



NATIONAL COUNCIL FOR PERSONS WITH DISABILITIES

DISABILITY MAINSTREAMING PERFORMANCE CONTRACT INDICATOR FY 2022/2023

The National Council for Persons with Disabilities is a State Corporation which was established in November 2004 following the enactment of the Persons with Disabilities Act No. 14 of 2003.

MDAs will be required to implement Government policy on affirmative action for persons with disabilities. For effective implementation of the performance indicator, MDAs should ensure that they create an enabling environment by ensuring the following is in place:

- i) Appoint a Disability Mainstreaming Champion to act as liaison Officer with NCPWD; (upload appointment letter of the champion)
- ii) Constitute a Disability Mainstreaming Committee to spearhead disability mainstreaming agenda within the MDA; (upload appointment letter(s) for the committee members)
- iii) Liaise with NCPWD to train members of the Disability Mainstreaming Committee and sensitize staff on disability mainstreaming; (upload NCPWD certificate and attendance register for sensitization)
- iv) Develop Disability Mainstreaming Policy to provide a blueprint on disability mainstreaming; (upload the approved disability mainstreaming policy. MDAs that have not developed a Disability Mainstreaming Policy should include it in the workplan)
- v) Develop a workplan using the prescribed format that is provided by NCPWD;
- vi) Register in the NCPWD Career Portal for posting advertisements for employment/job opportunities for access by job seekers with disabilities by emailing the request to ncpwd@fuzu.com;
- vii) Conduct Accessibility and Usability Audit once every three years. (upload accessibility and usability audit report done within the years 2019/2020 – 2022/2023. MDAs that have not undertaken an accessibility audit should include it in the workplan)

The above are enablers for disability mainstreaming and will not be part of the performance evaluation criteria.

MDAs are required to undertake the following:

- a) Formulate and Implement strategies to achieve employment of persons with disabilities to at least 5% of the total staff establishment (45%);
- b) Provide products and services that promote access and participation of Persons with Disabilities (45%); and
- c) Submit quarterly performance reports using the prescribed format via <https://www.ncpwd.go.ke/mainstreaming/login> (10%).

PERFORMANCE CONTRACT SUB-INDICATORS EXPLAINED

- a) **Formulate and Implement strategies to achieve employment of persons with disabilities by at least 5% of the total staff employed (45%).**
 - i) Provide disaggregated data on total number of employees with disabilities against total staff in the organization as at 1st July 2022. **Upload the list of PWDs employed in the portal in the prescribed format by 30th September, 2022.** MDAs at 5% and above get the full score (15%).
 - ii) Upload job advertisements on the NCPWD Career Portal (15%).
 - iii) Provide disaggregated data on PWDs employed against total number of staff employed within the FY. **Evidence: appointment letters of the employees employed. Whether permanent, contract, interns and attachees by 30th June, 2023**(15%).
- b) **Provide products and services that promote access and participation of Persons with Disabilities in your institution. 45%**
 - i) Employ sign language Interpreters and/or Train at least one officer in a sign language course lasting not less than 3 months. (Provide evidence in form of appointment letter and/or certificates of training). 5%
 - ii) Provide evidence of participation of PWDs in public forums e.g meetings, workshops, seminars, trainings, sensitizations, etc. Provide evidence of attendance lists indicating participation of PWDs 5%

- iii) Avail Information, Education and Communication (IEC) materials in alternative accessible formats:
- Audio 2.5%,
 - large print 2.5%,
 - braille 2.5%,
 - video with captioning and sign language interpretation 2.5% (Evidences in the form of links to download audio and videos, scans for large print and braille).
- iv) Provide appropriate Adaptive Technology for staff and clients with disabilities; (e.g. wheelchairs, notetakers, refreshable braille displays, large monitors, screen reading software. Evidences in form of payment vouchers/LPOs/receipts/invoices and photos) 5%.
- v) **Accessibility and Usability of Built Environment and Websites**
1. Submit a three-year workplan to implement the recommendations of the Accessibility and usability audit and evidence of the implementation in the financial year- 10 %
 2. Upgrade websites to conform with Web Content Accessibility Guidelines (WCAG) on accessibility for persons with disabilities- (Compliance will be checked against online accessibility checkers e.g. accessibilitychecker.org and accessibility enhancement tools on the website) Evidence upload pdf with a link to the MDAs website.10%

c. Submission of Quarterly Reports in the prescribed format to NCPWD 10%

Submit quarterly reports via <https://www.ncpwd.go.ke/mainstreaming/login> by 15th day after the end of the quarter. 10%

Note: Email and hard copy reports will NOT be accepted