

Terms of Reference for the Development of IEC Materials ¹

Consultants to Facilitate Workshops and Develop IEC Materials on Disability Rights and Inclusion in Delta and Benue States

Project ID and Program/Project Name	NDICI HR INTPA/2024/462-572 (P10817)/ Disability Rights Advocacy Project for Inclusive Development (D-RAPID)
Name of Partner Organisation/s	TAF Africa Nigeria Women Trust Fund (NWTF)
Project start and end dates; phase of project if applicable	3 rd March 2025 – 2 nd March 2028
Workshop Purpose	The consultant will lead and facilitate multi-stakeholder workshops to guide the co-development, design, pre-testing, and finalization of Information, Education, and Communication (IEC) materials in accessible formats (large print, Braille, flyers, posters). that advance disability rights and inclusion. This consultancy aims to ensure that all materials produced are inclusive, accessible, culturally appropriate, and strategically tailored for use in awareness campaigns and advocacy efforts.
Workshop Type	Information Education and Communication (IEC) Materials Development Workshop
Contracting organisation/contact person	Christoffel-Blindenmission Christian Blind Mission e.V Nigeria Country Office Director: Mr. Samuel Omoi
Team members (if known)	External Consultant to be engaged
Primary Methodology	Participatory and Co-creation approach: Plenary Sessions, Group Work and Brainstorming, Experience Sharing, Interactive Design Sessions, Validation and Consensus Building and Action Planning
Proposed Start and End Dates	3 rd -14 th November, 2025
Anticipated IEC Materials Release Date	14 th November, 2025
Recipient of Final IEC Materials and Report	European Union Delegation, Christoffel-Blindenmission Christian Blind Mission e.V and other implementing partners: Taf Africa and Nigerian Women Trust Fund (NWTF)

Project Description

CBM is an international development organisation, committed to improving the quality of life of persons with disabilities in the poorest countries of the world. Based on its Christian values and over 100 years of professional expertise, CBM addresses poverty as a cause, and a consequence of disability, and works in partnership to create a society for all. CBM humanitarian activities aim to equally reach and actively involve persons with disabilities, addressing specific needs while promoting and facilitating full inclusion in mainstream services. We work – together with local partners – on projects that are context-specific, from preparedness to immediate life-saving needs such as food, shelter and medical work, and longer-term rehabilitation interventions in fields such as education, water sanitation and hygiene, healthcare, livelihood and reconstruction.

According to the World Health Organization, in 2018, approximately 14.9% of people in Nigeria's total population were living with a disability⁷. Data from the 2018 Nigeria Demographic and Health Survey revealed that an estimated 7% of household members above the age of five (as well as 9% of those aged 60 or older) experience some level of difficulties in at least one functional domain. Nigeria ratified the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) in September 2010. The lack of effective legislation and adequate administrative infrastructure is reportedly limiting the impact of the UNCRPD in Nigeria. After 14 years of tireless advocacy, often led by persons with disability and supported by CBM, that the Nigeria Disability Act (Discrimination Against Persons with Disabilities Prohibition Act of 2018) was finally passed into a law in January 2019.

Sadly, five years after the law has been passed, key provisions of the law have not been met and persons with disabilities still face the marginalization of social stigma, exploitation, and discrimination. A publication in 2024 confirms that 26 out of the 36 states are yet to domesticate or adopt the Act, including Benue and Delta states, which CBM and its partners have targeted for this action. One of the key challenges hindering the proper implementation and domestication of the Act is a lack of government funding, undermining the pace and quality of reforms.

The action seeks to support CSOs, FBOs and the NCPWD to effectively advocate for the implementation and domestication of Discrimination Against Persons with Disabilities (Prohibition) Act 2018 in Nigeria at both national and sub-national levels. This is in line with the overall objective of this action under the human rights and democracy thematic Programme. The planned action also addresses capacity gaps that exist among the staff of NCPWD, CSOs including OPDs, support the adoption and domestication of disability law in the Benue and Delta states that are yet to implement the law. The action will also promote economic empowerment of persons with disabilities through technology and entrepreneurship skills development aligned with our specific objective to strengthen resilience of persons with disability and their representative organizations (OPDs) to demand for their rights according to the Disability Law in Benue and Delta states in Nigeria. This is aligned with the specific objective on protecting and promoting human rights and supporting democracy in line with the EU Human Rights and Democracy Country strategy for Nigeria adopted in 2021.

The D-RAPID project by CBM is being implemented in partnership with two local organizations (TAF Africa and Nigerian Women Trust Fund) across 6 target Local Government Areas (LGAs) comprising of 18 communities in Benue and Delta States.

The **Overall Objective** is to foster a more equal and inclusive society for people with disabilities (PWD) in Nigeria. **Specific Objectives** to enhanced engagement of PWD and their representative organizations (OPDs) in promoting the rights of PWD in Benue and Delta states. The project aimed at achieving 4 specific Outcomes/results:

Result 1: Strengthened capacity of National Commission for Persons with Disabilities (NCPWD) and other Human Rights -stakeholders to implement the Discrimination Against Persons with Disabilities (Prohibition) Act 2018

Result 2: Enhanced platforms for dialogue and advocacy for the adaptation and domestication of the
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Discrimination against Persons with Disabilities (Prohibition) Act.

Result 3: Enhanced awareness at state and community levels on the importance of inclusion and protection of Persons with Disabilities.

Result 4: Strengthened technological/entrepreneurship skills among Persons with Disabilities.

IEC Development Description

The National Disability Act 2018 provides a framework for promoting the rights and inclusion of persons with disabilities in Nigeria. Despite its enactment, awareness of the Act and its provisions remain low at community and institutional levels. To bridge this gap, CBM and partners (TAF Africa and NWTF), in collaboration with the representative of relevant MDAs in Delta and Benue states, Organizations of Persons with Disabilities (OPDs) and other stakeholders, will co-develop and produce inclusive Information, Education, and Communication (IEC) materials.

These materials will raise community awareness, promote disability rights, and support advocacy and sensitization campaigns in target areas, including health facilities. A consultant will be engaged to lead the design process and facilitate participatory workshops involving diverse stakeholders. The consultant will facilitate multi-stakeholder workshops and lead the co-development, design, pre-testing, and finalization of IEC materials that promote disability rights and inclusion. The consultancy aims to ensure that the materials produced are inclusive, accessible, culturally relevant, and effective for use in awareness campaigns and advocacy initiatives.

Objectives of the Consultancy

The specific objectives are to:

1. Facilitate workshops with at least 80 stakeholders (OPDs, government officials, NGOs, CSOs, youth organizations, media, and community members) to generate and validate key messages.
2. Guide the participatory co-creation of IEC materials in accessible formats (large print, Braille, flyers, posters).
3. Conduct a pre-test of draft materials in selected communities to ensure acceptance, clarity, and effectiveness.
4. Finalize IEC materials based on feedback and prepare them for printing and dissemination.
5. Identify key stakeholders and develop dissemination structure for IEC Materials produced
6. Document the process, lessons learned, and recommendations for future awareness initiatives

Scope of Work

The consultant will:

- Conduct a desk review of the National Disability Act 2018, related policies, and existing IEC tools.
- Design and facilitate 3-day workshops with CBM, partners, OPDs, and stakeholders.
- Work with accessibility experts (Braille, large print, etc.) to design draft IEC materials.
- Lead participatory sessions to co-create messages and visuals.
- Pre-test the draft IEC materials in selected communities and compile feedback.
- Finalize IEC materials incorporating pre-test results and stakeholder inputs.
- Produce a final consultancy report, including the workshop process, outputs, and recommendations.

Deliverables

The consultant is expected to deliver the following:

1. Inception Report detailing methodology, workplan, and draft agenda for workshops.

2. Workshop Facilitation with at least 50 participants (25 in Delta and 25 in Benue States), ensuring inclusive and participatory engagement.
3. Draft IEC Materials co-developed with stakeholders (large print, Braille, flyers, posters).
4. Pre-test Report summarizing community feedback and recommendations.
5. Finalized IEC Materials in multiple accessible formats, ready for printing.
6. Final Consultancy Report documenting process, outcomes, challenges, and lessons learned.

Duration and Timeline

The consultancy is expected to last 10 working days spread over from 3rdnd -14th November, 2025 including preparation, workshops, pre-testing, finalization, and reporting. A detailed timeline will be agreed upon at the inception stage.

Target Audience

Target Audience for the workshop will include

1. Government officials,
2. NGOs,
3. Community members
4. Persons with disabilities
5. Media specialists, and civil society

Required Qualifications and Experience

The consultant should have the following qualifications and expertise:

- Advanced degree in Communication, Social Sciences, Disability Studies, Development Studies, or a related field.
- At least 7 years of experience in communication for development, advocacy, and IEC material design.
- Proven experience in participatory facilitation and stakeholder engagement.
- Strong knowledge of disability rights frameworks, particularly the National Disability Act 2018.
- Demonstrated experience in producing accessible communication materials (Braille, large print, easy-to-read formats).
- Excellent communication, report writing, and presentation skills.
- Prior work with OPDs, NGOs, and community-based organisations is highly desirable.

Management and Coordination

- The consultant will report to CBM's Project Manager (D-RAPID) and work closely with TAF Africa and NWTF.
- CBM and partners will provide logistical support (venue, participant mobilization, interpretation, printing, etc.).
- The consultant will be responsible for delivering technical expertise, facilitation, and documentation.
- Partners will facilitate the consultant's access to key stakeholders and specific information or expertise
- Ensure that all stakeholders are kept informed.
- Support and participate in briefing and de-briefing meetings.
- CBM will provide all logistics support including hall hire, accommodation, feeding, participants transportation, workshop materials, consultancy fee and printing of IEC Materials developed

Children and Adults at Risk Safeguarding Policy

As a condition of entering into a consultancy agreement the consultant must sign the CBM Safeguarding Policy and

abide by the terms and conditions thereof.

- The contracted consultant adheres to the CBM Code of Conduct and commits to CBM's Safeguarding Policy.
- Related Statements of the above must be signed together with the contract.
- The consultant also commits to the highest standards of data security.
- CBM is an equal opportunity employer, and particularly encourages qualified persons with disabilities to apply.

Payment Terms

- Payment will be made in tranches upon satisfactory delivery of agreed milestones:
 - 20% on submission of Inception Report.
 - 40% on completion of workshops and submission of draft IEC materials.
 - 40% on submission of final IEC materials and final consultancy report.

Application Process

Interested consultants should submit:

- A technical proposal (understanding of ToR, proposed methodology, workplan).
- A financial proposal (detailed budget).
- Updated CV highlighting relevant experience.
- Links to portfolio of IEC material development assignments.
- References from at least two recent clients within the past three months.
- A statement of availability of all team members during the suggested time frame – CBM may terminate the contract in case the suggested expert is unavailable after signing of the contract and if no adequate consultant with the same expertise can be nominated as replacement and agreed with CBM and the partners.

Additional Terms & Conditions:

- Applicable Withholding Tax will be deducted from price quotes and remitted to appropriate statutory bodies.
- Copies of Company legal identity (Trade license, CAC Document, Tax clearance certificate, other relevant legal documents).
- Submission of Copies of FIRS printed out of TAX IDENTIFICATION NUMBER (TIN)
- The proposal MUST be submitted on or before Wednesday 22nd October 2025 through the e-mail: elizabeth.anyebe@cbm.org;