



Consultant: Technical Expert on Employment of People with Disabilities Globally

TERMS of REFERENCE

I - PRESENTATION

Handicap International seeks to expand its roster of technical consultants on disability inclusive employment for the private sector. Technical consultants will work with private sector partners interested in increasing inclusion within their company. As HI's models are constantly evolving as they are tailored to different companies and contexts across the globe, each consultant will work under Handicap International's approach to disability inclusive wage employment, creating and tailoring content dependent on the company's requests and the context of the request.

Source of funding:

Handicap International Federation

Dates: Permanent roster, work dates dependent on requests for support

Applications:

Interested candidates should submit the following documents:

- A resume and/or CV
- A one-page cover letter outlining your interests and qualifications for this role,
- Indication of your daily fees
- The name, titles and contact details for two references

Please email Yoann RAVELLA: yravella@handicap-international.org

Applications due: December 31st, 2017

II – SCOPE OF WORK

Goals:

Consultants selected and trained by HI will be responsible, according to company's needs and contexts:

- To conduct assessment(s) about clients' inclusiveness
- To sensitize and train executives, managers, employees, human resource departments, disability focal points, etc.
- To provide ongoing coaching to companies and employees on disability-inclusive employment for at least 6 months after trainings are complete.

Deliverables:

The consultant's deliverables will differ according to the contract signed with the client company. Examples may include accessibility assessments, trainings, coaching sessions and other deliverables. The consultant might work in collaboration with local technical resources: accessibility experts, ergonomist, HR experts, Disabled People Organization (DPOs). She/he/they will be responsible for the quality of the services delivered.

Each consultant will work under Handicap International's inclusive employment methodology. Handicap International will share with the consultants existing tools and learning supports. The consultant will adapt those tools and create new ones, according to the context and the customers' needs. All tools created for the purpose of the consultancy remain the intellectual property of Handicap International and/or the corporate client, unless otherwise specified.

Duration and trips:

Duration and potential travel dependent on each company's needs.

III – CANDIDATE PROFILE

Professional Experience

Mandatory

- Experience working with companies on diversity initiatives, especially on disability and inclusion
- Experience working with employees with diverse backgrounds
- Exposure to a wide background of disabilities
- Experience coaching companies to be disability inclusive
- Previous experience in developing and delivering training
- Providing technical expertise on reasonable accommodation (individual, environmental ...)
- Experience coordinating disability stakeholders and companies

- Experience working internationally

Desired

- Experience working in Asia, Africa, Latin America and/or the Middle East
- Previous experience working with INGOs
- Experience coordinating job placement for people with disabilities

Degree/Diploma

Possible desirable profiles could include human resource experts, occupational therapists, social work, international development professionals, corporate diversity and inclusion (D&I) professionals, job placement coaches, accessibility experts, independent living professionals.

Qualifications

- Expertise in reasonable accommodation, including communication accommodation (e.g. websites...)
- Soft skills: innovation, problem solving, coaching, listening, positive thinking
- Ability to work independently
- Cultural sensitivity
- Knowledge of Twin track approach to disability
- Language requirements: mandatory proficiency in either English and/or French; Spanish, Portuguese and/or Arabic an asset (dependent on context)

Persons with disabilities encouraged to apply.