

DIWG – AHF Proposal Assessment Checklist

Guidance for the uptake of strategies on disability inclusion while developing and reviewing proposals - 2024

Background

This guidance for the uptake of disability inclusive strategies while developing and reviewing proposals provides considerations and spells out quality criteria for humanitarian actors, including members of the Disability Inclusion Working Group in Afghanistan in developing and reviewing proposals. This document is not exhaustive or prescriptive but provides key conceptual essentials/quality criteria when developing and reviewing proposals for enhancing disability inclusivity as spelled out in international standards and based on context-specific needs for persons with disabilities. The guidance derives its insights from the following key documents: **Inter-Agency Standing Committee Guidelines, Inclusion of Persons with Disabilities in Humanitarian Action** (2019), **Guidance on Strengthening Disability Inclusion in Humanitarian Response Plans** and **Self-assessment tool for country teams to assess disability inclusion in Humanitarian Needs Overviews/ Humanitarian Response Plans** (2021) developed by the FCDO- Single Business case Disability Advisory Group for disability inclusive humanitarian response planning, as well as documented lessons learnt from use of the tool in selected countries. These guidelines should be read and understood in light of persons with disabilities as a sub-group and part of a target population and not an exclusive group of a humanitarian response in which the proposal is anchored. In line with the United Nation Convention on the Rights of Persons with Disabilities (UNCRPD) and as defined in the IASC guidelines on Inclusion of Persons with Disabilities in Humanitarian Action, persons with disabilities are defined as having long term sensory, physical, psychosocial, intellectual or other impairments that in interaction with various barriers prevent them from participating in or having access to, humanitarian programmes services or protection.

Key Considerations for promoting the uptake of disability inclusion while developing and reviewing proposals (Please note these elements are not in any way chronological)

Alignment with legal frameworks. Make sure that the project proposal is aligned with legal frameworks that promote disability, gender and age inclusive programming, in particular the CRPD and the IASC guidelines on the inclusion of persons with disabilities in humanitarian action, available [here](#).

Use of empowering and inclusive language. The use of rights-based language, reflecting the capacities and diversity among persons with disabilities in the proposal is critical for an inclusive program design and indicative of an inclusive mindset. It is important to ensure proposal reflects persons with disabilities as right holders and entitled to safety, access to barrier-free assistance and humanitarian information; not as an inherent 'vulnerable group' and passive recipients of humanitarian action. The depiction of persons with disabilities as a sub group of the population in the humanitarian response proposal and as an actor in the whole project and humanitarian cycle. Therefore; narrative and framing of the proposal should use positive and empowering language, with correct terminology and nuances in the proposal. Documents such as the United Nation Convention on the Right of Persons with Disabilities (UNCRC) and the Guidance to Disability Inclusion in Humanitarian Action provides the technical framing on inclusive humanitarian action and proposal designers can benefit through understanding these key document;

Framing proposals:

Use of quality data on persons with disabilities: The proposal should reflect on quality disability data which was collected and analyzed during the various data collection processes using inclusive and accessible participatory processes. This data should not only be limited to socio-demographic information on number of persons with disabilities among the target/affected community but should also include information such as (1) **Particular risks people with disabilities face and factors that contribute to those heightened risks** (2) **Factors contributing to risks, including barriers to accessing humanitarian assistance or information needed to make informed decisions** and (3) **understanding the capacities of the affected population to keep themselves and their communities safe, including persons with disabilities**. The Humanitarian Needs Overview as a key process in the humanitarian response may provide this information, it is key to ensure critical data on disability inclusion collected through the REACH, Whole of Afghanistan Assessment (WoAA), is the point of departure for a data driven proposal. As a general rule, in situations where data on disability is not adequately available as is often the case; proposals should use the globally acknowledged 15% of global population are persons with disabilities, bearing in mind that this figure is usually higher in humanitarian settings.

AHF concept note: focus areas	Disability Inclusion actions to monitor
Overall	Ensure empowering and inclusive language: <i>E.g. Please avoid abbreviations such as PWD but rather use persons with disabilities throughout the project proposal.</i>
1.6 Project Summary	Project summary should include how the planned project is going to impact the lives of persons with disabilities and the activities planned to address the needs and barriers of persons with disabilities. <i>E.g. It would be good to highlight how the intervention also improves access to WASH / Shelter for persons with disabilities.</i>
2.4 Specific Needs Assessment	Need assessment needs to consider specific needs and barriers for persons with disabilities in accessing the basic services. <i>E.g. Kindly elaborate what data on persons with disabilities and access barriers to WASH, Health and Nutrition services you are planning to collect during your assessment. Please see this guidance for further reference. Assessment CBM HHoT. Please also clarify what are the tools are you using for identification of persons with disabilities. See this guidance on inclusive data.</i>

2.5 Grant Request Justification 2.6 Link to Allocation Strategy	Ensure reference is made to persons with disabilities among other program participants.
Logical Framework	
Overall	Disability Inclusion activities and indicators need to be reflected throughout the logical framework .
4. Project Objective	Ensure reference to persons with disabilities , including how the project will address the needs and barriers identified in the needs assessment.
Outcome and output indicators description	Ensure reference to # of persons with disabilities targeted.
Output activities	<u>Key aspect:</u> Removal of barriers in project modalities, activities and interventions: The proposal should equally demonstrate understanding of barriers to persons with disabilities in meaningful access, participation and their capacities and capabilities as actors in the humanitarian response. Proposal should include relevant interventions, strategies and activities to identify and remove barriers; Activities need to be designed in an inclusive way. Refer to the IASC Guidelines Cluster chapters and the Humanitarian Hands On Tool to provide guidance (among other documents) E.g. for Health <i>Kindly elaborate how barriers to access for health services persons with disabilities are addressed and how you ensure inclusivity of services. Please also see chapter 15 of the IASC Guidelines, Inclusion of Persons with Disabilities in Humanitarian Action, 2019 IASC (interagencystandingcommittee.org) and this guidance Barriers CBM HHoT</i> E.g. for Nutrition: <i>Please advise on how you will ensure that these services are inclusive. If feasible, include information on specific nutritional needs of persons with disabilities. Guidance available here; Nutrition CBM HHoT</i>

	E.g. for awareness raising / community engagement and sensitization activities <i>Kindly elaborate on the engagement of persons with disabilities and OPDs in these efforts, and what measures will be taken to ensure information sharing is inclusive.</i> <i>Kindly elaborate whether persons with disabilities will be engaged in hygiene promotion (e.g. recruited as hygiene promoters).</i> <i>Kindly elaborate in the respective activity how this project is going to collaborate with OPDs and build capacity of persons with disabilities? See this IASC guideline, Chapter 5, page 24</i> E.g. for CBI <i>Please ensure consultation with persons with disabilities at this project stage, to identify any barriers related to the CBI intervention proposed (e.g. with respect to the cash transfer modality Cash transfer modality CBM HHoT</i> E.g. WASH <i>Kindly confirm that provisions are made to ensure adherence to the standards for inclusive humanitarian action for WASH to ensure accessibility of these toilets for all. See useful guidance here: Latrine CBM HHoT and Washroom CBM HHoT and IASC guidelines Chapter 18 (page 177)</i> IASC Guidelines, Inclusion of Persons with Disabilities in Humanitarian Action, 2019 IASC (interagencystandingcommittee.org) E.g. distributions <i>Please elaborate how you will consult persons with disabilities on accessibility of distribution sites and processes to ensure they are inclusive and barriers to access are addressed. See here for guidance as well. Distribution CBM HHoT</i> E.g. trainings: <i>Please include trainings on inclusive humanitarian action and related topics.</i> E.g. communication materials:
--	--

	Please elaborate how accessibility of these information materials will be ensured for persons with disabilities. See here tips on inclusive communication: Communication CBM HHoT
PEOPLE TARGETED	
7. People Directly Targeted: Persons with disabilities (both for Project and the Sector/Cluster)	Efforts to collect and disaggregate data using an AGD approach needs to be included, with reference to follow the global guidelines to target at least 15%. E.g. <i>It is good to see a segregated target for persons with disabilities, but what is the reference have you used to set the target? It seems around X% people with disabilities has been targeted out of total beneficiary, I would suggest you to use the minimum standards on targeting based on the global average (15%). See this guideline, Minimum Standards for Inclusion of Persons with Disabilities.</i> <i>Please note that for Nutrition and other activities directly targeting children, you may also refer them to the UNICEF MICS (March 2024)</i>
BUDGET – not that there is a dedicated section on budgeting for persons with disabilities now	
Staff / Supplies, Materials / Equipment / Contractual Services / Travel / General Operating and Other Direct Costs	Ensure inclusiveness in budget planning and human resource planning. References to include as needed: Disability Inclusive Humanitarian Toolkit Budgeting and mobilizing resources for disability inclusion in humanitarian actions (UNICEF) and the Hands on Tool. <i>E.g. In the budget section, could you please allocate a certain percentage for accessibility and reasonable accommodation for persons with disabilities? See this guidance on inclusive budgeting</i>
EFFECTIVE PROGRAMMING	
12. Localization	Check on OPD engagement among other local actors / community members

13. Protection Mainstreaming and Integration	Among the protection mainstreaming principles is ‘participation and empowerment’ of the community – check whether engagement OPD / persons with disabilities is considered. As well as meaningful access, to be linked with identification and removal of barriers
13.10 Accountability to Affected Populations (AAP), Participation and Inclusion in Project Planning and Design.	Please advise on how you will ensure engagement of persons with disabilities in these processes, as well as the inclusivity of feedback and complaints channels. Kindly confirm that the CFRM is accessible for persons with disabilities.
13.11 AAP Feedback and Complaints Mechanism	
13.12 PSEA	Ensure that persons with disabilities are reached with awareness information and have access to reporting channels.
14.3 Considerations for Gender Equality	Kindly consider that intersectionality is considered.
15 Persons with Disabilities	This is the main part for our review – please consider the dedicated AHF Proposal Guidance and check whether the twin-track approach and the four ‘must-do’ actions are considered.
15.2 Considerations for Disability Inclusion	<i>E.g. Please reflect on all four IASC Must Do Action (in particular on identifying and removing barriers, and empowerment and capacity development as well as disaggregated data collection) applying the Twin Track Approach. You may consult the DIWG guidance to this end.</i> <i>E.g. Great to see these efforts to ensure your projects are inclusive. Kindly reflect on all four IASC Must Do Action (in particular number 3 and 4: empowerment and capacity development as well as disaggregated data collection) and applying the Twin Track Approach. You may consult the DIWG guidance to this end.</i> <u>Note on the Twin-Track:</u> The proposal should reflect understanding of the twin track approach in the proposal design and definition of the strategic and specific objectives. The overall objective, specific objectives and project activities and intervention of the proposal demonstrates that disability inclusion is mainstreamed across all aspects: all components are accessible to and

	inclusive of the needs for persons with disabilities as a sub-group. The proposal should address specific requirements and risks of persons with disabilities through targeted intervention such as provision of rehabilitation care and assistive devices, specific food or NFIs for persons with disabilities; empowerment programs for girls with disabilities to access mainstream emergency education programming through specific programming, partnership and collaboration with disability specific actors, organizations of persons with disabilities. It is important to note that persons with disabilities should not framed as a standalone category but rather as a subgroup of the population of concern and that their needs should be reflected across all sectors and modalities (not only the health sector). Note on the removal of barriers in project modalities, activities and interventions: The proposal should equally demonstrate understanding of barriers to persons with disabilities in meaningful access, participation and their capacities and capabilities as actors in the humanitarian response. Proposal should include relevant interventions, strategies and activities to identify and remove barriers
15.3 OPDs	Ensure engagement with OPDs is reflected. <i>E.g. Could you clarify whether is this project going to collaborate with OPDs and build capacity of persons with disabilities? See this IASC guideline, Chapter 5, page 24.</i>
15.4 / 15.5 Budget	See above section on inclusive budgeting; Ensure inclusion of: - Staffing Cost (Disability Inclusion Focal Point) - Costs for reasonable accommodation
IMPLEMENTATION	
17.6 Planned monitoring and reporting	Ensure that persons with disabilities are consulted during PDMs and other monitoring and evaluation exercises.