Terms of Reference for Development and Implementation of an Accessible Online Data Collection Tool

March 2026

1. Introduction

The African Disability Forum (ADF) is the continental organization of organizations of persons with disabilities (OPDs) in Africa. ADF's mission is to secure the rights and inclusion of all persons with disabilities in Africa, by building a stronger, more united and effective African disability movement and voice of persons with disabilities and their families. Currently, ADF has 49 National Federations of Organization of Persons with Disabilities, ten continental and four sub-regional OPDs. ADF has developed its Strategic Plan (2024-2028) which includes a key strategic objective of strengthening the capacities of both its members and ADF

2. Background and Context

The African Disability Forum (ADF), as a regional organization representing organizations of persons with disabilities (OPDs) across Africa, works to strengthen disability-inclusive policies, advocacy initiatives, and evidence-based programming aligned with the Convention on the Rights of Persons with Disabilities (CRPD) and the African Disability Protocol (ADP).

Within the framework of the project **Boosting the rights of people with disabilities in Africa (BRIDGE Africa)** supported by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), ADF seeks to develop and deploy an accessible online data collection to enable meaningful participation in consultations, monitoring processes, research initiatives, and advocacy activities.

Accessible and inclusive data collection is essential to ensure that the voices, experiences, and priorities of persons with disabilities are reflected in decision-making processes. Many existing online data collection tools present accessibility barriers that limit participation and undermine inclusive research practices.

3. Purpose of the Assignment

- • Design and implement an accessible online data collection tool.

- • Ensure the tool is accessible for persons with disabilities across Africa.

- • Configure the tool to comply with international accessibility standards.

- • Implement the tool to support data-driven advocacy and policy monitoring.

- • Facilitate the collection, analysis, and reporting of disaggregated data.

- • Use the tool to monitor and evaluate all initiatives, projects, and programs implemented by ADF and its Members.

4. Objectives

The consultancy objectives are the following:

1. In close consultation with key ADF staffs, design and implement accessible Data collection online tool.
2. Provide Technical training to ADF staffs and members to ensure their capacity to use and manage the tool.
3. Through a testing period, ensure adequate accessibility standards
4. Provide guiding document in accessible format including video tutorials.

5. Scope of Work

Platform Development, Configuration and deployment: Develop and configure an accessible survey platform compatible with multiple devices, multilingual functionality (English, French , Portuguese and Arabic) and ensure its deployment.

Accessibility Requirements: Ensure WCAG 2.1 AA compliance, screen reader compatibility, keyboard navigation, accessible forms, cognitive accessibility, and assistive technology compatibility.

Data Management and Security: Provide secure hosting, role-based access control, encryption where appropriate, privacy-by-design principles, and accessible informed consent processes.

Survey Design Support: Assist with accessible questionnaire design, inclusive language, pilot testing, and co-design processes trainings.

Data Analytics and Reporting: Enable dashboards, accessible visualizations, export formats, disaggregated analysis for quantitative and Qualititive Data, and automated reporting options.

Listserv functionality: ensure that the platform has listserv functionality to support communication and sharing Data findings and information in general.

6. Methodology

Participatory and user-centered approach including needs assessment, co-design trainings, iterative development, accessibility testing with diverse users, pilot implementation, and continuous improvement.

7. Deliverables

Fully operational accessible online data collection platform.

Technical documentation and accessibility compliance assessment report.

Accessible user manuals including Video Tutorials.

At least 4 Training sessions for ADF staff and partners.

Data dashboards and reporting tools with listserv functionality.

Final deployment and sustainability plan.

8. Timeline and Milestones

April 01 to April 10/2026: Inception phase and requirements analysis.

April 11 to May 02/2026: Platform configuration/development/internal online launch.

May02 to May 12/2026: Accessibility validation.

May 13 to June 10/2026: Pilot testing.

April 16 to June15/2026Capacity building.

June 20/2026: Final deployment.

June 30/2026: handover.

9. Roles and Responsibilities

ADF: Provide strategic direction, facilitate stakeholder engagement, review and approve deliverables.

Service Provider: Technical development, accessibility compliance, documentation, and training.

OPDs and End Users: Participate in testing and provide accessibility feedback.

10. Technical Requirements

Secure cloud-based hosting preferred.

Role-based user access.

Multilingual interfaces (English, French, Portuguese and Arabic).

API integrations where necessary.

Compatibility with assistive technologies.

Flexible Disaggregation functionality

Different format export capability.

Consent requirement integrated.

Listserv functionality

11. Ethical Considerations and Safeguarding

Ensure informed consent, confidentiality, inclusive participation safeguards, and ethical data collection aligned with CRPD and ADP principles.

12. Required Qualifications

Experience developing accessible digital platforms.

Proven accessibility compliance.

Experience working with disability inclusion and OPDs.

Strong technical and user-centered design expertise.

13. Submission of the proposal

Interested applicants are encouraged to submit a response to the terms of reference providing:

- Technical proposal outlining methodology and approach.

- Plain language technical specifications of the platform and main features.

- Financial proposal.

- Company profile and relevant experience;

- CVs of key personnel.

by close of business (5:00PM EAT) on March 23, 2026, to jobs@adf-secretariat.org. using as subject: DCP_Consultancy.   Please note this assignment doesn't entail travel.

14.Bid opening

Bids shall be opened by ADF evaluation team after the closing date and only the preferred tenderer shall be notified via email from ADF.

15.Proposal evaluation

A two-stage procedure shall be adopted in evaluating the proposals. The technical evaluation shall be carried out first, followed by the financial evaluation.

16. Technical evaluation

The technical criteria and maximum number of points under each criterion are:

Criteria	Maximum Points
General qualifications of the Consultant	10
Experience in the area of development of online Data collection tool	10
Experience in Online Accessbility Standards	10
Experience in Working with Organization of persons with Disabilities	10
Technical approach and methodology	20
Work plan for completing the tasks	10
Total Points	70

Price Component	Currency (USD)	Total Amount

The evaluation committee, after determining whether the financial proposals are complete and without computational errors, shall check the total quotation. Price shall be in USD. The financial proposals shall be ranked in order with the lowest proposal ranked first. Bid prices shall be valid for a period of 60 days from date of submission of the proposals.

To determine financial scores for each proposal, the lowest priced proposal shall be given a financial score of 100, and other proposals shall be given a score proportionate to this, by application of the following formula:

$Sf = 100 \times Fm/F$ in which:

      Sf   denotes the financial score of the proposal under consideration;

      Fm   is the price of the lowest price proposal that passed the technical evaluation;
      F   denotes the price of the proposal under consideration.

17. Mode of Payment

The contract payment shall be as indicated below:

    a)   20 percent of the agreed amount upon signing of the contract agreement
    b)   30 per cent upon completing the configuration, development and internal launch

c)   50 percent after completing all the tasks and Approved by ADF