Disability Assessment Tool/Guide

1) General Overview of Disability within the Country

Illustrative Guiding Questions	Auxiliary Questions	Possible Resources
What is the known incidence of disability within the country?	- What is the official government estimates? - Have there been alternative a household survey or studies on disability? - Could there be an increase incidence of disability as a result of conflict or war? - Could there be an increase of the incidence of disability as result of polio or other diseases? - Is there a high rate of poverty within the country?	- Country Specific Census Report - Disabled Persons Organizations (DPOs) within country - World Bank - International Disability Rights Monitor: http://www.ideanet.org/content.cfm?id=5F55&memberMenuid=0
What is the situation of laws or legal reform for people with disabilities?	- Has the country signed or ratified the UN Convention on the Rights of People with Disabilities? - Is there a broad or comprehensive domestic law that promotes the rights of people with disabilities? - Are there other significant laws or government policies that designed to end discrimination and promote rights or people with disabilities? - Has there been an analysis or assessment of the laws within Country	- UN Enable website: http://www.un.org/disabilities/ - IDRM Compendium: http://www.ideanet.org/cir/uploads/File/CIR_COMP.PDF - Syracuse International and Domestic Comparative Disability Law website: http://www.law.syr.edu/lawlibrary/electronic/humanrights.aspx
What other research or materials may exist on disability issues within the country?	- Have there been additional studies or research on disability or inclusive development within the country that may help increase knowledge? - Have there been any disability specific programs that have been evaluated in the past? - Have there been any inclusive development practices that have been evaluated in the past?	- Global Partnership on Disability and Development (GPDD): http://web.worldbank.org/WBSITE/EXTERNAL/TOPICS/EXTSOCIALPROTECTION/EXTDISABILITY/0,,contentMDK:21036173~pagePK:210058~piPK:210062~theSitePK:282699,00.html - USAID Disability Team - DPOs within country

What are the cultural or attitudinal behaviors toward disability that might have an impact on participation?	• What is the general attitude of people with disabilities in the country? i.e. are people with disabilities seen as receiving their disability as a sin, or does the country look only at the medical model of disability? • How have potential attitudinal barriers potentially limited inclusion of people with disabilities? • Do people view working with people with disabilities as charity versus promoting human rights?	• DPOs within Country • Academic within country working on disability issues • Other stakeholders working on disability within the country
How is the issue of disability covered within the host country government?	• Is there a Ministry that is responsible for issues related to disability or do various Ministries share responsibility? • Does the government have a formalized mechanism to receive the input of leaders with disabilities into their work? • Are disability issues properly funded or supported within the government system?	

2) Stakeholder Assessment and Overview

Stakeholder	Illustrative Guiding Questions	Auxiliary Questions
Disabled Persons Organizations (DPO)	Who are the DPOs working within the country?	• Is there an umbrella organization representing all disabilities that coordinates the efforts of the various disability organizations? • How long have the various DPOs been working on issues related to disability? • What are the different focuses of the various DPOs? • How do they communicate their programs with their members? • Do the various DPOs interact with the government in any capacity? Have they interacted with the government in an advocacy capacity? • What do they feel are the main priorities related to disability and/or inclusive development?

Disabled Persons Organizations (DPO) (Continued)	What is the capacity of the DPOs within the country?	- Do the various DPOs have experience in managing programs? - How do the various DPOs receive financial support? Do they receive fees from their members? Has any of the DPOs ever been a recipient of a subgrant or served as a primary grantee from a donor? - Have the various DPOS developed mission statements and/or strategic plans? - Do the DPOs have an active Board of Directors? - Do the various DPOs have a full time staff? A permanent office? Clear democratic principles within the selection of their leadership? - Have any of the various DPOs ever gone through an audit process by an independent source? - Have any of the various DPOs worked with USAID implementing partners in order to promote inclusive development?
	What has been the involvement to date of DPOs within USAID supported programs?	- Are the various DPOs aware of the different programs supported by USAID? - Have they been involved in any current or past programs? - What do they site as the largest barriers for the participation of people with disabilities in USAID supported programs?
Implementing Partners	What has been the involvement of international implementing in the area of disability and inclusive development?	- What international NGOs, PVOs, etc have conducted disability specific programs in the past? What were they? - What international NGO, PVOs, etc. have made changes or modifications to their programs to ensure full participation of people with disabilities? - Do any of the organizations have a policy (either local or headquarter based) on inclusive development for people with disabilities? - Have any of the international organizations proactive sought out the advice or consultation of DPOs to help make their programs more inclusive? - Have any of the international organizations conducted programs with DPOs as a partner (and not just beneficiary)? - Have any of the international organizations assessed their programs to identify any barriers that might limit the participation of people with disabilities? What have they done to address those barriers? - Do the organizations currently have people with disabilities as a part of their staff? - Are their offices accessible? Do they conduct accessible trainings? Do

Implementing Partners (Continued)		• the provide materials when requested in alternative formats? • What do they feel are the main priorities related to disability and/or inclusive development?
	What has been the involvement of local implementing partners in the area of disability and inclusive development?	• What local organizations have conducted disability specific programs in the past? What were they? • What local organizations have made changes or modifications to their programs to ensure full participation of people with disabilities? • Do any of the organizations have a policy (either local or headquarter based) on inclusive development for people with disabilities? • Have any of the local organizations proactive sought out the advice or consultation of DPOs to help make their programs more inclusive? • Have any of the local organizations conducted programs with DPOs as a partner (and not just beneficiary)? • Have any of the local organizations assessed their programs to identify any barriers that might limit the participation of people with disabilities? What have they done to address those barriers? • Do the organizations currently have people with disabilities as a part of their staff? • Are their offices accessible? Do they conduct accessible trainings? Do the provide materials when requested in alternative formats? • What do they feel are the main priorities related to disability and/or inclusive development?
Donors	What are other government or intergovernmental donors doing or planning to do in the area of disability and inclusive development	• Have other donors supported disability specific programs? If so, what types of programs? Who have they funded? Have they directly provide financial support to DPOs? • What donors have conducted programs with modifications to ensure inclusive development? What modifications were made? What programs were made inclusive? Do they have any documentation or lessons learned? • Do the donors have an inclusive policy within their headquarters? Do they have a local or a disability strategic plan established from headquarters? • What do they feel are the main priorities related to disability and/or inclusive development?

Donors (continued)	What are foundations doing in the area of disability and inclusive development	• Have foundations currently or in the past supported disability specific programs? If so, what types of programs? Who have they funded? Have they directly provide financial support to DPOs? • What foundations have conducted programs with modifications to ensure inclusive development? What modifications were made? What programs were made inclusive? Do they have any documentation or lessons learned? • Doest the foundation have an inclusive policy within their headquarters? Do they have a local or a disability strategic plan established from headquarters? • What do they feel are the main priorities related to disability and/or inclusive development?
	Are there other groups providing support to disability groups or inclusive development within the country?	• Are there cooperate companies doing work in social responsibility programs that work in the area of disability? What type of programs do they support • Are there religious groups that provide support to disability programs? • Are there other stakeholder supporting disability programs or inclusive development programs? • Are there universities or academics working in the area of disability, disability research or inclusive development?

3) Assessment of USAID's practices programs and operations

Elements of USAID	Illustrative Guiding Questions	Auxiliary Questions
Practices	Does the USAID Mission proactively consult and receive advice from DPOs and disability leaders on how to make USAID's programs more inclusive?	• Have DPOs and/or disability leaders been consulted to advice on possible barriers that might limit their participation in USAID programs? Has their opinions been sought on how to reduce those barriers • Have DPOs and/or disability leaders been consulted to provide advice and input on USAID's program during the design, implementation and evaluation? • Have DPOs been invited to serve as members of technical evaluation committees to ensure that proposals include people with disabilities in a meaningful way? • Have DPOs and/or disability leaders been consulted to provide advice on the accessibility of USAID's office?

Practices (Continued)		
	Does the USAID Mission conduct regular trainings on inclusive development practices and disability awareness?	• Have there been recent trainings on the issue of inclusive practices and/or disability awareness within the Mission? Have DPOs and/or disability leaders been a part of the training design and implementation? • Have all staff within USAID taken the e-learning course on Inclusive Development available on the USAID Intranet? •
	Has the USAID Mission included disability and ensuring full and equitable participation in selection criteria for solicitations of funding?	• Has the USAID Mission included disability and ensuring full and equitable participation in selection criteria for solicitations of funding? • Does the USAID Mission have draft selection criteria developed that can be shared with staff developing solicitations for funding? •
	Does the Mission ensure that all of infrastructure construction and reconstruction is made accessible?	• Are all USAID staff aware of the guidelines and guidance provided in AAPD 05-07? • Are all USAID implementing partners aware of the guidelines and guidance provided in AAPD 05-07? • Have local construction standards been assessed to determine if they should be used or if the accessibility standards of the American with Disability Act (ADA) should be used? • Has the USAID Mission develop a method to monitor construction to ensure that it is made accessible to people with disabilities? •
Programming	Are current USAID supported programs fully inclusive for people with disabilities?	• Have DPOs and disability leaders been consulted to see if they are currently participated in USAID supported programs and if not, why not? • Have team leaders reviewed current programs to look for opportunities that they can proactively integrate people with disabilities? • Are current and/or future modifications to programming done in a way that ensures the empowerment and dignity of people with disabilities? • Are there existing documents, tools or materials that could be modified to become more inclusive of people with disabilities or to promote inclusive development practices?
	Current programs or future programs take into account the needs and priorities of PWD	• Has the USAID Mission consulted with DPOs and disability advisors to receive input on the priority issues for people with disabilities in development? • Have the priorities of people with disabilities been raised in strategic

Programming (Continued)		plan sessions or during the development of operational plans? • Have budgets been reviewed to see if they need to be altered to promote that full participation of people with disabilities? • Is there a need to develop programs specifically targeted towards people with disabilities (such as capacity building of DPOs) to help promote inclusion?
	Are public trainings and or other activities sponsored by the Mission conducted in a way to ensure accessibility?	• Does the USAID Mission offer all public trainings and other sponsored activities in a physically accessible venue? • Does the USAID Mission provide materials for the trainings or sponsored activities in alternative formats? • Has the USAID Mission identified local sign language interpreters to be available upon request? • Has the USAID Mission proactively outreached to DPOs and the disability community to promote their participation in trainings and other sponsored events.
Operations	Does the USAID Mission encourage the hiring and promotion of people with disabilities?	• Does the USAID Mission currently employ individuals with disabilities? • Has the USAID Mission currently reviewed its internal hiring and promotion practices to ensure and environment of non discrimination? • Does the USAID Mission provide and/or is prepared to provide reasonable accommodation upon request? • Does the USAID Mission outreach to disability groups when hiring and/or list information for job openings on disability list serves?
	Does the Mission include people with disabilities in their public documents and ensure they are accessible?	• Does the USAID Mission prepare public documents in accessible formats such as on CD ROM or large print? • Does the USAID Mission include stories, examples or photographs of people with disabilities in their public documents? • Does the Mission have a public website that is accessible to people with disabilities that is consistent with section 508 of the US Rehabilitation Law?
	Has the USAID Mission ensured that it's office is accessible to all individuals with disabilities?	• Is the USAID Mission building accessible to people with disabilities (ramps, accessible bathrooms, accessible meeting spaces)? Has this accessibility been proven or assured by disability advocates? • Have the USAID guards or front office been made aware of disability

		issues and possible accommodations or assistance that may be required for people with disabilities to enter into the building?