Om-Habibeh Foundation

Terms of reference (TOR)

Portal persons with disabilities

1. Background:

The **Om Habibeh Foundation** (OHF) is an Egyptian non-profit organization established in 1991 under the supervision of the Ministry of Social Solidarity. OHF is the implementation agency for the Aga Khan Foundation Egypt and is an affiliate of the Aga Khan Development Network of organizations and was founded by Om Habibeh Mohamed Shah Aga Khan to contribute to and support local communities in the **governorate of Aswan** in areas including health care, education, and providing income for deprived communities through long-term development activities. OHF works in the following areas: Continuing Education, Civil Society, Agriculture and Food Security, Economic Inclusion, Women Empowerment and Early Childhood Development.

Om Habibeh Foundation will implement the project "Enhancing the community participation of youth and girls including people with disabilities, for better rehabilitation" funded by the GIZ - Equal Opportunities & Social Development (EOSD), which aims at strengthening social participation practices in targeted communities and develop capacities of rehabilitation entities. These activities will result in 1) building the capacities of government and civil leaders , in the area of integrating the target groups in society and ensuring their participation ,2(building the capacities of young women , men and people with disabilities in the areas of work and leadership skills, 3(facilitating access of young women , men and people with disabilities to the services provided to them in the community and 4(raising awareness of families of persons with disabilities to promote the inclusion and participation of their family members in the local community.

2. purpose and scope of work:

A portal for persons with disabilities serves as an online platform designed to provide information, resources, and services specifically tailored to meet the needs of individuals with disabilities. The purpose of such a portal is to create an inclusive and accessible digital environment that promotes equal opportunities, enhances social participation, and supports the empowerment of persons with disabilities.

a portal aims to provide a centralized platform or website that offers a range of resources, services, and information specifically tailored to meet the needs of individuals with disabilities. Here are some purposes of a portal for persons with disabilities:

> ➤ Accessibility Information: The portal may serve as a hub for information related to accessibility standards, guidelines, and best practices. It can provide details on accessible technologies, and various accommodations available to enhance the inclusion and participation of people with disabilities.

➤ Support Services: The portal can offer access to support services such as counselling, rehabilitation programs, assistive technology resources, and vocational training. It may provide directories of service providers, contact information, and eligibility criteria to help individuals connect with relevant support networks.

➤ Advocacy and Rights: A portal for persons with disabilities can promote awareness and advocacy for disability rights. It may provide information on legislation, policies, and initiatives aimed at protecting and advancing the rights of individuals with disabilities. The portal can also offer guidance on how to assert one's rights and seek legal recourse if necessary.

➤ Community Building: The portal can facilitate social connections among individuals with disabilities and promote a sense of community. It may include discussion forums, social networking features, and opportunities for peer support. By fostering connections and shared experiences, the portal can combat isolation and provide a platform for individuals to exchange knowledge, experiences, and resources.

➤ Information and Resources: The portal can serve as a comprehensive resource hub, providing information on disability-related topics such as healthcare, education, employment, accessible transportation, and recreation. It may include articles, guides, videos, and other multimedia content to educate and empower individuals with disabilities, their families, and the broader community.

➤ Social and Events: The portal can feature news updates, articles, and event listings relevant to the disability community. This can include information about conferences, workshops, awareness campaigns, and other events that promote disability inclusion and empowerment.

➤ Employment services, the portal can announce employment opportunities that are inclusive or specific for persons with disabilities. In addition, making a database for persons with disabilities qualifications and potential areas of interests to serve as the roster for potential candidates for employment opportunities.

3- THE SCOPE OF WORK AND DELIVERABLES: WITHIN THE SCOPE OF THE ASSIGNMENT, THE CONSULTANT/CONSULTANCY FIRM IS EXPECTED TO PROVIDE CONSULTANCY SERVICES FOR THE BELOW-LISTED ACTIVITIES.

A. Needs Assessment: Conducting a comprehensive needs assessment to identify the specific requirements of individuals with disabilities and the challenges they face. This assessment can involve research, surveys, interviews, and consultations with stakeholders such as people with disabilities, disability organizations, and experts in the field.

B. Design and Development: Planning, designing, and developing the portal to ensure it is accessible, user-friendly, and meets the needs of individuals with disabilities. This includes considering accessibility standards and guidelines,

incorporating assistive technologies, and implementing features that accommodate various disabilities, such as visual impairments, hearing impairments, mobility limitations, and cognitive disabilities.

C. Content Creation: Developing and curating relevant and informative content for the portal. This can include articles, guides, videos, podcasts, and other multimedia resources that cover a wide range of disability-related topics, including accessibility, rights, support services, assistive technology, education, employment, and healthcare.

D. Service Directories: Creating and maintaining directories of service providers, including disability organizations, support services, rehabilitation centers, assistive technology vendors, and healthcare facilities. These directories should include contact information, service descriptions, accessibility details, and user reviews to help individuals with disabilities find and connect with the appropriate resources.

E. Community Features: Implementing features that facilitate community building and peer support. This can include discussion forums, social networking features, chat rooms, and online support groups where individuals with disabilities can connect, share experiences, seek advice, and provide support to one another.

F. Accessibility Resources: Providing information and resources related to accessibility standards, guidelines, and best practices. This can include information on accessible infrastructure, technologies, web accessibility, and guidelines for creating inclusive environments.

G. Advocacy and Rights: Incorporating information on disability rights, legislation, policies, and advocacy initiatives. This can include resources that educate individuals with disabilities on their rights, guidance on how to assert their rights, and information on organizations and campaigns working towards disability inclusion and empowerment.

H. News and Events: Incorporating a section for news updates, articles, and event listings related to disability issues. This can include information about conferences, seminars, workshops, awareness campaigns, and other events that promote disability inclusion, accessibility, and empowerment.

I. Conduct training for the portal committee and ensure full operational to who will follow up the portal after delivery.

J. Maintenance and Updates: Establishing a plan for ongoing maintenance, updates, and technical support to ensure the portal remains accessible, up-to-date, and functional over time.

K. Report for the mission.

Note: reports should be submitted as hard copy and soft copy (in word doc. /excel) in Arabic and English language.

4- Payments:
- Deliverables will be used as the basis for invoice processing and payment. The Consultant will be held responsible for all the deliverables.
- Payments will be made within 15 days upon the approval of the corresponding deliverables.
- If the deliverables are not produced and delivered by the consultant to the satisfaction of the OHF team, no payment will be made till the consultant updates and modifies the deliverables based on OHF requirements.

5- Required qualifications:

The consultant should demonstrate the following qualifications:

1- Has experience in programming and technical support.
2- High experience in work with disabilities platform.

6- SAFEGUARDING POLICY

OHF has policies and systems in place to prevent sexual abuse, neglect, exploitation, harassment bullying, and sexual harassment. It is also to safeguard children, adults, our teams, consultants, volunteers, partners, beneficiaries, and all stakeholders. OHF will ensure a workplace culture built on respect, tolerance, diversity, and inclusion.

7- GENDER EQUALITY

OHF is committed to supporting gender equality in all of its programmes and internal operations by eliminating sex discrimination, harassment, and sexual harassment and promoting equality for women and men in all hiring process starting from open call for a position, interview process, selection process, salary, benefits...etc

8- Contact Information:

Any questions concerning this assignment should be directed to: procurement@omhabibeh.org