

TERMS OF REFERENCE FOR A CONSULTANCY: PARTICIPATORY GRANT MAKING AFRICA LEAD

Contract: Approximately 30 to 50 days over the next 6 months

Timeline: We envision that the fund development work to happen in Q1 2024 with the fund launched by April 2024

Location: Flexible, however, must be available to facilitate online engagements in a range of time-zones (from GMT to EAT), as well as periodic planning meetings with the wider team who are also based across various time zones.

Persons with disabilities are particularly encouraged to apply. We want to see you at your best and so please let us know if there are any adjustments at all that we can make to the recruitment process to ensure that it works for you.

Background

ADD is a **participatory grant-maker** for **disability justice**. Our **Vision** is for a world in which ableism no longer exists, and disabled people can fully participate in society. Our **Mission** is to strengthen disability rights activists and organisations through resourcing, and leadership skills.

ADD was founded in 1985 to support the liberation of people with disabilities in Africa and Asia. We started off by supporting indigenous organisations of persons with disabilities (OPDs) with funding, connections, and visibility. Going back to this founding ethos is a core part of our organisational transformation process which has led us to becoming a participatory grant maker focused on increasing the flow of resources to disability justice organisations in the regions where we work.

ADD is looking for a consultant or a team of consultants to support the development of ADD's funds for participatory grant making by and for persons with disabilities in Africa. The key project the consultant(s) will lead on will be the set-up and initiation of a new fund for participatory grant making by and for women-led disability justice organisations in three countries in Africa: Ghana, Tanzania and Uganda. You may also support other participatory pilots that we have initiated in the region.

We are looking for someone with experience in developing and running participatory funding process who can support women-led disability rights groups to co-develop and co-design a participatory grant making.

To do this the consultant or consultants we select will work closely with our Regional Director and Team for Africa, and our Head of Participatory Grant Making and Movement Support. You will report to our Regional Director for Africa.

Specifically, you will:

1. Establish and run the panel selection process for the Participatory Fund for women-led disability justice organisations in three countries in Africa; Ghana, Tanzania and Uganda fund documenting the approach you take for future learning and development of our PGM funds.
2. Support the panel to design the key aspects of the fund and then lead their set up and operation, including:
 - a. the goals and measures of progress and learning, and when/how these will be used
 - b. the eligible groups/organisations
 - c. the overall approach to grant making for movement support (e.g., competitive application vs collaborative development approaches)
 - d. the grantee application/proposal development/selection processes
 - e. the due diligence, safeguarding, and reporting systems
 - f. communication with relevant audiences
3. Work with our finance team to help us finalise the budget for the fund and to document learning from this to support future budgeting for PGM funds within ADD.
4. Contribute to the work of our internal group on ADD's new participatory grant making organisational guidelines and systems drawing on models used by other participatory funds.
5. Help us think about the accompaniment support that is provided alongside the grants.
6. Document your approach so that ADD can learn from it in future funds that we develop.
7. Virtually support the grant making mechanism we are currently running in Sudan as needed.
8. Exchange learning with those leading other participatory grant making pilots in ADD, including that with young persons with disabilities in Tanzania.

Ideal characteristics of the successful consultant(s)

- Lived experience of disability
- Experience in building and running participatory grant making processes, ideally in Africa.
- Commitment to recognise and support persons with disabilities as dynamic agents of change, including those often excluded even within disability movements, so that they drive grant making design and decision-making and ADD's systems match their rights and needs.
- Commitment to approaches that seek to support collaborative approaches, movement strengthening and transformative change (rather than a lot of separate short-term projects).

- Experience of running participatory grant making/group decision making ‘virtually’ on-line especially across people in different countries, potentially with different language and communication profiles.

HOW TO APPLY.

Interested applicants should send the following attachments by email:

- Their **CV(s)** (max 3 pages each)
- Details of how you would approach the assignment (including whether there are any aspects of the assignment you don’t feel well-placed to lead)
- Examples of relevant past work that speak to the role/required skills/expertise
- An indicative budget and timeline, based on the approach put forward
- Completed [equal opportunities form](#)
- The names, contact numbers and addresses of **2 referees** (please state if you are not happy for them to be contacted at this stage)

If you need the ToR in an accessible format, please contact recruitment@add.org.uk and specify which format you require.

Please send your application to: recruitment@add.org.uk by the closing date specified below.

- **Application deadline:** 12pm (UK time) on 19 December 2023.
- **Interviews** will be held virtually in the first week of January with the intention that work will start soon after.

Incomplete applications will not be accepted. We are unfortunately only able to reply to those shortlisted.

EQUAL OPPORTUNITIES.

We are keen to promote strong principles of equality and diversity and would welcome applications from all backgrounds. Disabled people are strongly encouraged to apply and as a ‘disability confident employer’ ADD guarantees to interview all disabled candidates who meet the minimum criteria. For more information on this please see our [Equal Opportunities Policy](#) .

SAFEGUARDING.

The nature of ADD’s work is as an ally to the global disability movement promoting the rights of all people with disabilities. It does mean that our staff, consultants, trustees, and volunteers may come into contact with children and vulnerable adults in some capacity or another. ADD is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff, consultants, trustees and volunteers to share this commitment.

At ADD, we're committed to creating a safe and rewarding environments for all of our people to work and volunteer, as well as for those we come into contact with through our work.

This means we have robust safeguarding policies and procedures to ensure everyone is treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially.