

Terms of Reference

Support Disability Reference Group (DRG)

Background

The Disability Reference Group (DRG) is a global platform bringing together Organisations of Persons with Disabilities (OPDs), humanitarian organisations, UN agencies and other stakeholders working to strengthen disability inclusion across humanitarian action.

The International Disability Alliance (IDA) serves as a **Co-Chair of the DRG** and supports the functioning and strategic development of the network.

The DRG has grown significantly in its membership, activities and engagement with the wider humanitarian system. Recent work has examined the DRG's positioning and advocacy and identified opportunities to strengthen its role, sustainability and influence.

Building on this work, IDA is seeking a consultant to provide substantive and strategic support to the DRG. A particular priority will be strengthening the DRG's **long-term sustainability and fundraising**, alongside technical support to key areas of DRG work, including the **stocktake of the IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action**.

Objective

The primary objective of the consultancy is to support IDA, in its role as DRG Co-Chair, to strengthen the DRG's sustainability, strategic positioning and substantive contribution to disability-inclusive humanitarian action.

The consultancy will have a strong focus on developing and supporting implementation of a long-term fundraising and resource mobilisation approach for the DRG, while also providing technical advice and oversight to priority DRG activities.

Scope of work

The consultant will work closely with IDA and relevant DRG members. Key areas of work will include:

1. Long-term fundraising and sustainability

This will be a central component of the consultancy. The consultant will:

- Review the DRG's current funding situation, needs and opportunities.
- Build on recommendations from the recent DRG positioning and advocacy work.
- Develop a practical long-term fundraising and resource mobilisation approach for the DRG.
- Identify and map potential donors, funding mechanisms and strategic partnerships.
- Support development of funding proposals, concept notes and donor communications.

- Support IDA and the DRG in engagement with existing and potential donors.
- Explore opportunities to diversify funding and reduce reliance on a small number of funding sources.
- Advise on how fundraising can support the DRG's longer-term strategic priorities and sustainability.

2. IASC Guidelines stocktake – dissemination and follow-up

The consultant will support the DRG to disseminate the findings of the IASC Guidelines stocktake and take forward relevant recommendations, including:

- Supporting the development of accessible communications, briefings and other materials presenting the key findings and recommendations to DRG members, OPDs, IASC stakeholders and the wider humanitarian community.
- Identifying recommendations requiring specific follow-up or action by the DRG and supporting their prioritisation.
- Supporting the DRG to develop and begin implementing a practical action plan in response to these recommendations.
- Identifying opportunities to integrate the findings and recommendations into the DRG's wider advocacy, capacity-building and strategic work.

3. Strategic and substantive support to the DRG

As required, the consultant will also:

- Support implementation of relevant recommendations from the recent DRG positioning and advocacy report.
- Provide strategic advice on the DRG's positioning within the international humanitarian architecture.
- Support development of strategic documents, briefing papers, concept notes and other substantive DRG outputs.
- Advise on opportunities for the DRG to strengthen its engagement with the IASC and wider humanitarian system.
- Support stronger participation and leadership of OPDs within DRG activities and humanitarian processes.
- Provide technical input to other priority areas of DRG work as agreed with IDA.

Approach

The consultant is expected to:

- Work closely with IDA in its role as DRG Co-Chair and engage with relevant DRG members and partners.
- Ensure meaningful participation of OPDs throughout the assignment.
- Apply a disability rights-based and disability-inclusive approach.

- Take into account the diversity of the DRG membership and the importance of local and national OPD leadership.
- Provide practical and realistic recommendations that recognise the DRG's structure, resources and capacity.
- Coordinate closely with other consultants or partners working on related DRG activities.

Deliverables

Indicative deliverables will include:

- An inception workplan setting out priorities and activities for the consultancy.
- A practical DRG fundraising and resource mobilisation plan, including priority donors and funding opportunities.
- Development and/or review of selected funding proposals, concept notes and donor communications.
- Technical and oversight support throughout the IASC Guidelines stocktake, including dissemination and follow-up.
- Support to implementation of priority recommendations from the recent DRG positioning and advocacy work.
- Strategic and technical inputs to agreed DRG documents, processes and activities.
- A short final report summarising work undertaken, results and recommended next steps.

Specific deliverables and priorities may be adjusted during the consultancy according to emerging DRG needs and opportunities, in agreement with IDA.

Working arrangements and oversight

The consultant will be contracted by and report directly to the International Disability Alliance (IDA).

IDA will provide overall oversight and direction for the consultancy in its capacity as Co-Chair of the Disability Reference Group. The consultant will work closely with relevant IDA staff and, as appropriate, coordinate with the other DRG Co-Chairs, DRG members, OPDs and relevant partners.

Regular meetings with IDA will be held to agree priorities, review progress and identify emerging areas requiring support. Key deliverables will be submitted to and approved by IDA.

Timeline

The consultancy is expected to run from **1 October 2026 to 31 December 2026**, for approximately **50 working days**.

The work will primarily be undertaken remotely, with participation in relevant online meetings and consultations. Travel may be required subject to agreement with IDA and available resources.

Consultant profile

The consultant should have:

- Demonstrated experience in humanitarian action and the international humanitarian system.
- Strong knowledge of disability inclusion and the rights of persons with disabilities.
- Experience working with OPDs and/or disability-focused networks.
- Demonstrated experience in fundraising, donor engagement and resource mobilisation, preferably within the humanitarian, development or human rights sectors.
- Experience developing funding strategies, proposals and donor partnerships.
- Good understanding of the IASC system and humanitarian coordination architecture.
- Familiarity with the IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action.
- Experience managing or providing technical oversight to research, reviews or stocktake exercises.
- Strong analytical, facilitation and written communication skills.
- Ability to work collaboratively with a diverse global network.

Experience working with global networks or membership-based organisations would be an advantage.

Persons with disabilities are strongly encouraged to apply.

Application process

Interested candidates should submit:

- CV.
- Cover letter outlining relevant experience.
- Brief proposal describing their approach to the consultancy
- Proposed number of working days and financial proposal.

Interested individuals are invited to submit all of the above consultancy@ida-secretariat.org indicating in the subject of the email "*DRG Support consultant*". **The deadline for applications: 25 September 2026, 4:00 PM CET.**

Contracting and Remuneration

- A consultancy contract (as per Swiss law) will be signed between the selected consultant and International Disability Alliance.
- Only applicants with valid commercial and/or consultant registration and/or tax numbers will be considered.
- Payments will be made in several instalments and upon successful completion of the deliverables and submission of invoices.

**Understanding and awareness of IDA safeguarding policies. IDA works in multi-cultural environments and with persons with disabilities, who experience higher rates of discrimination, violence, and abuse. Therefore, we expect any staff, consultant, or collaborator to understand and fully comply with IDA's Safeguarding policy and Code of Conduct (available here:*

<https://www.internationaldisabilityalliance.org/reportingfraud-abuse>). IDA will not tolerate any form of abuse, violence, fraud, corruption, or any breach of IDA policies.