

Terms of Reference (TOR)

Universal Design/Accessibility Consultant

A. Project Title: “Achieving Kuwait 2035 Vision Towards Persons with Disability Project”

This assignment is implemented within the framework of the Project: “Achieving Kuwait 2035 Vision Towards Persons with Disability Project”. The project is supported by the United Nations Development Programme (UNDP) Kuwait office and implemented by the Public Authority for Disabled Affairs of Kuwait.

B. Project Description

The project “Achieving Kuwait 2035 Vision Towards Persons with Disability” supports PADA to enhance its human capacities and organizational effectiveness towards achieving its mandate. It supports its efforts at integration of PWDs in schools, employment and social life in partnership with CSOs working for disabilities and supports it to ensure an inclusive physical environment for PWDs. The project will continue until December 2018. It seeks to achieve three outputs:

- Output 1.1: Enhanced human capacities and institutional effectiveness for prevention, early detection, diagnosis and rehabilitation of disabilities.
- Output 1.2: Co-ordinated and well organized efficient efforts towards removal of barriers to social, economic and educational inclusion of persons with disability.
- Output 1.3: Increased technical expertise and organizational capacities for implementation of Universal Design and country wide use of technology enablers.

The Public Authority for Disabled Affairs (PADA)¹ of Kuwait is responsible for all matters related to care and rehabilitation of Persons with Disabilities. Its mandate includes, inter alia, setting the disability policy; setting regulations and procedures for care and rehabilitation of PWDs and developing and overseeing an integrated action plan responsible for all aspects of Persons with Disabilities’ welfare in coordination with relevant government entities. Furthermore, care and rehabilitation centers were recently, in 2016, transferred to the responsibility of PADA. PADA was established as per law no.8 for 2010² as a governmental entity. The law is concerned with protecting the rights of Persons with Disabilities in Kuwait and covers their inclusion in society, rehabilitation and employment in addition to care and other government services and entitlements. PADA developed a five-year strategy 2014 – 2019, which includes 15 themes and goals and provides a guiding framework for implementation, and has an annual development plan.

Section 5 of the 2010 law is concerned with societal inclusion. It stipulates in articles 18-23 the need for inclusion in 1) sports, cultural and entertainment activities by providing accessible environments for PWDs, encouraging them to participate in sports 2) Public buildings and facilities that are designed in line with Universal Design standards 3) in public transport 4) by access to news, cultural programmes and parliamentary sessions through sign language as a measure by the Ministry of Information 5) and by

¹ <http://www.pada.gov.kw>

² The law no.10 for 2010 on Disability available at <http://www.pada.gov.kw:8000/MainLaw.aspx>

launching societal awareness programmes for PWDs, ensuring all curricula (educational, religious, life, sports) meets their needs and creating a positive image of PWDs in media.

“Universal Design” is defined in the law as “design of public buildings, or private buildings that have public use, as well as products, programmes (ICT) and services in a way suitable for the use by PWDs”.

Furthermore, Universal Design has become a national priority. The Kuwait National Development Plan and Actionable vision, includes Universal Design as a main objective. Recommendations have been made and a code for accessibility of the built environment proposed by the municipal council in 2007.

The Kuwait Master Plan is currently under development. Thus this is prime time for inclusion of the Universal Design Code in its implementation. Therefore, PADA requires the services of a consultant to draft a Universal Design Code for Kuwait.

C. Scope of Work and Tasks

The assignment will contribute to Output 1.3 of the project above. Universal Design has been defined as “design and composition of an environment so that it may be accessed, understood to the greatest possible extent” in a natural manner, in a wide range of situations and without the need for adaptation or assistance. In relation to electronic systems, “any electronics-based process of creating products, services or systems so that they may be used by any person”³.

The purpose of this assignment is to develop a Universal Design Code that provides an accessible environment for Persons with Disabilities of various types in an optimum manner. Although Kuwait will seek to achieve Universal Design in the other fields: transport, ICTs and services, this assignment will focus on the built environment: i.e. Public buildings, facilities and open public spaces. Specifically, the assignment will include the following:

a) Assessment of the existing situation:

- a. Review the sections related to Universal Design in the Kuwait National Development Plan and the “Actioning Kuwait 2035 Vision” document; the Disability Law no.8 of 2010 and any other relevant documents.
- b. Consult and discuss with a wide range of stakeholders including PADA, Kuwait municipality, the National Committee on Codes, the Ministry of Public Works, the Public Authority of Housing Welfare and others members and other stakeholders deemed necessary.
- c. Research and review the existing building code and any other existing codes related Universal Design or one of its aspects in (transport, services and ICT) in Kuwait.

b) Draft the code based on best practice in Universal Design

- a. Review similar codes in 3-4 countries
- b. Review Best Practices in Universal Design
- c. Draft the Code

c) Conduct a presentation of the proposed code to relevant stakeholders and get feedback (Could be through teleconference)

d) Finalize and submit the draft Code

³ <http://universaldesign.ie/What-is-Universal-Design/Definition-and-Overview/>

The Consultant should ensure the following in the drafting process:

- The code's provisions are in line with the Kuwait Vision and the Disability Law
- The code uses clear and concise language that can be easily understood by members
- It adequately addresses the commonly needed design requirements of the built environment (buildings, facilities and outdoor open public spaces)
- It provides sufficient and elaborate guidelines, standards and specifications in line with Best Practices
- Input is sought from relevant employees and stakeholders during the information gathering process
- The code draft undergoes a review and editing process to ensure it adequately addresses the specific needs of PADA and the municipality including review by the legal team
- The PADA leadership is fully involved during the development process and guided on the formal adoption, the introduction and the enforcement processes of the Universal Code
- Revisions periods are specified

D. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated duration	Target Due Dates	Review and Approvals Required
Work Plan in consultation with PADA and UNDP	1 week	1 week from start date	PADA & UNDP
Draft Code and presentation to stakeholders	4 weeks	5 weeks from start date	Feedback from stakeholders
Final Code with inputs taken into account	3 weeks	8 weeks from start date	PADA & UNDP
Final Report on the assignment	3 weeks	8 weeks from start date	PADA & UNDP

E. Institutional Arrangement

1. The consultant will report on a day to day basis to the UNDP Project Manager. All reports and findings will be subject to approval by PADA and UNDP.
2. Regular meetings will be set for updates on progress in line with the agreed work plan (e.g. bi-weekly) and final report on the assignment will be required to be submitted by the consultant.
3. The consultant is expected to meet with PADA senior management and focal point. He/She would need to coordinate with relevant authorities such as Kuwait municipality, the National Committee on Codes (Engineers Association), the Ministry of Public Works, Public Authority of Housing Welfare and others.
4. Payment is subject to approval by PADA and UNDP based on approved and certified reports submitted.

F. Duration of the Work

The expected start date of the assignment is 15 May and end maximum on 15 July 2017.

G. Duty Station

The duty station for the assignment is home-based. The consultant is expected to be Kuwait for the tasks requiring physical presence (which are Initial meetings with PADA and UNDP, and meetings and consultations with stakeholders). This is estimated to be 2-3 weeks.

H. Qualifications of the Successful Individual Contractor

Education:

- University degree in architecture, urban design, urban studies or engineering, a Master Degree in the same specialization is an asset
- Specialization in Universal Design or accessibility is an asset

Experience:

- At least 10 years' experience in policy development, advice, and/or design or technical implementation of projects related to Universal Design or accessibility to PWDs in the built environment, preferably in the public sector or international organizations.
- Proven exposure to concepts and principles of Universal Design and Universal Design guidelines and standards in the built environment, education, ICTs, transport and services
- Experience in writing Universal Design codes, in building codes, in developing guidelines, standards OR in training on Universal Design/accessibility (at least 2 years).
- Fluency in English is required and Arabic (speaking, writing, reading) preferred.
- At least 3 years of experience in one or more country the MENA region, and experience in the GCC countries specifically is an asset
- International and national consultants with the required qualifications are encouraged to apply

Competencies:

- Cultural and political sensitivity
- Flexibility
- Sensitivity to disabilities issues
- Conviction of the full rights of Persons with Disabilities and alignment with the values of human rights

I. Schedule of Payments

The following is the proposed schedule of payments as a percentage of total contract

Deliverables/ Outputs	Due Date	Payment %
Work Plan in consultation with PADA and UNDP	1 week from start date	20%
Draft Code and presentation to stakeholders	5 weeks from start date	40%
Final Code with inputs taken into account and Final Report on the assignment	8 weeks from start date	40%