

Appendix II Inclusion tool used to collect data

Motivation

Disability inclusion audit tool

This tool has been developed to help Motivation and GDPU assess the level of inclusion of people with disabilities (PWDs) in mainstream development organisations' programmes. The questionnaire should be completed with the organisation that is being evaluated.

Organisation Name	
Contact Name	
Address	
Telephone/Fax	
Email	
Website	

Section 1: Organisation

1. What is the organisation's mission?

2. What is the organisation's vision?

3. Please give the details of the projects that you are currently running

<u>Name of the project</u>	<u>Objectives</u>	<u>Duration</u>		<u>How is the project funded</u>
		<u>From</u>	<u>To</u>	

4. What is the organisation's main target group of beneficiaries?

5. How long has the organisation been working in Gulu and/or Amuru?

6. How long does the organisation plan to continue its work in Gulu and/or Amuru?

Highlight the box that seems closest to the organisation's situation. This part of the questionnaire should be carried out in the office of the NGO.

Assessment	1) <i>Early stages of including PWDs</i>	2) <i>Developing stages of including PWDs</i>	3) <i>Fully inclusive of PWDs</i>	Stage	Notes
Organisational Policies and Plans					
Does organisation have written policies on inclusion of PWDs in its staff and in its programmes?	No policy on including PWDs in either the staff body or the programme beneficiary body.	Yes there is a policy for including PWDs but people are not aware of it/it is not enforced.	Policy exists and is reflected in working practice.		
Does organisation have plans (financial, written) to accommodate PWDs in its activities?	There is no financial or written plan in our budgets related specifically to accommodating PWDs	The organisation has recognised the need to include PWDs in its projects but not in each budget line.	Every budget has a line specifically for the costs of accommodating PWDs, for example the cost of making buildings accessible or paying for assistants to attend training.		
Do organisational reviews and reports mention PWDs specifically?	There is no mention of PWDs in organisational reviews or project reports	Disability has been mentioned in some reviews and reports.	Organisational review and reports all have a specific area in which they mention the inclusion of PWDs.		
Human Resources					
Are PWDs employed at the organisation?	No, there are no disabled members of staff.	There are some disabled members of staff, but these are quite junior positions.	There are disabled members of staff in the organisation and some are in senior management/decision making positions as well as field and more junior positions.		
Does organisation train staff in disability awareness issues?	No training is provided.	Some of the organisation's staff have been trained by the	All staff undergo disability awareness training.		

		organisation on disability issues/ the organisation uses a disability consultant as necessary.			
PR and Wider Communication					
Are images of PWDs incorporated into outreach and programme materials? Please give examples	Disabled people do not feature.	Disabled people sometimes feature in publicity materials.	Disabled people feature in all of the publicity materials, and the images are positive.		

Highlight the box that seems closest to the organisation's situation. This part of the questionnaire should be carried out in the office of the NGO and then a check should be carried out in the field.

Section 2: Projects					
<p>1. How many people benefit from your project each year? How is this calculated?</p> <p>2. How many PWDs are beneficiaries per year?</p>					
Assessment	Early stage	Developing	Maturing	Stage	Notes
Are disabled people included in the projects' needs assessments?	Never	Sometimes	Always		Please explain how

Are disabled people included in the design of the organisation's projects?	Never	Sometimes	Always		Please explain how
Are PWDs included in project implementation?	The inclusion of PWDs is limited	Mechanisms have been established to promote inclusion of PWDs in projects but these are not always effective	Yes, PWDs are always included in the project implementation		Please explain how
Does the organisation record whether its beneficiaries have a disability?	Never	Sometimes depending on project	Beneficiaries with a disability are always recorded.		What percentage of the project beneficiaries have a disability? What types of disability? Any wheelchair users? How are they recorded?
Is the organisation aware of Ugandan disability legislation and UNCRPD?	No knowledge of the legislation	Some knowledge of the legislation but this is not formally incorporated into	Very aware and trying to ensure that projects work towards these frameworks		How are these laws applied practically to your projects?

		the projects			
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Highlight the box that seems closest to the organisation's situation. This part of the questionnaire should be carried out in the office of the NGO and then a check should be carried out in the field.

Section 3: Accessibility

1. Do you feel that your office premises are accessible to PWDs? Please explain how.

3. Do you feel that your projects can be accessed by PWDs?

Assessment	Early stage	Developing	Maturing	Stage	Notes
Door Width	Doors are too narrow to fit wheelchairs through	Documented plans or minutes of meetings exist for planned increasing door width.	<p>Clear opening width - minimum 35.4 inches - wide enough to fit wheelchairs</p> <p>Circulation space - a clear space on both sides of the door that allows a wheelchair user to approach the door and open it</p> <p>Threshold - threshold raised no more than 0.8 inches</p>		
Height of facilities	Most facilities are inaccessible	Documented plans or minutes of meetings exist for planned accessible heights.	The height of light switches, doorbells, public telephones, coat rails etc are accessible for wheelchairs		
Ramps	There are no ramps to make the buildings accessible	Basic ramps that are safe are constructed in areas that are accessed by disabled employees	<p>Ramps are slip resistant, appropriately graded and with handrails</p> <p>Gradient - preferably 1:12.</p> <p>Width - at least width of wheelchair</p>		
Toilets/latrines	There are no toilets/latrines for PWDs	The toilets/latrines have a ramp leading to them	The toilets/latrines have sufficient room for wheelchair users to move around comfortably, or have curtain wall or provide for transfer from and to wheelchair.		
Transport	There are no arrangements for getting PWDs to project activities	Transport has been provided on rare occasions for individuals with disabilities who request for it.	<p>Transport is arranged so that PWDs can attend project activities.</p> <p>Transport costs include assistants</p>		

Section 4: Challenges/Future

1. What do you feel are the main challenges to getting PWDs included? In other words what would help you get more PWDs included?

2. If you DO NOT have PWDs participating in your programme, is it because:

a.	PWDs have not requested your services	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b.	You do not have enough resources to support their requests	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c.	Other (please specify):		

4. Do you feel that people with mobility disabilities face different problems to people with other disabilities (for example visually and hearing impaired people etc)? How is their situation different?

5. Do you have any specific ways of ensuring you accommodate people with mobility disabilities in your projects (as opposed to PWDs more generally)?

If the organisation is happy with this, it would be good to meet some beneficiaries with mobility disabilities to get their first hand accounts of their participation in this organisation's projects and any other information that they have. I have tried to simplify what we need to ask them into the following questions.

5) Case Studies

Name:

Age:

Address at present:

If you are living in a camp, do you plan to return home soon?

Nature of disability:

How has this project changed your life?

Have you found it difficult to access projects run by development agencies before? If you have which ones and why?

How do you think it could be made easier for PWDs to access these projects?

Bibliography: 'Mobility International USA: Checklist for Inclusion', A Mobility International USA Publication sponsored by USAID, http://www.miusa.org/publications/freeresources/Checklist_for_Inclusion.pdf

Appendix III Tool used to collect data on attitude

Concerning a person using a wheelchair what would you do in the following situations:

Recommend them for a microfinance institute	never	Occasion ally	Freq uently	Most of the time	Always	Reason
Would you employ them						
Would you provide an accessible work place						
Recommend them for further training						
Accept them for a marriage mate for yourself or your son or daughter						
Assist one who was struggling to push their chair up hill						

Cont: reasons