
Consultant's Terms of Reference for Disability Inclusion at Partners Organizational Level Policies and Procedures

1. Organisational context

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. CFA partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Our vision is a world without poverty where all children and young people can say:
"I am safe. I am educated. I contribute. I have a future."

ChildFund Myanmar (CFMM) is the representative office of **ChildFund Australia** – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists almost 36 million children and their families in over 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian

Government's overseas aid program. ChildFund Australia began working in Myanmar in 2012 and works in partnership to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realize their rights.

Projects are implemented with a range of local civil society organisations, and focus on child protection, access to quality education, and increasing youth resilience, both in urban and rural areas. ChildFund recognises that GEDSI is essential to realising the rights of children and young people in all their diversity.

2. Background

ChildFund Myanmar implements projects in partnership with a range of local civil society organisations, focusing on child protection, access to quality education, and strengthening youth resilience in both urban and rural areas. Gender Equality, Disability and Social Inclusion (GEDSI) is mainstreamed across programming, with increasing emphasis on ensuring that disability inclusion is embedded not only within project activities but also within organisational systems, policies, strategies, and institutional practices.

As part of its commitment to locally led development and strengthening the capacity of local partners, ChildFund Myanmar seeks to support partner organisations to progressively integrate disability inclusion at the organisational level. This includes strengthening organisational understanding and commitment to disability inclusion; reviewing relevant policies, strategies, and practices; identifying institutional barriers and gaps; strengthening accessibility and reasonable accommodation; and promoting meaningful participation of persons with disabilities and Organisations of Persons with Disabilities (OPDs). ChildFund Myanmar is therefore seeking a consultant to support selected local partner organisations to assess and strengthen their organisational approach to disability inclusion.

3. Purpose and Scope of Work

CFMM and its partner organisations seek to engage a qualified consultant to provide technical support for strengthening and institutionalising Disability Inclusion (DI) at the organisational level. The consultancy will assess the partners prioritized organisational policies, strategies and practices to identify key gaps, barriers and opportunities for strengthening Disability Inclusion (DI). The review will include GEDSI policy and procedures and related policies and strategies areas.

The consultant will work closely with the Senior Management Team (SMT) of partner organisations and National Advisor (DEI) from CFMM to ensure that the consultancy is relevant to organisational priorities and aligned with CFA approaches and standards.

Partners will provide the documents and required information, and participate in the workshop. CFMM and partners will validate the consultant's findings and recommendation. Partners with the support of CFMM will prioritize the action plans.

The consultant will design and facilitate a participatory workshop for partner organisations in discussion with CFMM. The consultant will provide partner organisations to identify next steps and practical guidance on implementing priority DI actions. The consultancy service completion report will be prepared in English in accordance with the agreed standards.

Expected Results

By the end of the consultancy, the final deliverables will cover:

- For each partner: Partner DI assessment summary with priority policy/system gaps; Partner-specific DI recommendations and action plans
- Workshop materials/tools
- For ChildFund: Across-partner summary of common issues and recommendations for support action

4. Methodology

The consultancy will apply a participatory and organisation focused approach, including:

- Document review and assessment to identify DI strengths, gaps, barriers and opportunities.
- Consultation with SMT of partner, and CFMM's National Advisor (DEI).
- Participatory DI workshop using practical exercises, case studies and group discussions.
- Policy and system integration to identify practical changes to priority organisational policies, strategies and practices.
- Partner-led action planning with clear priorities, responsibilities, resources and timelines.
- Validation and ownership through SMT review and commitment to the agreed actions.

5. Deliverables and Indicative Timetable

The timetable may subject to change based on the development and progress of the project.

Indicative dates	Outputs and Activities	Number of Days
19-30 October, 2026	• Conduct a desk review to identify key gaps, barriers, and opportunities for strengthening disability inclusion within organisational policies, strategies and practices. • Consult with partners and CFMM/CFA through online meetings and other communication channels throughout the review process, and incorporate additional inputs into the final workshop design.	4
9-13 November, 2026	• Deliver face-to-face consultation workshop • Facilitate each organisation to prioritise realistic actions, responsibilities, resources and timelines	4
23 November 2026	• Final report submission to CFMM	1
Total number of days		9 days

6. Management and Reporting Arrangements

The consultant will submit a final report to the participating partner organisations and CFMM within the agreed timeline covering the deliverables in sections 3. All deliverables are to be submitted electronically in Microsoft Word format. The consultant will work under the direct supervision of Program Manager from CFMM.

The consultancy fee will cover the full package of services, including preparation, workshop delivery, materials and related logistical costs.

The consultancy will require a maximum of 9 working days, including preparation and delivery face-to-face workshop and final reporting. The number of working days and timeline may be adjusted in consultation with CFMM and partners based on the progress and requirements.

Payment for training

- First payment: 70 % of total payment will be made upon the completion of in-person workshop.
- Final payment: 30 % of total payment will be made after the completion of final report.

7. Confidentiality

All discussions and documents relating to this ToR will be treated as confidential by the parties. It is understood that all discussions and documents undertaken for this consultancy will be strictly governed by confidentiality between the consultant and ChildFund Myanmar. The consultant will not share any information or document of this consultancy with other members from the consultancy firm, apart from the team involved.

8. Child Safeguarding and PSEAH

The Consultant will undertake the services to a high standard; use its best endeavors to promote the best interests of ChildFund; protect the reputation of ChildFund and work in a manner consistent with the mission, vision and policies of ChildFund (see Child Safeguarding Policy/Child Safeguarding Code of Conduct, Prevention of sexual Exploitation, Abuse and Harassment (PSEAH) policy and Employee Code of Conduct). ChildFund Australia has a zero-tolerance policy to abuse, exploitation and harassment in all its forms. The personals from consultant working for this consultancy must sign and comply with ChildFund Myanmar's Child Safeguarding Policy and PSEAH Policy, and related procedures and guidelines.

9. Counter-Terrorism and Anti-Money Laundering

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism and anti-money laundering. In order to meet its

obligation, the consultant is obligated to provide information required for ChildFund to undertake counter terrorism screening before engagement. The consultant's name, date & place of birth and ID number will be checked against Department of Foreign Affairs and Trade (DFAT) consolidated list, National Security Australia list, World Banks listing and the Asian Development bank listing to ensure not engage with entities or individuals appearing on the lists.

10. Conflict of Interest

The Consultant must declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of ChildFund.

11. Fraud and Corruption prevention and awareness

ChildFund Myanmar has a zero approach to fraud and corruption act. The successful consultant will be required to comply with ChildFund Myanmar's fraud and corruption prevention and awareness Policy and act against any form of fraud or corruption and not offer, promise, give or accept any bribes.

12. Insurance

The successful applicant will be required to have in place insurance arrangements appropriate to provision of the requirement in this TOR including (without limitation) travel insurance.

13. Acknowledgment and Disclaimer

ChildFund, its Board and staff make no express or implied representation or warranty as to the currency, reliability or completeness of the information contained in this ToR. Nothing in this ToR should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of this ToR or the submission of Expression of Interest in response to it. No contract would be created until a formal written contract is executed between ChildFund and a selected consultant.

14. Requirements of Consultant

- Demonstrated 5 years' experience in reviewing and strengthening organisational policies,
- strategies, and HR systems through a Disability Inclusion/GEDSI lens.
- Demonstrated experience in organisational change and institutionalisation of Disability Inclusion, rather than training delivery alone.
- Experience developing organisational DI actions with clear responsibilities, timelines and resource requirements.
- Experience supporting organisations to develop or revise reasonable accommodation procedures, inclusive recruitment processes and accessible communication systems.
- Experience working directly with persons with disabilities and/or Organisations of Persons with Disabilities (OPDs).
- Experience in development programming included DI for children and young people, especially in child protection, access to quality education, and increasing youth resilience.

The Expression of Interest should include;

- (i) Resume with three referees;
- (ii) Proposal explaining competence for the required work, an indication of the methodologies that would be used, and an indicative workshop schedule;
- (iii) Expected Professional fee (in MMK); and
- (iv) Interested persons are encouraged to apply by submitting their applications in English by e-mail to: **childfundmyanmar@gmail.com** not later than **7 October 2026, at 5:00 pm.**