Checklist for Inclusion

Excerpted from *Building an Inclusive Development Community: A Manual on Including People with Disabilities in International Development Programs* © 2004

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HOW TO USE THE CHECKLIST FOR INCLUSION

The *Checklist for Inclusion* is a simple self-assessment guide for organizations on the gender-appropriate inclusion of people with disabilities by international development agencies. The *Checklist for Inclusion* was originally developed and published by Mobility International USA (MIUSA) with support from USAID, as part of the *Building an Inclusive Development Community* Manual. The Manual provides expert opinion, best practice examples, strategies and resources for ensuring that international development programs are inclusive of people with disabilities. Please refer to ordering information at the end of this checklist if your organization is interested in purchasing the Manual.

The *Checklist for Inclusion* can also be used as a stand-alone tool. Users of the checklist will note that each assessment question is referenced to pertinent sections of the *Building an Inclusive Development Community* Manual, for more information on implementing strategies for inclusion. The third column of the Checklist refers users to the corresponding InterAction Private Voluntary Organization (PVO) Standards. These standards define an ethical code of conduct for InterAction and it member agencies and are intended to ensure and strengthen public confidence I the integrity, quality, and effectiveness of member organizations and their programs. The PVO Standards include standards related to the inclusion of people with disabilities. If your organization is NOT a member of InterAction, knowledge of InterAction's PVO Standards is not essential in order to use the checklist. For organizations who are not members of InterAction but have an interest in the PVO Standards, please refer to the InterAction website at www.interaction.org, the MIUSA website at www.miusa.org or see the appendix of the *Building an Inclusive Development Community* manual for a copy of InterAction's PVO Standards which relate to disability.

The development of the *Checklist for Inclusion* was a collaborative effort that drew from examples around the world. MIUSA particularly acknowledges the efforts of Cindy Lewis and Susan Sygall in the development of this tool.
Your feedback will help us improve the Checklist. Please send your comments and recommendations to development@,miusa.org.

MTUSA provides technical assistance for inclusion of people with disabilities in international development. Through on site training, technical assistance tailored to your organizational needs, and through networking with a wide range of disability and development organizations around the world, MIUSA can provide your staff and counterparts with the knowledge and tools they need to get the job done. Let us know how we can help your organization to reach and effectively engage people with disabilities in your structures and programs.

Checklist for Inclusion

The international community can no longer afford to overlook the immense resources that people with disabilities have to offer, as administrators, agents and beneficiaries of the development process.

Development organizations can play a powerful role in counteracting the cycle of oppression through which disabled people, particularly women, are denied access to support and resources which would empower them to reach their potential and contribute to the community.

We invite you to use MIUSA's *Checklist for Inclusion*, as a starting point for bringing the perspectives and contributions of women and men with disabilities into your organization and services.

InterAction PVO Standards on Disability: Guidelines for Inclusion

InterAction, a coalition of over 160 US-based international development, relief and refugee agencies, has long demonstrated an organizational commitment to increasing diversity within the international development assistance field. In 1996, InterAction adopted "Diversity Amendments" to InterAction's Private Voluntary Organization (PVO) Standards, requiring member organizations to ensure that no person is "excluded from participation in the organization, be denied the benefits of the organization or otherwise be subjected to discrimination by the organization on the basis of race, color, national origin, age, religion, disability or sex."

In 2000, InterAction amended the PVO Standards to include guidelines on inclusion of people with disabilities in governance, management practice, human resources, programs, material assistance, and child sponsorship. (See the Appendix for a complete list of PVO Standards on Disability.)

Checklist for Inclusion

MIUSA created the Checklist for Inclusion as a simple self-assessment guide for organizations on the inclusion of people with disabilities. The Checklist for Inclusion provides a template for InterAction member organizations to assess compliance with the PVO Standards on Disability, in areas of governance, administration and programs.

The Checklist for Inclusion is comprised of a list of simple questions divided into two general areas: administration and governance, and programs. Each question is followed by direction to relevant information in MIUSA's ***Building an Inclusive Development Community Manual***. The specific PVO Standard to which the question refers is included for the user's reference.

Following are our suggestions for using the Checklist for Inclusion. However, we encourage users to tailor the self-assessment process to best fit with the structure of your organization.

Suggestions for Use of the Checklist for Inclusion

1) Assign the Checklist for Inclusion to appropriate staff, with a target date for completion.
   ∗Some organizations may find it most efficient to assign specific sections or questions to specific individuals, positions or departments (e.g. human relations, administration, program).

2) Compile and review results of the Checklist for Inclusion.
∗Discuss with Board, management, staff members, as appropriate to your organization.

3) For questions to which you have answered "YES":
∗consider submitting a "best practice" story or example for MIUSA's *Building an Inclusive Development Community* project!

4) For questions which you have answered "NO":

   a. Review information about the topic as suggested in the Checklist: "Where to find information about the topic in the *Building an Inclusive Development Community* Manual".
      ∗**see MIUSA website for information on how to obtain the Manual**

   b. Identify priority Target Areas in which to increase inclusive policy and/or practice.

   c. Make *Action Plans* to address the Target Areas, including identification of action steps, assignment of staff responsibility, timeline, benchmarks, resources needed and evaluation plan.

   d. Contact MIUSA for information, resources and technical assistance for implementing your action plan.

5) Implement the *Action Plan*!
∗Review benchmarks according to your timeline, adjusting strategies as necessary. .

6) Chose your next Target Area for inclusion of people with disabilities!

7) Send your "Success Stories" to MIUSA's *Building an Inclusive Development Community*, to provide ideas and models for other organizations.

Organizational Structure, Policy, Administration, Governance

			InterAction Disability Standards Reference
Does your organization have a written policy on inclusion of people with disabilities? If yes, does the policy address:	❑ Yes ❑ No	Section 3: Governance	"Written organizational policy on inclusion of women and men with disabilities in organizational structures and in staff and board composition, fully integrated into organization's plans and operations." (Reference: Amendment 2.6.3)
Organizational structures? Staff composition? Board Composition?	❑ Yes ❑ No	Section 3: Governance Section 1: Recruitment Strategies	
Is the policy on inclusion fully integrated into the organization's plans and operations?	❑ Yes ❑ No	Section 3: Governance	
Does the policy on inclusion incorporate a gender lens?	❑ Yes ❑ No	Section 7: Gender and Disability; Section 3: Governance. Also see Commission on the Advancement of Women, InterAction.	
Are people with disabilities employed in senior decision-making positions? If yes, how many?	❑ Yes ❑ No ❑ No data	Section 1: Recruitment strategies	"Increased number of people with disabilities in senior decision-making positions at headquarters, in the field and on Boards of

			InterAction Disability Standards Reference
Headquarters	_____ ❑ No data	Section 1: Recruitment Strategies	Directors." (Reference: Amendment 6.4.3.1)
Field	_____ ❑ No data	Section 1: Field Offices- Developing Partnerships	
Board of Directors	_____ ❑ No data	Section 3: Board Recruitment. See also: Campaign for Gender Equity on Boards of Directors (CAW-InterAction).	
Are women with disabilities employed in senior decision-making positions? If yes, how many?	❑ Yes ❑ No ❑ No data		
Headquarters	_____ ❑ No data		
Field	_____ ❑ No data		
Board of Directors	_____ ❑ No data		

			InterAction Disability Standards Reference
Are people with disabilities involved, as staff or consultants in proposal writing, program implementation, and monitoring and evaluation? If yes, how many?	❑ Yes ❑ No ❑ No data	Section 5: Inclusion of Disability in Delivery of Programs/Services	"Increased number of people with disabilities in senior decision-making positions at headquarters, in the field and on Boards of Directors." (Reference: Amendment 6.4.3.1)
Proposal writing	_____ ❑ No data	Section 1: Budgeting for Inclusion and Section 5	
Program implementation	_____ ❑ No data	Section 1 and Section 5	
Monitoring and evaluation	_____ ❑ No data	Section 5	
Is disability integrated into the organizational diversity sensitization program? IF YES:	❑ Yes ❑ No	Introduction and Section 1: Training	"Disability integrated into the organizational diversity sensitization program for staff at all levels. "(Reference: Amendment 6.4.3.2)
Are people with disabilities represented from a rights-based perspective, that is, are issues of people with disabilities are viewed as human rights issues?	❑ Yes ❑ No	Introduction and throughout	

			InterAction Disability Standards Reference
Is disability integrated into gender equality or integration policies and initiatives? IF YES:	❑ Yes ❑ No	Introduction and Section 3	"Disability integrated into the organizational diversity sensitization program for staff at all levels. "(Reference: Amendment 6.4.3.2)
Is disability integrated into the organizational gender sensitization program?	❑ Yes ❑ No	Section 1: Training	
Are women with disabilities represented from a rights-based perspective, that is, are issues of women with disabilities viewed as gender equality and human rights issues?	❑ Yes ❑ No	Section 1: Training, and Section 6: Gender and Disability	
Does your organization have a financial plan to reasonably accommodate people with disabilities in member programs and activities? For example: Are reasonable costs of inclusion of people with disabilities incorporated into project proposals and organizational budgets?	❑ Yes ❑ No	Section 1: Budgeting for Inclusion	"Financial plan in place to reasonably accommodate people with disabilities in member programs and activities." (Reference: Amendment 7.4.3)

Programs

			InterAction Disability Standards Reference
Is there a mandate from the CEO to promote and monitor the inclusion of people with disabilities in programs?	❑ Yes ❑ No	Section 3: Governance	InterAction Disability Standards: "Mechanism established to promote and monitor inclusion in programs with a mandate from the CEO to promote and monitor the inclusion of people with disabilities in programs." (Reference: Amendment 7.4.1)
Are mechanisms established to promote inclusion of people with disabilities in programs? If yes, then:	❑ Yes ❑ No	Section 5: Project Proposal, Evaluation Plan, and Program & Services	InterAction Disability Standards: "Mechanism established to promote and monitor inclusion in programs with a mandate from the CEO to promote and monitor the inclusion of people with disabilities in programs." (Reference: Amendment 7.4.1)

			InterAction Disability Standards Reference
Have mechanisms to promote and inclusion of people with disabilities in programs been effective?	❑ Yes ❑ No	Section 5: Evaluation	
Are the mechanisms established to promote inclusion of people with disabilities gender-sensitive?	❑ Yes ❑ No	Section 5: Project Proposal, Evaluation Plan, and Program & Services	

			InterAction Disability Standards Reference
Are images of people with disabilities incorporated into outreach and program materials?	❑ Yes ❑ No	Section 3	
Are mechanisms established to monitor inclusion of people with disabilities in programs? IF YES: Do monitoring mechanisms incorporate gender-sensitive indicators?	❑ Yes ❑ No	Section 5: Inclusion of Disability in Delivery of Programs/Services	InterAction Disability Standards: "Mechanism established to promote and monitor inclusion in programs with a mandate from the CEO to promote and monitor the inclusion of people with disabilities in programs." (Reference: Amendment 7.4.1
Have mechanisms to monitor inclusion of people with disabilities in programs been effective?	❑ Yes ❑ No	Section 5: Evaluation	

			InterAction Disability Standards Reference
Are strategies for inclusion of people with disabilities integrated into each stage of program including:	❑ Yes ❑ No	Section 5: Project proposal	InterAction Disability Standards: "Strategies for inclusion of women, children and men with disabilities integrated into each stage of the program from review of project proposals to implementation and evaluation." (Reference: Amendment 7.4.2)
A) Review of project proposals	❑ Yes ❑ No	Section 5: Project Proposal, Evaluation Plan, and Program & Services	
B) Project implementation	❑ Yes ❑ No	Section 5: Program Services	
C) Project evaluation	❑ Yes ❑ No	Section 5: Evaluation	

			InterAction Disability Standards Reference
Are the strategies for inclusion gender-sensitive?	❑ Yes ❑ No	Section 8: Gender & Disability	
Have strategies to promote inclusion of people with disabilities in programs been effective?	❑ Yes ❑ No	Section 5: Evaluation	
Does your organization collaborate with NGO Partner Organizations in the field on strategies to include people with disabilities? If YES:	❑ Yes ❑ No	Section 6, Section 7: Gender & Disability, and Section 1: Field Office-Developing Partnerships	InterAction Disability Standards: "Collaboration with NGO Partner Organizations in Field on Strategies to Include People with Disabilities." (Reference: Amendment 7.4.2)

			InterAction Disability Standards Reference
Do NGO partners address gender issues of people with disabilities?	❑ Yes ❑ No	Section 6 and Section 7: Gender and Disability	
Are NGO Partners led by and for people with disabilities? Does leadership of NGO partner organizations include women with disabilities?	❑ Yes ❑ No	Section 5: Program Services and Section 7: Gender and Disability	
Are collaborations with NGO Partners effective in fostering inclusion of people with disabilities in programs?	❑ Yes ❑ No	Section 5: Evaluation	

			InterAction Disability Standards Reference
Does your organization hold member programs and activities in accessible locations to the maximum extent feasible? For example:	❑ Yes ❑ No	Section 1: Checklist for Existing Facilities and Section 4: Accessibility	InterAction Disability Standards "Member programs and activities held in accessible locations to the maximum extent feasible." (Reference: Amendment 7.4.3)
Have project staff been educated on barrier free approaches to program planning?	❑ Yes ❑ No	Section 4: Accessibility Section 1: Training	
Are accessible locations (including venues on ground floor, with ramps or few or steps or working elevators, wide enough doorways, accessible bathrooms) prioritized for member programs and activities?	❑ Yes ❑ No	Section 4: Accessibility and Section 1: Checklist for Existing Facilities	
Are simple adaptations implemented to make activity locations accessible (ramps, doorways widened, etc.)?	❑ Yes ❑ No	Section 4: Accessibility and Section 1: Checklist of Existing Facilities	
Are accessible transportation options available to program locations to the maximum extent possible?	❑ Yes ❑ No	Section 4: Accessibility	

			InterAction Disability Standards Reference
Does your organization provide materials and communications in alternative formats as applicable? For example:	❑ Yes ❑ No	Section 1: Alternative Formats and Section 4: Communications Accessibility and Website Access	InterAction Disability Standards "Training and conference materials and communications provided in alternative formats as applicable. (Braille, sign language interpreters, etc.)" (Reference: Amendment 7.4.3)
Does your organization provide non-print and large print versions of print materials (Diskette or Braille)?	❑ Yes ❑ No	Section 1: Alternative Formats and Section 4: Communications Accessibility and Website Access	

			InterAction Disability Standards Reference
Does your organization provide qualified sign language interpreters for trainings, conferences and program activities?	❑ Yes ❑ No	Section 4: Communications Accessibility	
Does your organization own and use a TTY, or use a relay system?	❑ Yes ❑ No	Section 4: Communications Accessibility	

			InterAction Disability Standards Reference
Is your website accessible to non-screen-reading (blind, low vision, etc.) users?	❑ Yes ❑ No	Section 4: Website Access	
Are all staff members trained to use, arrange for and produce materials and communications in alternative formats as applicable?	❑ Yes ❑ No	Section 1: Training and Alternative Formats	

MOBILITY INTERNATIONAL USA (MIUSA)
PO BOX 10767 ● EUGENE, OR 97440 ● USA
PHONE: (541) 343-1284 (VOICE TDD) ● FAX: (541) 343-6812
EMAIL: development@miusa.org ● WEB: www.miusa.org

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