

Annex 28 Guidelines for inclusive programming

These guidelines can be used to include different kind of target groups, for example people with disabilities, poorest of the poor, women, PLWHA, etc.

Preparation

- Ensure the target group can participate in community development by assessing environmental and attitudinal barriers.
- Engage with the target group locally. Try to find out if there are any representative organisations for example Organisations of Disabled People (DPOs). If unsure about whether your plans are accessible, ask these representatives for advice.
- Consider employing local people of the target group in your program . They're more likely to identify and encourage others to participate.
- Identify and support champions of the target group at all levels within national offices, sectoral, departmental, program and project teams.

Program

- Separate data on the target group participants by disability, HIV/Aids as well as gender and income to measure inclusion. For example for people with disabilities: you can break this down further into common impairments to improve monitoring. The easiest way is to add a box stating disabled alongside male and female. This can be expanded on with type of impairment.
- Ensure questions on any issue (income level, coping strategies, school attendance, health status, HIV awareness, etc.) that are put to included people are also put to a minimum number of to the target group (at least 10% of total interviewees). This will build up a picture of whether the situation is the same or different for included and the target group.
- Ensure inclusion of the target group in any objective follows through into relevant indicators, outcomes, outputs, activities, budgets and evaluation. Insert additional columns in tables for disability checklists.

Access

- Ensure a standard line for costs of access/ inclusion within all budgets as a fixed percentage (2-5%) of activities or overall costs to cover interpreters, guides, transport, production of material in alternative formats, adaptations to premises, etc. If this is labelled 'inclusive support costs', it will benefit many other vulnerable people (elderly, pregnant women, PLWHA). Make inclusion an integral part of the budget.

Monitoring

- Ask some key questions. Are women, men, girls and boys specifically included in this program /strategy/activity? How are they included? Is their participation measured on a regular basis and in periodic evaluations? Is their inclusion adequately resourced? Are there any barriers to their participation and if so, how can these be overcome?

Working

- Establish the numbers of the target group in the area from the outset. If this isn't possible, use for example national disability statistics or the World Health Organisation (WHO) global figure of 10% as the minimum target. The percentage of the

target group in any program or consultation should aim to at least match - and arguably exceed - the estimated percentage in the community.

- When carrying out mapping exercises of local community-based organisations, NGOs, INGOs, etc., ensure you ask questions about DPOs, self-help groups of the target group or others working on disability, HIV/Aids, Poorest of the poor etc. - so you get a good sense of existing activities and resources.
- Carry out resource mapping of services to establish links for referrals of support. Find out if there are for example community-based rehabilitation (CBR) programs, as you may be asked for help in providing these. The emphasis is on helping people to access aids, appliances or services which can be the first step towards participation - this in itself is not inclusion.
- Include the target group and inclusion issues in mainstream development while at the same time deploying targeted interventions to support and build capacity among the target group.
- Partner with representative organizations like DPOs to identify and engage with the target group and address local issues. Consider ways of supporting their advocacy efforts.