

## Simple Self-assessment Guide for Organizations on the Inclusion of People with Disabilities

Adapted from the *Checklist for Inclusion* by Mobility International USA with support from the U.S. Agency for International Development (USAID):

[http://www.miusa.org/publications/freeresources/Checklist\\_for\\_Inclusion.pdf](http://www.miusa.org/publications/freeresources/Checklist_for_Inclusion.pdf)\*

The *Checklist for Inclusion*, an organizational self-assessment guide, is comprised of a list of simple questions divided into two general areas: administration and governance, and programs.

### 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. Create an *Action Plan* to address shortcomings and publicize areas of strength.
4. Implement the *Action Plan*!

<b><u>Administration &amp; Governance</u></b>	<b>Yes</b>	<b>No</b>
Does your organization have a written policy on inclusion of people/youth with disabilities?		
_____	_____	_____
If yes, does the policy address:		
• organizational structures.....	_____	_____
• staff composition.....	_____	_____
• board composition .....	_____	_____
Is the policy on inclusion fully integrated into the organization's plans and operations?		
Does the policy on inclusion incorporate a gender lens?		
Is there a mandate from the CEO to promote and monitor the inclusion of people with disabilities in the organization's plans and operations?		
Are people with disabilities employed in senior decision-making positions?		
If yes, how many?		
Are both men and women with disabilities employed in senior decision-making positions?		
_____	_____	_____
If yes, how many		
• at headquarters .....	_____	_____
• in the field .....	_____	_____
• on the board of directors .....	_____	_____
Are people with disabilities involved, as staff or consultants, in proposal writing, program implementation, and monitoring and evaluation?		
If yes, how many? _____		
Is disability integrated into the organizational diversity-sensitization program?		
Is disability integrated into gender equality or integration policies and initiatives?		

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 youth/people with disabilities incorporated into project proposal and organizational budgets?	_____	_____
<b><u>Programs</u></b>	<b>Yes</b>	<b>No</b>
Is there a mandate from the CEO to promote and monitor the inclusion of youth with disabilities in programs?	_____	_____
Are mechanisms established to promote inclusion of youth with disabilities in programs?  _____	_____	_____
If yes, have mechanisms to promote inclusion of youth with disabilities in programs been effective?	_____	_____
Are the mechanisms established to promote inclusion of youth with disabilities gender-sensitive?	_____	_____
Are images of youth with disabilities incorporated into outreach and program materials?	_____	_____
Are mechanisms established to monitor inclusion of youth with disabilities in programs?  _____	_____	_____
If Yes: do monitoring mechanisms incorporate gender-sensitive indicators?	_____	_____
Have mechanisms to monitor inclusion of youth with disabilities in programs been effective?	_____	_____
Are strategies for inclusion of youth/adults with disabilities integrated into each stage of programming, including: • review of project proposals ..... • project implementation ..... • project evaluation .....	_____ _____ _____	_____ _____ _____
Are the strategies for inclusion gender-sensitive?	_____	_____
Have strategies to promote inclusion of youth/people with disabilities in programs been effective?	_____	_____
Does your organization collaborate with other organizations on strategies to include youth with disabilities?  _____	_____	_____
If Yes: are your partners led by and for youth/people with disabilities?	_____	_____
_____	_____	_____
Are collaborations with other organizations effective in fostering inclusion of youth/people with disabilities in programs?	_____	_____
Does your organization hold member programs and activities in accessible locations to the maximum extent feasible?  _____	_____	_____
For example: have project staff been educated on barrier free approaches to program planning?	_____	_____

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?		
Are simple adaptations implemented to make activity locations accessible (e.g., ramps installed, doorways widened)?		
Are accessible transportation options available to program locations to the maximum extent possible?		
Does your organization provide materials and communications in alternative formats as applicable?  <hr/> For example: does your organization provide non-print and large print versions of print materials (e.g., on CD or in Braille)?		
Does your organization provide qualified sign language interpreters for trainings, conferences, and program activities?		
Does your organization own and use a TTY, TDD, or use a relay system?		
Is your Web site accessible to non-screen-reading (e.g., blind, low vision) users?		
Are all staff members trained to use, arrange for, and produce materials and communications in alternative formats as applicable?		

\*The *Checklist for Inclusion* was developed by Mobility International USA with support from USAID, and originally published in MIUSA's *Building an Inclusive Development Community Manual*. The *Checklist* is a simple self-assessment guide for organizations on the gender-appropriate inclusion of people with disabilities by international development agencies.