

Terms of Reference (ToR) for Development of Guidelines on Reasonable Accommodation for People with Disabilities in the Workplace

Service title	Local short-term expertise engaged by ADRF to carry out Guidelines on Ensuring Reasonable Accommodation for People with Disabilities in the Workplace.
Location/Country	Albania
Organization	Albanian Disability Rights Foundation (ADRF)
Time frame duration	20 working days within the period of April 2025 - July 2025
Contract start date	April 25 th , 2025
Deadline for submission of deliverables	25.07.2025

Background information

The focus of the IP4LMI will be on fostering integrated approaches to building labour market resilience, by bringing together skills development, employment promotion, and social care and engaging with all other regional and local labour market actors. It leverages the role of NAES as a catalyst of the labour market to increase the employability levels of vulnerable jobseekers. It aims to foster sustainability and transfer of the on-going interventions and strengthen results achieved so far, reflecting on lessons learnt. The action has been developed in close cooperation with UNDP, Arbetförmedlingen, ADRF, and NAES, and has been validated through regional consultation meetings with local labor market actors. The methods of implementation are based on tested best practices and align with the local and national context.

The action employs a three-folded approach to reinforce integrated pathways for labor market inclusion for the target groups.

Firstly, it focuses on building the capacities of various local labor market actors, including employment counsellors, municipal social workers, technical staff of state social services, teachers, directors of VET providers, employers, and civil society organizations. Training on specific tools, such as career and vocational guidance, counselling, and rehabilitation, aims to enhance the capacities of local level actors and institute trainers who will be responsible to train other peers. In addition, to foster integrated solutions to service provision, the action establishes Communities of Practice, facilitated by extensive experience and expertise of UNDP, Arbetförmedlingen, and ADRF in this field. Considering the relatively complex composition of project stakeholders, the project management will set up a clear list of all actors at the local level and stipulate standardized and regular flow of internal information.

Secondly, the action directly implements financial assistance to third parties in three programmes: intensive counselling for employment, basic skills training, and supported employment for PwD. These programs were designed based on ongoing collaboration between UNDP, MoFE, and NAES. The Intensive Counselling for Employment has been piloted in the Elbasan region and is ready for scaling up. The basic skills training program was developed under the SCUL project, informed by the Minilamp study conducted by UNDP and UNESCO in 2022. Programs for supported employment and skills development for PwD will be jointly drafted by the three partners, utilizing experience from UNDP's catalytic facility that helped establish the Social Employment Fund in the Albanian legal framework. A dedicated web portal will also ensure full transparency of the actions direct results.

Thirdly, the action introduces soft infrastructural improvements in employment offices to replicate best practices developed by ADRF in municipalities where PwD live. Additionally, direct engagement with PwD and employers aims to improve understanding of active living and create favorable conditions for labor market integration.

2. Purpose of the Service

Ensuring reasonable accommodation for people with disabilities is a key component of fostering an inclusive workplace that upholds the principles of equal opportunity and non-discrimination. Many organizations and employers require guidelines on reasonable accommodations in compliance with national and international legal frameworks. To support this effort, an expert will be engaged to draft comprehensive **Guidelines on Ensuring Reasonable Accommodation for People with Disabilities in the Workplace**

The objective of this assignment is to develop a set of practical, legally sound, and implementable guidelines that will provide employers, HR professionals, and facility managers with clear knowledge and best practices for accommodating employees with disabilities in the workplace.

2. Objective of the Assignment

The expert will develop guidelines that will:

- Provide information, legal references and practical examples to help employers meet the requirement for reasonable accommodation.
- Provide information, legal references, and practical examples to help public authorities to shape policy, enhance regulatory frameworks, and inform their strategies for promoting and supporting reasonable accommodation.
- Provide information, legal references, and practical examples by persons with disabilities to better understand their rights and the accommodations they can expect in the workplace, and to advocate for their requirements effectively.

3. Scope of Work

The expert will be responsible for:

- Conducting a desk review of relevant national and international laws, conventions, and best practices related to workplace accommodation for people with disabilities.
- Drafting comprehensive manual that include:
 - Principles and legal frameworks governing reasonable accommodation.
 - Different types of reasonable accommodations.
 - Reasonable accommodation considering a wide range of disabilities.
 - Inclusive practices across employment stages.
 - Case studies and best practices of reasonable accommodation.
- Incorporating feedback from relevant stakeholders and finalizing the document.

4. Expected Deliverables

1. **Inception Report** – A brief report outlining the methodology, work plan, and initial findings from the desk review (within 2 weeks of contract signing).
2. **Draft Guidelines** – A full draft of the guidelines incorporating research findings and stakeholder input (within 8 weeks of contract signing).
3. **Validation Workshop** – Presentation of the draft guidelines to key stakeholders for feedback (within 10 weeks of contract signing).
4. **Final Guidelines** – A final version of the guidelines, incorporating stakeholder feedback (within 12 weeks of contract signing).

5. Required Qualifications and Experience

The expert should possess the following:

- Advanced degree in Law, Social Policy, Human Rights, Disability Studies, or a related field.
- Experience in disability inclusion
- Proven experience in drafting policies, guidelines, or similar documents.
- Strong knowledge of international frameworks such as the UN Convention on the Rights of Persons with Disabilities (CRPD) and relevant national laws.
- Experience engaging with diverse stakeholders, including government, private sector, and disability advocacy groups.

6. Duration and Timeline

The total duration of the assignment is **12 weeks**, with the following key milestones:

- Inception Report: **Week 2**
- Draft Guidelines: **Week 8**
- Validation Workshop: **Week 10**
- Final Guidelines: **Week 12**

7. Reporting and Supervision

The expert will report to the **ADRF** and will work closely with designated representatives. Regular progress meetings will be scheduled to ensure alignment with project goals.

8. Application Process

Interested candidates should submit:

- A detailed CV highlighting relevant experience.
- A brief proposal outlining their approach to developing the guidelines.
- A financial proposal including consultancy fees.

Applications should be sent to ADRF, by e-mail at infor@adrf.al; or hand delivery by 20th of April **2025**.

9. Budget and Payment Terms

The payment structure will be as follows:

- 20% upon submission of the Inception Report.
- 40% upon submission of the Draft Guidelines.
- 40% upon submission of the Final Guidelines.

The final budget will be negotiated based on the expert's qualifications and proposed work plan.

10. Additional Information

Any travel or additional costs incurred during the assignment must be pre-approved. The expert is expected to ensure confidentiality and data protection principles are upheld during the assignment.