



Terms of reference

Title:	Co-facilitation and design of a learning exchange: Accountable governance for people with disabilities
Level of effort:	16 days between Oct - Jan 2019
Location:	Preparation: London (Foundation offices) - In person/skype if applicable Exchange: Bangalore, India - In person

1. Background and rationale

The Commonwealth Foundation supports projects across a number of Commonwealth countries that strengthen less-heard civic voices to engage in approaches that will hold governments to account on their commitments through civic voice participation in policy processes and influencing public discourse. The integration of gender and its intersectionality is a cross-cutting outcome.

Seven projects, supported by the Foundation and delivered in six different countries, focus on the rights and needs of people with disabilities (PwDs) and strengthening of disabled people's organisations (DPOs). Accountable governance for PwDs is consistent with the Foundation's focus on supporting the engagement of 'less-heard' civic voices in governance and therefore important for the delivery of its programme and its theory of change.

Learning and south to south exchange is central to the Foundation's 2017-2021 programme. The Foundation is committed to supporting civic voices to make improvements to their approaches to participatory governance as a result of learning from Foundation facilitated exchanges and collaborations with other groups and institutions.

Several of the projects supported by the Foundation working on disability issues are based in South Asia. Therefore, the Foundation has decided to hold the learning exchange in Bangalore where there is a major international airport which would ensure ease of travel and proximity to the work of one of our grant partners.

Technical assistance is required to support the Foundation in co-designing and co-facilitating this learning exchange.

2. Design

The design of this learning exchange event will build on lessons from convening a previous South-South learning exchange in May. The exchange aims to provide:

1. Opportunities for participants to share their own experiences of citizen and PwDs - led governance accountability processes
2. Opportunities to learn first-hand about accountable governance initiatives for PwDs and their carers in India
3. Spaces for conversation, networking and discussion of ideas, tips, tactics and monitoring, evaluation and learning for better practice
4. Identification of key issues, good practices and lessons learned in the participation and strengthening of PwDs and DPOs in accountability processes

3. Learning exchange outcomes

Participants will:

1. Learn from other participants and resource persons on effective ways of holding governments to account regarding commitments to PwDs and how to harvest and use evidence effectively in accountability processes.
2. Be able to make significant improvements to their approaches to participatory governance as a result of learning from the exchange on what has and has not worked.
3. Expand their network of colleagues and potential collaborators in the disability movement with which to share ideas, opportunities, build solidarity and develop future working relationships.

The Foundation will:

4. Improve knowledge of less heard civic voice engagement in governance on disability issues and how to strengthen civic-voice led accountability approaches through sharing learning from the exchange with participants as well as its wider stakeholders via various communication channels

4. Key issues to be addressed

(NB - these are key issues as identified by the Foundation, there may be some change based on consultation with partners as we develop the final agenda).

- Strengthening the voice and capacity of PwDs, their carers and DPOs
- Gender and its intersectionality (related to class, caste, ethnicity, region (urban/rural), etc.) for PwDs in different contexts and its mainstreaming in on-going projects
- Multi-stakeholder approaches and coalitions to push for change; what works, successes and challenges
- Accountability mechanisms and processes - what is effective in different contexts and countries?
- Building evidence to demand and demonstrate change - use of and accessing disaggregated data; use of community score cards and other evidence based approaches
- Current gaps in national policies to address needs, vulnerabilities and rights of PwDs - outdated legislation, discriminatory language and policy, implementation failures, budgetary shortfalls etc.
- Advocating in national, regional and global spaces - what works, successes and challenges.

5. Description of work

- ***Discussions and planning with Foundation team members***

Discuss the learning exchange brief with programme teams to provide background, background materials and preliminary design for the learning exchange

- ***Discussions with grantee partners***

Discuss initial outline of key issues for the learning exchange with grantee partners and refine and add additional issues based on consultations

- ***Design learning exchange***

Design structure and prepare workshop outline and agenda for discussion, review and finalisation with Foundation programme teams and key partners

- ***Co-facilitate learning exchange***

Co-facilitate the learning exchange with key Foundation staff according to the agreed agenda. Regular debriefs at the end of each day in order to make adjustments to the agenda for the following day will form a key part of the facilitation.

- **Prepare report on key knowledge and learning**

Prepare draft report in collaboration with the Foundation and agreed with participants on the key learning outcomes and next steps

- **Feedback and reflection**

Following exchange delivery, short meeting with the Foundation team to feedback and reflect on the learning exchange outcomes, what worked well and where we can improve next time.

6. Schedule and deliverables

	Output	Completion date	Consultant days	Responsibility
1.	Agree participants list	11 Sept 2019		Foundation
2.	Send invitations to participants	11 Sept		Foundation
3.	Discussion with the Foundation to provide background on projects and grantees	11 Oct	0.5	Consultant and Foundation
4.	Review of background material, additional research	Oct - Nov	3	Consultant
5.	Consult grantee partners on issues, governance processes and learning interests	14 - 30 Oct	3	Consultant
6.	Prepare draft workshop plan and agenda	11 Nov	1.5	Consultant and Foundation
7.	Finalise learning exchange agenda	18 Nov	0.5	Consultant and Foundation
8.	Send agenda to participants	22 Nov		Foundation
9.	Deliver and facilitate learning exchange workshop	10 - 14 Dec	5	Consultant and Foundation
10.	Prepare brief document on good practices	13 Jan	2	Consultant and Foundation
11.	Feedback on exchange outcomes	17 Jan	0.5	Consultant and Foundation

Total consultant days

16 days

7. Budget and mode of payment

Activity code: 786

- 50% upon signing of contract and submission of invoice: £3,200
- 50% upon completion of all outputs and submission of invoice: £3,200

8. Main contacts

Commonwealth Foundation:

Gillian Cooper
Programme Manager Knowledge, Learning and Communications
Email: g.cooper@commonwealth.int

Tel: +44 (0)207 747 6141