

Guidelines – Conducting a disability audit

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What is a disability audit?

A disability audit is a tool to conduct a structured review and reflect on current organisational practice. It is intended as a way to start a discussion about disability inclusion within your country programme to be used as a catalyst for discussion and action.

The audit looks at the following areas:

Organisational:	Programmes
Strategy and policy	Design
Human Resources	Implementation
Accessibility	Monitoring, Evaluation and Learning
Staff Capacity	Lobbying and Advocacy

Why conduct a disability audit?

The WHO¹ estimates that 1 billion (15%) of the global population living in the world today have a disability; 80% of these reside in low- and middle-income countries and the rate of disability prevalence increases to 19.2% for women and girls.

A disability inclusive approach is not solely about inclusion in projects and programmes, inclusion exists in organisational values, systems and policies. As an organisation we are committed to achieving universal access and eliminating all unmet need, including developing strategies for reaching women with disabilities.

Our commitment is in-line with the global development agenda to leave no one behind, which means overcoming the barriers causing exclusion for people with disabilities. We know these barriers exist not only at the site of implementation of project activities, but also at an organisational and policy level. Conducting a disability audit tool enables organisations to identify the barriers which exist at organisational and programmatic level, and helps establish what actions need to be taken to become more disability inclusive across these levels. To ensure that we leave no one behind, it is crucial for all staff to be clearly engaged in the process of completing disability audit tools. It is by doing so that organisations can strengthen the approach to organisational change both structurally and in approaches implemented.

What will the disability audit show?

The audit tool will help you to:

- Identify current activity, strengths and gaps
- See at a glance areas for improvement – though a simple rating system

¹ World report on disability, WHO and World Bank, 2011. Available at: www.who.int/disabilities/world_report/2011/report.pdf

- Discuss and develop team and organisational action plans
- Identity easy wins and long-term actions
- Document change and progress

How do I conduct the audit?

It is recommended that the process is not conducted by one person alone, but is conducted through discussions with different team members that are responsible for or are involved in each audit area (i.e. human resources, programmes, monitoring evaluation and learning).

1. Introduce the process

Ideally this will be done at an all-staff meeting, to set the intent that all staff have a role to play in making the organisation more disability inclusive.

2. Agree your review process and team to be involved.

You want to involve people who are responsible for the key areas of the review, there should also be representation from your senior management team as project sponsor. There is not a set way to conduct the process, it can be conducted as

- a. Meeting with your core group to discuss the tool together
- b. A series of one-to-one discussions with individuals responsible for each area.

The tool is aimed at fostering discussion and reflection, it is not recommended that the exercise is completed only as a paper-based exercise.

3. Agree follow up and fill gaps

If any areas can't be completed during your initial discussions, agree who will be responsible for completing the task and agree a deadline.

4. Document the process and discussions

The tool will create a one-stop shop to document what was discussed, documents reviewed and action plan.

5. Present your findings

Collate your key finds to present back to the senior management team and staff. The tool includes a one-page overview, which provides a way to see at a glance the current progress and follow up on actions.

6. Agree priorities

The process will highlight gaps, and areas of strength. Create a priority action plan to take forward.

7. Review

The tool is intended to be a living document that can be updated and reviewed over time. Monitor progress quarterly and do an annual review to check on progress.

Developing SMART Action Plans

When it comes to action plans, it's essential that you develop SMART actions; this will help teams better plan and achieve their goals.

SMART is an acronym which stands for:

- **Specific**= Goals are clearly defined in terms of what need(s) to be carried out in order to consider this goal accomplished.
- **Measurable**= Goals are defined in a way that enable teams to evaluate whether or not a goal was accomplished.
- **Achievable**= Goals are realistic and have taken into consideration different factors such as availability of resources to complete the goals, competing priorities, time and whether tools/knowledge/skills are available to complete the goal.
- **Relevant**= Goals will have an impact on achieving the larger objectives of the project.
- **Time-bound**= Goals have a specific timeframe and when they need to be completed by is very clearly defined.

SMART Actions Checklist

Pointers	Yes/No
Are the goals accurately described and specific?	
Are the goals easy to track?	
Are the goals challenging but possible to complete?	
Do you/your colleagues have the tools/knowledge/skills to complete the goal(s)?	
Did you factor in potential barriers you might face in completing the goal, and how to circumvent these barriers?	
Do the goals have realistic deadlines?	
Is budget needed to complete the goals, and if so is there enough allocated? If not what needs to be done to rectify this?	

Tips for Disability Audit Tool

1. Consult Organisations of People with Disabilities (OPDs) and/or persons with disabilities in the audit exercise (i.e. accessibility audit)
2. Prioritise actions: Which are “quick wins” and which will be costly/take more time to be carried out?
3. Factor in all types of disabilities (visual, hearing, sensory, neurodiversity, intellectual, physical disabilities)
4. Ensure you have a SMT sponsor and SMT buy in for the exercise
5. Share findings from disability audit tool with SMT and highlight its importance
6. Organise disability inclusion training to SMT if needed. Training can be delivered by OPD or person with a disability.