gaps (Mandatory)
1. Does the organization consult and involves its beneficiaries at all stages in planning/implementing activities? Do the beneficiaries include persons with disabilities and their representative organizations				
2. How does the organization consult with persons with disability in the planning of its projects? (eg. meetings, emails, brain storming sessions)				
3. Do Project proposals reflect up to date understandings and language regarding disability (rights-based approach)?				
4. Does the organization ensure that its projects and activities, including advocacy, capacity building, awareness, etc., are often inclusive of persons with disability? How? Provide examples What percentage of its projects are inclusive? Does the organization implement projects or programs related to rights of persons with disabilities or support inclusion of persons with disabilities? What are these projects?				
5. Does the organization encourage persons with disabilities on their staff to have active roles in projects through: - Pre-planning of projects and initial assessments - Implementation how?				
6. Does the organization encourage persons with disabilities on their staff to have active roles in projects through: o Monitoring and evaluation o the learning process how?				
7. Does the organization build partnerships with organizations specialized in Persons with disability issues to ensure inclusion within its projects? What are these organizations? How often? in which projects?				
8. Does the organization choose venues that are accessible for persons with disabilities to conduct its activities? How often?				

what percentage of its activities are held in accessible venues? how the organization choose these venues? Provide examples. Does the organization refuse to conduct an activity in venue because its not accessible?				
9. Does the organization consult with its beneficiaries about reasonable accommodation required to facilitate their participation in its activities? How?				
10. Does the organization provide its beneficiaries with reasonable accommodation required to facilitate their participation in its activities? In and out its premises? Provide examples?				
11. Does the organization conduct surveys on difficulties persons with disabilities face in reaching services and create action plans created accordingly to remove the barriers identified? How often?				
12. Does the organization include Budget lines on disability inclusion component related to physical accessibility, reasonable accommodation, awareness raising on disability and rights, etc ? how often				
13. Does the organization empower persons with disability through the organization's programs? How often?				
Facilitator's comments on the section:				

Check list

Check list to review & assess
<input type="checkbox"/> Review some of the Project proposals prepared by the organization <input type="checkbox"/> Review the organizational 3-5 year plans. <input type="checkbox"/> Review some Project bi-annual reports & Project annual reports <input type="checkbox"/> Review some Project visit reports <input type="checkbox"/> Review Evaluation reports, and Pre-post client survey reports (involving persons with disabilities) <input type="checkbox"/> Review the organization current project and see if it was designed with inclusivity.

8.3 Communication and Marketing:

Subsection Objectives: assess the organizational communication content, and how far it promote inclusion and accessibility for persons with disabilities through printed and electronic tools, materials and publication

Resources: Communication strategy, communication materials, and organization website

ITEM	Low Capacity 1.0 -1.9	Basic Capacity 2.0 - 2.9	Moderate Capacity 3.0 - 3.9	Strong Capacity 4.0 -5.0
Communication and Marketing	<p>Award 1 if:</p> <ul style="list-style-type: none"> The organization does not have communication strategy Communication materials of the organization such as brochures, flyers and presentations, does not reflect the ‘Inclusion Policy’ of the organization Positive images and language about persons with disability are rarely portrayed in the organization’s publications. <p>Award a 1.5 if:</p> <ul style="list-style-type: none"> Staff demonstrates positive attitude towards persons with disability such as appropriate language used in the office. 	<p>Award 2 if:</p> <ul style="list-style-type: none"> The organization has communication strategy (at least basic), but does not include inclusion approach & policy of the organization. Communication materials of the organization such as brochures, flyers and presentations, reflect at least some elements of the ‘Inclusion approach or Policy’ of the organization Positive images and language about persons with disability are sometimes portrayed in some of the organization’s publications. <p>Award a further 0.2 for each of the following (if all are fulfilled, award 2.9):</p> <ul style="list-style-type: none"> Staff demonstrates positive attitude towards persons with disability such as appropriate language used in the office. Pre-testing and revising external communication messages and materials and monitoring their effectiveness includes sometimes opinions of persons with disability especially in terms of its accessibility. The organization promotes inclusion through its interaction with others. Communication materials are available sometimes in accessible format for persons with disabilities. 	<p>Award 3 if:</p> <ul style="list-style-type: none"> The organization has good communication strategy, and include adequate inclusion approach & policy of the organization. Communication materials of the organization such as brochures, flyers and presentations, adequately reflect the ‘Inclusion approach & Policy’ of the organization Positive images and language about persons with disability are often portrayed in the organization’s publications. <p>Award a further 0.2 for each of the following (if all are fulfilled, award 3.9):</p> <ul style="list-style-type: none"> Staff demonstrates positive attitude towards persons with disability such as appropriate language used in the office. Pre-testing and revising external communication messages and materials and monitoring their effectiveness includes often opinions of persons with disability especially in terms of its accessibility. The organization promotes inclusion through its interaction with others Communication materials are available often in accessible format for persons with disabilities. 	<p>Award 4 if:</p> <ul style="list-style-type: none"> The organization has good communication strategy that includes a good inclusion approach & policy of the organization. Communication materials of the organization such as brochures, flyers and presentations, reflect well the ‘Inclusion approach & Policy’ of the organization Positive images and language about persons with disability are usually portrayed in all of the organization’s publications. <p>Award a further 0.2 for each of the following (if all are fulfilled, award 5):</p> <ul style="list-style-type: none"> Staff demonstrates positive attitude towards persons with disability such as appropriate language used in the office. Pre-testing and revising external communication messages and materials and monitoring their effectiveness includes always opinions of persons with disability especially in terms of its accessibility. The organization promotes inclusion through its interaction with others Communication materials are available usually in accessible format for persons with disabilities.

Questions

Questions to be answered by the facilitator	Y	N	NA	Comments/ Justification, Examples, Quality, and Gaps (Mandatory)
1. Does the organization have a communication strategy ?				
2. Does the communication strategy include good inclusion approach & policy of the organization?				
3. Do Communication materials of the organization such as brochures, flyers and presentations, reflect well the 'Inclusion approach & Policy' of the organization				
4. Do Communication materials and publications portray positive images and language about persons with disability? example: Do not use wheel chair alone as logo - PWD is not hero and not poor				
5. Are publications and materials available in accessible format?				
6. Do staff demonstrate positive attitude towards persons with disability such as appropriate language used in the office. <u>Please see CBM communication guideline</u>				
7. Does organization promote inclusion through its interaction with others				
8. Does organization conduct Pre-testing and revising external communication messages and materials and does it monitor the effectiveness includes opinions of persons with disability especially in terms of its accessibility? How often?				
Facilitator's comments on the section:				

Checklist

Check list to review & assess
<input type="checkbox"/> Review communication strategy <input type="checkbox"/> Review communication materials <input type="checkbox"/> Review website and social media pages <input type="checkbox"/> Review Client surveys (involving persons with disabilities)

8.4 Information accessibility:

Subsection Objectives: Assess the Accessibility of the organization information materials in both printed and electronic.

Resources: check website, brochures, publications, newsletters etc.,

ITEM	Low Capacity 1.0 -1.9	Basic Capacity 2.0 - 2.9	Moderate Capacity 3.0 - 3.9	Strong Capacity 4.0 -5.0
Information accessibility	<p>Award 1 if:</p> <ul style="list-style-type: none"> The organization does not have accessibility of its printed materials (brochures, flyers, etc.,) for different persons with disabilities (e.g braille) The organization does not have e-Accessibility (comprises the ability to fully access and make use of information, as well as to communicate in an accessible manner via electronic devices.); <ul style="list-style-type: none"> In electronic forms On the website (portrayed in word and spreadsheets) <p>Award 1.5 if:</p> <ul style="list-style-type: none"> The organization has a Website that is at least has basic accessibility to use by persons with disabilities. The organization is willing sometimes to arrange for sign Language interpreters. 	<p>Award 2 if:</p> <ul style="list-style-type: none"> The organization has weak accessibility of its printed materials (brochures, flyers, etc.,) for different persons with disabilities (e.g braille) The organization has limited (simple) e-Accessibility (comprises the ability to fully access and make use of information, as well as to communicate in an accessible manner via electronic devices.); <ul style="list-style-type: none"> In electronic forms On the website (portrayed in word and spreadsheets) <p>Award a further 0.1 for each of the following (if all are fulfilled, award 2.9):</p> <ul style="list-style-type: none"> The organization has a Website that is at least has basic accessibility to use by persons with disabilities. The organization is willing sometimes to arrange for sign Language interpreters. Information is clear and simple for persons with mental disabilities. Information available in different formats, such as easy-to-read format and in large print The website can provide sign Language interpreters Has some Universal Accessibility logos available. 	<p>Award 3 if:</p> <ul style="list-style-type: none"> The organization has adequate accessibility of its most of its printed materials (brochures, flyers, etc.,) for different persons with disabilities (e.g braille) The organization has adequate e-Accessibility (comprises the ability to access and make use of information, as well as to communicate in an accessible manner via electronic devices.); <ul style="list-style-type: none"> In electronic forms On the website (portrayed in word and spreadsheets) <p>Award a further 0.1 for each of the following (if all are fulfilled, award 3.9):</p> <ul style="list-style-type: none"> The organization has a Website that is has adequate accessibility and easy to use by persons with disabilities. The organization is often willing to arrange for sign Language interpreters. Information is clear and simple for persons with mental disabilities. Information available in different formats, such as easy-to-read format and in large print The website can provide sign Language interpreters Has Universal Accessibility logos available. 	<p>Award 4 if:</p> <ul style="list-style-type: none"> The organization has ensured good and full accessibility of its all printed materials (brochures, flyers, etc.,) for different persons with disabilities (e.g braille) The organization ensure full e-Accessibility (comprises the ability to fully access and make use of information, as well as to communicate in an accessible manner via electronic devices.); <ul style="list-style-type: none"> In electronic forms On the website (portrayed in word and spreadsheets) <p>Award a further 0.1 for each of the following (if all are fulfilled, award 3.9):</p> <ul style="list-style-type: none"> The organization has full Accessible Website and easy to use by persons with disabilities. The organization is always willing to arrange for sign Language interpreters. Information is clear and simple for persons with mental disabilities. Information available in different formats, such as easy-to-read format and in large print The website provide sign Language interpreters Has Universal Accessibility logos available.

Questions

Questions to be answered by the facilitator	Y	N	NA	Comments/ Justification, Examples, Quality, and Gaps (Mandatory)
1. Does organization has ensured good and full accessibility of its all printed materials (brochures, flyers, etc.,) for different persons with disabilities (e.g braille)				
2. Does organization ensure full e-Accessibility (comprises the ability to fully access and make use of information, as well as to communicate in an accessible manner via electronic devices.); o In electronic forms o On the website (portrayed in word and spreadsheets)				
3. Does organization has Accessible Website and easy to use by persons with disabilities?				
4. Does organization has Universal Accessibility logos available.				
5. Does organization arrange for sign Language interpreters? Is the organization willing to arrange it when it needed?				
6. Does the website allow for sign Language interpretation?				
7. Is Information clear and simple for persons with mental disabilities?				
8. Is Information available in different formats, such as easy-to-read format and in large print				
Facilitator's comments on the section:				

Checklist

Check list to review & assess
<input type="checkbox"/> Accessibility Audit. <input type="checkbox"/> review printed materials <input type="checkbox"/> review website <input type="checkbox"/> review electronic materials

8.5 Physical accessibility: accessible of premises and building

Subsection Objectives: asses the Accessibility of the organization premises; how far it allow persons with disability to reach and use freely and independently, through getting to, into, around and out of premises.

Resources: review the location and premises accessibility

ITEM	Low Capacity 1.0 -1.9	Basic Capacity 2.0 - 2.9	Moderate Capacity 3.0 - 3.9	Strong Capacity 4.0 -5.0
Physical Accessibility: Accessible Premises	<p>Award 1 if:</p> <ul style="list-style-type: none"> The organization premises are not accessible for persons with Disabilities, which required by “Persons with Disabilities rights law” and national code for building <p>Award a 1.5 if :</p> <ul style="list-style-type: none"> The organization has started to fulfill some accessibility requirements such as Ramps, accessible parking, elevators, restrooms etc., 	<p>Award 2 if:</p> <ul style="list-style-type: none"> The organization has premises that has some accessibility elements that allows persons with disabilities to move and use freely and independently. And according to the National code for buildings for persons with disabilities: (at least 4 points from the below) <ol style="list-style-type: none"> Parking is accessible Ramps exist Entrance doors have appropriate width Accessible Toilets, washrooms, changing and bathroom facilities. Approach and routes to entrance are clearly highlighted Thresholds and edges have ramps width of corridors, Lobbies, etc, are appropriate for Lateral circulation especially for wheel chairs lefts and other Vertical transportation have appropriate accessibility (width, handles, brill buttons etc for lefts) Emergency Systems is accessible with light and sound. Accessibility of switches, handles and controls (placed on appropriate places) 	<p>Award 3 if:</p> <ul style="list-style-type: none"> The organization has premises that has some accessibility elements that allows persons with disabilities to move and use freely and independently. And according to the National code for buildings for persons with disabilities: (at least 6 points from the below) <ol style="list-style-type: none"> Parking is accessible Ramps exist Entrance doors have appropriate width Accessible Toilets, washrooms, changing and bathroom facilities. Approach and routes to entrance are clearly highlighted Thresholds and edges have ramps width of corridors, Lobbies, etc, are appropriate for Lateral circulation especially for wheel chairs lefts and other Vertical transportation have appropriate accessibility (width, handles, brill buttons etc for lefts) Emergency Systems is accessible with light and sound. Accessibility of switches, handles and controls (placed on appropriate places) 	<p>Award 4 if:</p> <ul style="list-style-type: none"> The organization has premises that has some accessibility elements that allows persons with disabilities to move and use freely and independently. And according to the National code for buildings for persons with disabilities: (at least 8 points from the below) <ol style="list-style-type: none"> Parking is accessible Ramps exist Entrance doors have appropriate width Accessible Toilets, washrooms, changing and bathroom facilities. Approach and routes to entrance are clearly highlighted Thresholds and edges have ramps width of corridors, Lobbies, etc, are appropriate for Lateral circulation especially for wheel chairs lefts and other Vertical transportation have appropriate accessibility (width, handles, brill buttons etc for lefts) Emergency Systems is accessible with light and sound. Accessibility of switches, handles and controls (placed on appropriate places)

		<p>Award a further 0.1 for each of the following (if all are fulfilled, award 2.9): The premises are :</p> <ol style="list-style-type: none"> Steps and ramps are appropriately accessible with appropriate Handrails and Railings on the side Appropriate signage to entrance Appropriate Lighting to entrance Surfaces of approach and internal surfaces appropriate Keeping routes clear and obstructions removed Internal direction signs Floor surfaces and tonal contrasts of surfaces Public rooms (Reception, lobby, meeting, training, eating hall and cafeteria) are Accessible. Fire exits and escape routes and Safe refuge areas in event of fire 	<p>Award a further 0.1 for each of the following (if all are fulfilled, award 3.9): The premises are :</p> <ol style="list-style-type: none"> Steps and ramps are appropriately accessible with appropriate Handrails and Railings on the side Appropriate signage to entrance Appropriate Lighting to entrance Surfaces of approach and internal surfaces appropriate Keeping routes clear and obstructions removed Internal direction signs Floor surfaces and tonal contrasts of surfaces Public rooms (Reception, lobby, meeting, training, eating hall and cafeteria) are Accessible. Fire exits and escape routes and Safe refuge areas in event of fire 	<p>Award a further 0.1 for each of the following (if all are fulfilled, award 5): The premises are :</p> <ol style="list-style-type: none"> Steps and ramps are appropriately accessible with appropriate Handrails and Railings on the side Appropriate signage to entrance Appropriate Lighting to entrance Surfaces of approach and internal surfaces appropriate Keeping routes clear and obstructions removed Internal direction signs Floor surfaces and tonal contrasts of surfaces Public rooms (Reception, lobby, meeting, training, eating hall and cafeteria) are Accessible. Fire exits and escape routes and Safe refuge areas in event of fire
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Questions

Questions to be answered by the facilitator	Y	N	NA	Comments/ Justification, Examples, Quality, and Gaps (Mandatory)
<ul style="list-style-type: none"> Does the organization has premises has accessibility elements that allows persons with disabilities to move and use freely and independently. And according to the National code for buildings for persons with disabilities? What does have from the following: <ol style="list-style-type: none"> Parking is accessible Ramps exist Entrance doors have appropriate width Accessible Toilets, washrooms, changing and bathroom facilities. Approach and routes to entrance are clearly highlighted Thresholds and edges have ramps width of corridors, Lobbies, etc, are appropriate for Lateral circulation especially for wheel chairs lefts and other Vertical transportation have appropriate accessibility (width, handles, brill buttons etc for lefts) Emergency Systems is accessible with light and sound. 				

10. Accessibility of switches, handles and controls (placed on appropriate places)			
<p>Does the organization has premises has accessibility elements that allows persons with disabilities to move and use freely and independently. And according to the National code for buildings for persons with disabilities? What does have from the following:</p> <ol style="list-style-type: none"> 1. Steps and ramps are appropriately accessible with appropriate Handrails and Railings on the side 2. Appropriate signage to entrance 3. Appropriate Lighting to entrance 4. Surfaces of approach and internal surfaces appropriate 5. Keeping routes clear and obstructions removed 6. Internal direction signs 7. Floor surfaces and tonal contrasts of surfaces 8. Public rooms (Reception, lobby, meeting, training, eating hall and cafeteria) are Accessible. 9. Fire exits and escape routes and Safe refuge areas in event of fire 			
Facilitator's comments on the section:			

Checklist

Check list to review & assess
<input type="checkbox"/> Accessibility Audit.

8.6 Inclusive Budgeting:

Subsection Objectives: Review the organization's budgets and budgeting process and how far in reflect inclusion of persons with disabilities on organizational budget and on programs and projects budgets.

Resources: Strategy, operational policies, Master Budget, project budgets, financial system & documents.

ITEM	Low Capacity 1.0 -1.9	Basic Capacity 2.0 - 2.9	Moderate Capacity 3.0 - 3.9	Strong Capacity 4.0 -5.0
Inclusive Budgeting	<p>Award 1 if:</p> <ul style="list-style-type: none"> The organization does not have annual master budget that is separate from project budgets <p>Award a further 1.5 if:</p> <ul style="list-style-type: none"> Some projects budgets have budget lines or allocation costs for inclusive activities or costs 	<p>Award 2 if:</p> <ul style="list-style-type: none"> The organization has at least basic annual master budget. The master budget of the organization sometimes has separate budget lines or allocations for both <u>administrative costs</u> and <u>operational costs</u> to use for inclusion of persons with disabilities. <p>Award a further 0.3 for each of the following (if all are fulfilled, award 2.9):</p> <ul style="list-style-type: none"> some of the projects budgets have budget line or allocations in <u>administrative costs</u> for inclusion of persons with disabilities and/or their families (and used for one of the two points mentioned in the list below) At least most of projects budgets have budget line or allocations in <u>operational costs</u> for inclusion of persons and used for (2 of the 6 items mentioned in the list below): <ul style="list-style-type: none"> Financial project reports showed the organization use at least some of the allocations for inclusion as planned 	<p>Award 3 if:</p> <ul style="list-style-type: none"> The organization has adequate annual master budget. The master budget of the organization often has separate budget lines in both <u>administrative costs</u> and <u>operational costs</u> for disability. Financial statements and/or audit report shows that the organization uses most of the allocations for inclusion as planned. <p>Award a further 0.3 for each of the following (if all are fulfilled, award 5):</p> <ul style="list-style-type: none"> most of the projects budgets have budget line or allocations in <u>administrative costs</u> for inclusion of persons with disabilities and/or their families (and used for one of the two points mentioned in the list below) At least most of projects budgets have budget line or allocations in <u>operational costs</u> for inclusion of persons (and used for 3 of the 6 items mentioned in the list below) Financial project reports showed the organization use most of the allocations for inclusion as planned 	<p>Award 4 if:</p> <ul style="list-style-type: none"> The organization has good annual master budget. The master budget of the organization always has separate budget lines in both <u>administrative costs</u> and <u>operational costs</u> for disability. Financial statements and/or audit report shows that the organization uses <u>at least</u> most of the allocations for inclusion as planned. <p>Award a further 0.3 for each of the following (if all are fulfilled, award 5):</p> <ul style="list-style-type: none"> most of the projects budgets have budget line or allocations in <u>administrative costs</u> for inclusion of persons with disabilities and/or their families (and used for both points mentioned in the list below) At least most of projects budgets have budget line or allocations in <u>operational costs</u> for inclusion of persons (and used most of the 6 items mentioned in the list below) Financial project reports showed the organization use at least most of the allocations for inclusion as planned

	<p>Administration costs for inclusion of persons with disabilities:</p> <ol style="list-style-type: none"> 1. Awareness of staff and managers on disability issues and inclusion of persons with disabilities 2. Workplace adaptation permitting the recruitment of persons with disabilities (ex: IT and accessible software, etc). <p>Operational costs for inclusion of persons with disabilities:</p> <ol style="list-style-type: none"> 1. Awareness on disability - to reduce social and institutional barriers; among different stakeholders involved in the project 2. Adaptation of buildings built during the completion of the project (enhance physical accessibility in the premises) 3. Adaptation of means of communication 4. Use of specific services, like sign language interpreters. 5. Specific expertise on disability (for disability analysis for instance; or for developing inclusive policies) 6. Specific surveys linking disability and the sector area.
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Questions

Questions to be answered by the facilitator	Y	N	NA	Comments/ Justification, Examples, Quality, and Gaps (Mandatory)
1. Does the organization have annual master budget?				
2. Does the master budget have separate budget lines or allocations in both <u>administrative costs</u> and <u>operational costs</u> for inclusion of persons with disabilities? What kind of allocations? <i>note: average percentage considered enough and reasonable for inclusion is between 3-7 % of the budget.</i>				
3. Do Financial statements and/or audit report show that the organization use the allocations for inclusion as planned? What the percentage were used?				
4. Does the organization's projects budgets have budget line/s or allocations in <u>administrative costs</u> for disability inclusion? Note: it could be main budget lines, sub lines, or allocations or explanations in the budget notes for certain lines.)				
5. Is it used for Awareness of staff and managers on disability?				
6. Is it used for physical accessibility and Workplace adaptation permitting the recruitment of persons with disabilities (ex: IT and accessible software, etc).				
7. Does the organization's projects budgets have budget line/s in <u>operational costs</u> for disability inclusion?				
8. For what these lines are used for: <ul style="list-style-type: none"> • Awareness on disability - to reduce social and institutional barriers; among different stakeholders involved in the project 				

<ul style="list-style-type: none"> • Adaptation of buildings built during the completion of the project (enhance physical accessibility in the premises) • Adaptation of means of communication • Use of specific services, like sign language interpreters. • Specific expertise on disability (for disability analysis for instance; or for developing inclusive policies) • Specific surveys linking disability and the sector area. 				
<p>9. Do financial project reports show that the organization uses the allocations for inclusion as planned? What percentage has been used?</p>				
<p>Facilitator's comments on the section:</p>				

Checklist

Check list to review & assess
<ul style="list-style-type: none"> <input type="checkbox"/> review the organization master budgets <input type="checkbox"/> the organizational indirect cost rate (if available). <input type="checkbox"/> financial statements and audit reports <input type="checkbox"/> review the several project budgets <input type="checkbox"/> Checked project financial reports against budgets <input type="checkbox"/> Review the organization current project and see if it was designed inclusively.

8.7 Organizational Structure, Strategy & Policies

Subsection Objectives: Review the organization's systems concerning inclusion of persons with disabilities in their vision, mission statements, guiding principles and the strategy plan in addition to the policies and procedures

Resources: organization structure, vision and mission statement & guiding principles, Strategy, Operation & HR Policies

ITEM	Low Capacity 1.0 - 1.9	Basic Capacity 2.0 - 2.9	Moderate Capacity 3.0 - 3.9	Strong Capacity 4.0 - 5.0
Organizational Strategy, Strategy, & Policies	<p>Award 1 if:</p> <ul style="list-style-type: none"> The organization does not have policies and procedures in terms of inclusion of persons of disabilities. Or The organization is not inclusive in its programs and communications. Persons with disabilities have not contributed to the drafting and finalization of the organization strategy and policies. <p>Awarded 1.5 if:</p> <ul style="list-style-type: none"> The organization makes some reference linkages to persons with disabilities as holders of human rights and is in line with UN Convention of the Rights of Persons with Disabilities and other Human Rights instruments 	<p>Award 2 if:</p> <ul style="list-style-type: none"> The organization has weak policies and procedures in terms of inclusion of persons of disabilities concerning: <ul style="list-style-type: none"> Physical Accessibility in both Facilities & Materials. Recruitment and retention. Recruiting Contractors Partnerships with Persons with disabilities organizations. The organization is inclusive in some of its programs and communications. Persons with disabilities have limited contribution to the drafting and finalization of the organization strategy and policies. <p>Award a further 0.3 if for each of the following (if all are fulfilled, award 2.9):</p> <ul style="list-style-type: none"> The organization makes some reference linkages to persons with disabilities as holders of human rights and is in line with UN Convention of the Rights of Persons with Disabilities and other Human Rights instruments Persons with disability have some participation in decision-making processes or are in the leading positions such as board 	<p>Award 3 if:</p> <ul style="list-style-type: none"> The organization has an adequate policies and procedures in terms of inclusion of persons with disabilities on concerning: <ul style="list-style-type: none"> Physical Accessibility in both Facilities & Materials. Recruitment and retention. Recruiting Contractors Partnerships with Persons with disabilities organizations. The organization is usually inclusive in its programs and communications. Persons with disabilities have contributed to the drafting and finalization of the organization strategy and policies. <p>Award a further 0.3 for each of the following (if all are fulfilled, award 3.9):</p> <ul style="list-style-type: none"> The organization makes some reference linkages to persons with disabilities as holders of human rights and is line with UN Convention of the Rights of Persons with Disabilities and other Human Rights instruments Persons with disability have some participation in decision-making processes or are in the leading positions such as board 	<p>Award 4 if:</p> <ul style="list-style-type: none"> The organization has a good policies and procedures in terms of inclusion of persons with disabilities on concerning: <ul style="list-style-type: none"> Physical Accessibility in both Facilities & Materials. Recruitment and retention. Recruiting Contractors Partnerships with Persons with disabilities organizations. The organization is constantly inclusive in its programs and communications. Persons with disabilities were part of the process of drafting and finalization of the organization strategy and policies. <p>Award a further 0.3 for each of the following (if all are fulfilled, award 5):</p> <ul style="list-style-type: none"> The organization makes explicit reference linkages to persons with disabilities as holders of human rights and is line with UN Convention of the Rights and of Persons with Disabilities and other Human Rights instruments Persons with disability are actively participating in decision-making process or are in the leading positions such as

		<p>members, management, committees, etc.</p> <ul style="list-style-type: none"> • There is an organizational Statement, signed by CEO, endorsing gender-sensitive policy on inclusion of persons with disability in administration, governance and program. 	<p>members, management, committees etc.</p> <ul style="list-style-type: none"> • There is an organizational Statement, signed by CEO, endorsing gender-sensitive policy on inclusion of persons with disability in administration, governance and program. 	<p>board members, management, committees, etc.</p> <ul style="list-style-type: none"> • There is an organizational Statement, signed by CEO, endorsing gender-sensitive policy on inclusion of persons with disability in administration, governance and program.
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Questions

Questions to be answered by the facilitator	Y	N	NA	Comments/ Justification, Examples, Quality, and Gaps (Mandatory)
<p>1. Did Persons with disabilities contribute to the drafting and finalization of the strategy and policies? How? <i>note: engaging families as stakeholders not as decision makers on behalf of persons with disabilities</i></p>				
<p>2. Are Organizational policies inclusive of persons with disability in terms of :</p> <ul style="list-style-type: none"> - Hiring Policy-Employment - Recruiting contractors and consultants - Programs - Partnership - Contractors - Facilities - Materials - Public Relations - Communications 				
<p>3. Persons with disability have some participation in decision-making processes or are in the leading positions such as board members, management, committees, etc.? how?</p>				
<p>4. Does the organizational policy makes explicit reference linkages to persons with disabilities as holders of human rights and is in line with UN Convention of the Rights of Persons with Disabilities and other human rights instruments.</p>				

5. Does the organization have a Statement, signed by CEO, endorsing gender-sensitive policy on inclusion of persons with disability in administration, governance and program.				
Facilitator's comments on the strategy:				
Facilitator's comments on the policies:				

Checklist

Check list to review & assess
<ul style="list-style-type: none"> <input type="checkbox"/> Review & assess the organization Strategy papers, Policy papers, Annual report and review vision & mission statements and values. <input type="checkbox"/> Was the strategy prepared in participatory process with persons with disabilities? Check the minutes/process of the strategic planning process. <input type="checkbox"/> board member list, and management list to see how many persons with disabilities in the decision making positions <input type="checkbox"/> Review the operation and HR policies and procedures. <input type="checkbox"/> Review the organization current project and see if it was designed inclusively.