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FROM THE AMERICAN PEOPLE

Five Simple Steps for Inclusion of People with Disabilities

Step 1: **Encourage the participation of persons with disabilities in planning and strategy sessions:** Conduct outreach to reputable disabled persons organizations (DPOs) and ask them to participate in planning sessions. Having the input of people with disabilities in this stage will help to improve the inclusion of people with disabilities in program design and ensure that USAID's programs and activities serve the entire population.

Examples:

- *Arrange for representatives of DPOs to meet with SO Team Leaders*
- *Conduct outreach to DPOs to participate in open forums*

Step 2: **Include selection and evaluation criteria that address people with disabilities:** When designing RFPs and RFAs, include selection and evaluation criteria that address people with disabilities (as supported by AAPD 04-17) and select proposals that effectively address the issues in order to ensure inclusion of people with disabilities in project proposals.

Examples:

- *Ask representatives of DPOs to review RFAs and RFPs prior to distribution to identify areas for inclusion or potential barriers*
- *Ask representatives of DPOs to sit in on Technical Evaluation Committees (TECs)*

Step 3: **Collect information on people with disabilities for USAID programs:** Collect and disaggregate information on people with disabilities, including by gender and, if possible, disability type. Having this information will help guide future programs and outreach efforts.

Examples:

- *Assess the participation of people with disabilities; if one type of disability is continually not participating, ask DPOs why and adapt programs*

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Step 4: Hire and/or provide internships to men and women with disabilities: Improving diversity within the workplace improves and ensures diversity of programs and activities.

Examples:

- *Review current Human Resource policies and practices and look to reduce existing and/or potential barriers*
- *Expand job announcement circulations to DPOs and disability list-serves*
- *Establish a task force with representatives of DPOs to see how employment of people with disabilities can be improved*

Step 5: Ensure accessible USAID facilities: Examine USAID facilities and find ways to reduce barriers and increase the participation of people with disabilities.

Examples:

- *Provide temporary ramps if the main entrance is not accessible to people with physical disabilities*
- *Hold USAID trainings, workshops, and seminars in accessible venues*
- *Provide USAID materials in CDs or in Word format for people with visual disabilities*
- *Provide sign language interpretation upon request*
- *Allow for unscheduled breaks if requested by an individual*
- *Develop a task force with representatives of DPOs to find other ways to make USAID offices and facilities more accessible*

Other ways for further inclusion:

- Designate a Disability Focal Point within the Mission
- Conduct a disability assessment
- Develop a disability plan

For more information on USAID's disability policy and policy directives, please visit the USAID disability website: http://www.usaid.gov/about_usaid/disability/