

Tool : Preparing Terms of references **with a disability dimension**¹

Feasibility/design study - Formulation stage

Key issues to be studied

Building on the work of any previous studies, the following issues could be further assessed/analysed:

- ✓ Analyse the proposed project's coherence with the EC's Country Strategy Paper and National Indicative Programme
- ✓ Analyse the proposed project's coherence with the Partner Government's development policy and sector policies and expenditure plans
- ✓ Identify key stakeholders and target groups (including gender analysis, **disability analysis** and analysis of other vulnerable groups ~~such as the disabled~~), institutional capacity issues and degree of local ownership
- ✓ **Assess the institutional capacity of non-state actors, like disabled peoples organisations**
- ✓ Prepare a clear and appropriately structured problem analysis. Specify **to what extent the problem analysis has been inclusive of concerns of vulnerable groups like persons with disabilities.**
- ✓ Analyse lessons learned from past experience and ensure coherence with current/ongoing initiatives
- ✓ Provide a clear analysis of strategy options and justification for the recommended implementation strategy. Specify to what extent **strategic options and the recommended strategy do or do not include vulnerable groups like persons with disabilities.**
- ✓ Provide a set of clear and logically coherent project objectives (Goal, purpose, outputs) and a set of indicative activities for delivering each project output. Specify **how the outputs will benefit vulnerable groups with functional limitations, like persons with disabilities.** Specify the extra measures **which need to be taken to ensure these populations to access and benefit from the expected outputs.**
- ✓ Provide a Logframe matrix with supporting activity and resource /cost schedules
- ✓ Provide a description of the proposed performance measurement (monitoring, review and evaluation) and accountability system
- ✓ Provide a description of the proposed management/coordination arrangements, which demonstrates how institutional strengthening and local ownership will be effectively supported
- ✓ Provide an analysis of assumptions/risks, and a risk management plan

¹ Developed from PCM Guidelines – 128-133, 2004

- ✓ Provide an analysis of sustainability issues – including the financial and economic sustainability of the proposed measure, environmental impact, benefits to both women and men **and people with disabilities** and the use of appropriate technology
- ✓ Prepare Terms of Reference for any consultants/TA to be involved in project implementation
- ✓ Prepare any other documents as may be required for supporting the preparation/conclusion of a Financing Agreement