

SCOPE OF WORK

Position: Freelance Consultant

Period of Performance: 27 January – 30 July 2025

Level of Effort: Up to 6 months, 10-15 days per month

Fees: Rate to be agreed with consultant

Deadline: Wednesday 15th January 2025

1. BACKGROUND

The International Society of Wheelchair Professionals (ISWP), established in February 2015, aims to **empower wheelchair users and their families** by acting as the global coordinator of the wheelchair sector. ISWP's vision is that **wheelchair users and their families** have access to appropriate wheelchairs and services within an empowering and supportive environment.

The organization is supported by a **director** and core team, a **15-member international Board of Directors**, and **7 active Committees** that guide and support ISWP's initiatives. The Board comprises experienced professionals from the fields of wheelchair clinical practice, research, humanitarian organizations, and manufacturing, providing invaluable direction and counsel for ISWP's programs.

2. OBJECTIVE

ISWP seeks a **consultant** to work closely with the ISWP core team and relevant committees. The consultant will provide expert guidance and direction to drive key initiatives aimed at strengthening ISWP's organizational capacity, certification processes, and training programs. Key deliverables will be achieved with support from ISWP's core team and committees.

3. SCOPE OF WORK

The consultant will be responsible for the following activities:

a. Course Recognition:

- **Review and Implementation:** Support the Certification and Course Recognition Committee to assess the external wheelchair training provider course recognition process and recommend improvements.

b. Basic and Intermediate Certification Review:

- **Review & Recommendations:** Evaluate the Basic and Intermediate certification processes and propose improvements, with support from the Certification and Recognition Committee.

c. Online Training Review:

- **Review:** Conduct a review to gather feedback on the Basic online training program and implement changes.

d. Wheelchair Educators Package Alignment:

- **Content Alignment:** Work with the Workforce Committee to ensure the content of the Wheelchair Educators Package aligns with the World Health Organization (WHO) Wheelchair Provision Guidelines.

e. Additional Regular Tasks:

- **Membership Monitoring:** Track and evaluate the success of ISWP's recently launched membership campaign and recommend strategies for improvement.
- **Committee Support:** Provide secretariat support for the Workforce and Certification and Recognition Committees.
- **Partner and Stakeholder Management:** Build and maintain strategic partnerships with key stakeholders.

4. TIMELINE

The activities will span from 27 January to 30 July 2025. The following table outlines key activities and deadlines as a guide:

Activity	Estimated Timeframe
Activity 1: External Course Recognition Review	
Meet with ISWP core team and review key documents	January 2025
Meet with committee chairs, members, and industry to establish a timeline and key activities	February 2025
Develop process and tools for review	February 2025
Conduct sector interviews and review process	February 2025
Deliverable 1: Write report and present recommendations	March 2025
Deliverable 2: Pilot proposed course recognition with 2 courses	March 2025
Activity 2: Review of Basic and Intermediate Certification Process	
Conduct review of current certification processes	February 2025
Conduct focus groups and interviews with the Certification and Recognition Committee	February 2025
Consult with other training institutions in the sector to identify ways to incorporate the ISWP certification into their training	March 2025
Deliverable 3: Adapt process based on recommendations	March 2025
Deliverable 4: Write report with options including grandfathering the ISWP certification	March 2025

Activity	Estimated Timeframe
Activity 3: Review Basic Online Training	
Conduct survey and interviews	February 2025
Deliverable 5: Provide recommendations for online training enhancement	March 2025
Activity 4: Wheelchair Educators Package Review	
Work with the Workforce Committee to align content with WHO Guidelines	February 2025
Lead the IT firm to finalize edits and launch new website	May 2025
Deliverable 6: Roll out updated Wheelchair Educators Package	June 2025

5. EXPECTED OUTPUTS

- Comprehensive reports with recommendations on course recognition, certification processes, online training, and Wheelchair Educators Package alignment.
- Updated Wheelchair Educators Package and successful rollout.
- Enhanced online training program based on feedback and recommendations.
- Strategic partnership management and committee support throughout the consultancy period.

6. DESIRED QUALIFICATIONS

The ideal consultant should have the following qualifications:

Education

- Master's degree in public health, International Development, Business Management, Rehabilitation (e.g., Physical Therapy, Occupational Therapy), or a related field.
- An undergraduate degree in a health sciences-related field, combined with at least **7 years of relevant experience**, may be considered in lieu of a master's degree.

Experience

- A minimum of **5 years' experience** in the healthcare or international healthcare development sectors.
- At least **two years of consultancy** experience.
- At least **one year experience** developing or implementing online/in person wheelchair/rehabilitation training.
- Experience working with persons with disabilities, particularly in the context of assistive technology and wheelchair provision.
- Knowledge of **wheelchair/assistive technology** provision in low-resource settings is highly desirable.
- Strong writing and communication skills, with experience preparing high-quality deliverables (e.g., reports, presentations) for diverse audiences, including donors.
- Excellent **interpersonal and cross-cultural communication** skills.
- Fluent in **English** (oral and written). Fluency in **Spanish** and/or **French** is a plus.

7. SKILLS

- Ability to analyze, synthesize, and present information clearly in written and verbal forms.
- Excellent writing, presentation, and interpersonal communication skills.
- **International Experience:** Required.

8. APPLICATION INSTRUCTIONS

Interested candidates should submit the following materials to **[info@iswp.org]** with the subject line "ISWP Consultancy Application":

- **Cover Letter:** Briefly describe relevant consulting experience (no more than 3 examples from the past 3 years).
- **Curriculum Vitae (CV)**
- **Professional Writing Sample**