

Application Form: **FEASIBILITY STUDY** (up to 110.000 DKK.)

December 2013

This form must be used when applying for funding for a Feasibility Study. The form is divided into four parts:

- Part 1. Cover page**
Basic and brief information regarding the applicant and partner as well as the feasibility study (summary, title, the amount applied, etc.).
- Part 2. Application text**
This part contains a description of the envisioned project and of the feasibility study. Instructions (shaded grey) are provided in each section.
- The Application text (Part 2) must not exceed 10 normal pages. Applications exceeding 10 pages will be declined.
- Part 3. Budget summary**
This part contains the main items of the budget drawn up for the feasibility study
- Part 4. Annexes**
A list of the obligatory and supplementary annexes supporting the application

Please, note: *The application must be developed in close collaboration between the local partner organisation and the Danish organisation. Consequently, a description of the feasibility study must be available in a language commanded by the local partner. The application, however, can only be submitted in Danish or English.*

The signed application form (including annexes) must be submitted in print to:

Danske Handicaporganisationer
Afdeling for Internationalt Samarbejde
Blekinge Boulevard 2
2630 Taastrup

In addition, the application form and Annexes must be sent electronically to:
ansogning@handicap.dk

1. Cover page

FEASIBILITY STUDY (up to 110.000DKK.)

Title of the Feasibility Study:	Latrines for disabled school children in Uganda	
Danish applicant organisation (financial responsible)	DHF	
Other Danish partner(s), if any:		
Local partner organisation(s):	UNAPD	
Country: UGANDA	Country's BNI per capita: 470 USD (2011, Atlas method, World Bank)	
Feasibility study commencement date: 1 November 2014	Feasibility study completion date: 31 December 2014	Total number of months: 2 months
Contact person for the feasibility study: Name: Sven Gårn Hansen Email address: svendhf@gmail.com Telephone no.: +45 24980588		
Amount requested from The Danish Disability Fund for the feasibility study: 46.467DKK		
Type of project expected to be applied for after the feasibility study: <input checked="" type="checkbox"/> Partnership intervention or small-scale project (up to 500.000 DKK) <input type="checkbox"/> Larger development project or collaborative project (up to 5 million DKK) <input type="checkbox"/> Large-scale development project (more than 5 million DKK) <input type="checkbox"/> Program intervention (up to 25 million DKK) <input type="checkbox"/> Other type of intervention: _____		
Is this a re-submission? (i.e. a revised application, which has previously been submitted) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, previous date of application: _____		
In which language should the response letter from the Disability Fund be written (choose one): <input type="checkbox"/> Danish <input checked="" type="checkbox"/> English		
Summary of the project expected to be applied for after the feasibility study Udvikling og test af prototyper til handicap latrin i de lokale skoler i Kampala. Formålet med projektet er at støtte den lokale handicaporganisation UNAPD i at påvirke det ugandiske Undervisningsministerium så fremtidigt skolebyggeri i Uganda har velfungerende handicaplatriner, og handicappede børn kan komme i skole på lige fod med andre. Målet er at udvikle og afprøve prototyper for handicaplatriner i skoler i Uganda med henblik på implementering og skalling. Udviklingen af latrinerne foregår i en samskabende designproces med ugandiske og danske studerende samt frivillige omkring handicaporganisationen UNAPD Uganda og lokale fagpersoner og eksperter. De udviklede prototyper vil blive vurderet i forhold til den eksisterende model beskrevet og illustreret i tilgængelighedsmanualen (se bilag 1), vedrørende brugervenlighed og pris. Den samskabende proces gennemføres med 25-30 deltagere i en 2 1/2 ugers workshop i den lokale kontekst, hvor latrinerne skal anvendes, idet UNAPD udpeger en egnet skole i eller omkring Kampala.		
Summary of the feasibility study and the issues to be addressed and clarified as part of the feasibility study Der søges om midler til at planlægge og gennemføre et 5 dages feasibilitystudie i Uganda i samarbejde med den lokale handicaporganisation UNAPD. Forundersøgelsen vil: <ul style="list-style-type: none"> • diskutere og fastlægge formål og mål med projektet samt de overordnede rammer 		

- gennemgå og fastlægge aktivitetsplan for workshop og efterfølgende implementering
- diskutere og fastlægge designprocessen og de metoder der anvendes i den
- undersøge og udvælge kontekst og lokalitet for workshoppen
- undersøge og udvælge værkstedsfaciliteter og -indretning
- gennemgå og færdiggøre materialelister
- identificere og udpege interessenter, målgruppe og workshopdeltagere
- tilrettelægge rekrutteringsprocessen
- gennemgå og fastlægge tidsplan for det samlede projekt inklusiv ansøgningsproces
- gennemgå og fastlægge budget
- se på logistik (hotel, lokal transport osv.)

Feasibility studiet gennemføres i samarbejde med UNAPD af de danske initiativtagere til projektet, Rie O-lendorff og Sille Askefrø Bjørn, der også vil facilitere workshopforløbet i Uganda.

16/9/2014

Date

Person responsible (signature)

Høje Taastrup

Place

Jens Bouet, Executive Director

Person responsible and position (block letters)

2. Application text

A. THE PARTNERS(indicative length 2 pages)

A.1 The Danish organisation

This project draws together three contributing Danish stakeholders:

- *DHF* is the Danish organization responsible to the Disability Fund for implementing and funding the project.
- *Architects Rie Ollendorff and Sille Askefrø Bjørn* are the initiators of the project and the proposed facilitators of the co-creation workshop in Uganda. They are both professional process facilitators and are experienced in working abroad and in developing countries (India/Africa). They will each contribute 4 weeks of their time to the project (feasibility study and following workshop). They will donate 2 weeks of their vacation time to the project, and will charge a reduced salary for 2 weeks.
- *The Danish Association for Sustainable Development (UBU)* has great experience in rural sanitation in Asia, Africa and Central America. UBU participates in a voluntary advisory role through the person of engineer Erik Thorbjørn Nørremark, giving input to idea generation, proposal development and quality control, and linking to students at DTU.

DHF is presented here. The other contributors are presented in C.3.

The Danish Association of Physically Disabled/Dansk Handicap Forbund (DHF) was founded in 1925 as an interest organization representing and speaking on behalf of people with physical disabilities. DHF is an organization of disabled, and is run by persons with disabilities (PWD). DHF has 8000 members, 51 local branches and 4 wings (amputation, spinal injury, youth and parents).

DHF has since its beginning worked to improve the conditions of PWP in Denmark, which has been done simultaneously with Denmark creating its welfare model. Often DHF has tested different models in areas such as housing, education or integration in the labour market, which the state or the municipalities have then adopted and copied. DHF has always been involved in shaping legislation. DHF is a member of a numerous advisory councils and boards at national as well as local level.

The highest authority in DHF is the Congress, which elects the Executive Council and the Executive Committee. There are a number of permanent committees, including a Developing Countries Committee, which is politically responsible for the development work of DHF. DHF has its main secretariat in Taastrup, headed by the national director.

The development work started in 1989 and DHF has been active in a number of countries. Today the development efforts are concentrated in five countries: Bolivia, Honduras, Vietnam, Ghana and Uganda. In all countries the main focus of work is helping build capacity of Organizations of People with Disability (DPOs) in order to advocate effectively for rights of People with Disability (PWDs). This closely parallels the work of DHF in Denmark and we draw extensively on our Danish organization and experience. We advocate for cooperation within the disability movement to achieve effective results. A large part of our work has involved cooperating with several Southern partners (Latin America), several North partners (Vietnam, Uganda), or both (Nicaragua, Ghana). We systematically use the concepts of Development Triangle (Change Triangle)¹ as a useful tool for project analysis and design. The development work of DHF is guided by a strategy approved by the national board.²

¹ CISU: "The Development Triangle", Position Paper #3, <http://www.cisu.dk/Default.aspx?ID=29514>. Anders Riis-Hansen, "Fra brugte kørestole til magtens korridorer", DHF/CISU, 2012.

² www.danskhandicapforbund.dk/det_arbejder_vi_for/uland/strategier/

The development department is part of the DHF main secretariat. The development department employs 3 programme officers and 1 communication officer and has a number of volunteers attached. DHF also has offices in Honduras, Bolivia and Vietnam, staffed by local professionals.

Lead on this project will be Sven Gårn Hansen, a development professional who has in the field since 1994, and who has been working with DHF's development work since 2012.

- *Sven Gårn Hansen* (born 1961) has academic degrees in history (MA), physics (MS) and sociology (BS). His career back ground is in journalism and development work. He has worked professionally in with development since 1994 as an NGO representative and free lance consultant, mostly in Central America. He has been with DHF since April 2012 as programme officer for Ghana and Uganda. He has during this time contributed to 6 small and large projects in Uganda, including 4 with the partner UNAPD.
- Sven will be supported by *Michael Nylandsted Larsen*, who is head of DHF Development.

A.2 Other Danish partners

A.3 The local partner organisation

UNAPD is a non-governmental organisation of persons with physical disabilities, with over five years of experience in accessibility advocacy, mainstreaming and training. In partnership with DHF, UNAPD in 2008 implemented an accessibility advocacy project and during the project period, UNAPD team (led by Mukasa Apollo), Danish Accessibility Expert (Rie Ollendorf) and Ugandan Architect (Phyllis Kwesiga) with support of government and other stakeholders developed and launched the Accessibility Standards. Since then, UNAPD has been leading all the advocacy campaigns to ensure that the accessibility needs and indicators are mainstreamed in all construction projects in the country with special emphasis to education sector. UNAPD has also taken the accessibility advocacy to the level of law/policy inclusion, and the most recent of this intervention is when UNAPD influenced the Ugandan Parliament in 2013 while debating the Building Control Act to ensure that the Accessibility Standards are part of the Act which was accented to by the President of Uganda in the same year. Currently, UNAPD is working with the relevant stakeholders to ensure that the regulations of the Act have accessibility indicators. This will make enforcements of accessibility mainstreamed in the construction industry very easy and provide an opportunity to make this proposed project a success in Uganda.

It's without doubt to mention that most of the staff at UNAPD are well equipped with practical skills and knowledge of interpreting the different chapters of the accessibility standards, and can ably guide any interested party or stakeholder on how to make an accessible facility for person with disabilities. Expertise of the staff is equally evidenced by the fact that the National Accessibility Audit Team, which is mandated to conduct accessibility audits at national and district levels, is chaired by one of the longest serving staff of UNAPD (Mukasa Apollo) and other staffs voluntarily conducts these audits. Additionally, UNAPD currently is implementing three different projects (Accessible and Inclusive Education Project, Capacity Building for Sustainable Development Project and Accessibility Improvement Project) which are aimed at ensuring that children with disabilities are enrolled and stay in the mainstream education system, the success of these advocacy projects mostly depends on improvements of accessibility situation/environments of schools. UNAPD currently is recognized as the leading organisation in Uganda in accessibility advocacy and referred as a resource centre for all information related to accessibility needs of persons with disabilities.

This all manifest the local partner's capacity and experiences in handling the proposed project with well-equipped and committed staff at the secretariat.

A.4 The cooperative relationship and its prospects:

Is the cooperation between the Danish applicant and the local partner known by the Disability Fund and described in another/other application(s) within the past 12 months?

Yes Please, insert the 6-digit no./HP no.: HP 141-031
 No

As described in HP 141-031, DHF and UNAPD have long standing partnership. We are presently implementing the Capacity Building for Sustainable Development project together (HP 141-031). This project is empowering advocacy work being carried out by UNAPD at National and District level in favour of the right to education for children with disability. The accessible sanitation workshop will give added value to this work and help ensure its sustainability. It will in turn draw on the contacts and experience of UNAPD staff and District Executives that has been built with the help of the HP 141-031 and previous projects. The workshop also represents the return of Rie Ollendorf to Uganda, and will help reinforce the impact of her previous work there in 2008, funded by DPOD.

A.5 Preparation

The Accessible pit latrine types described in the Accessibility Standard in 2008, 'A practical guide to create a barrier-free physical environment in Uganda', were based on measured latrines from an existing school for disabled children in Kampala. The three types of Accessible Pit latrine were at that time known as Accessible pit latrine in Uganda. Due to lack of resources, the three types are not yet tested by the users, except for the school children at the specific disability specific schools, for usability and possible improvement wishes including functional requirements, hygiene conditions, sustainability and scalability especially for implementation in other schools. Since the Accessibility standard project in 2008, DHF, Rie Ollendorff and the local partner UNAPD have been looking for an opportunity and a format for a project, which could follow up on the standard by developing latrines for disabled school children. Due to lack of prioritization of disability issues, many new schools are built in Uganda, but without accessible pit latrines and lack of proper and functional latrines for this group means that many of these children will not get enrolled and retained in schools.

Rie and Sille have previously been working on projects together e.g. on a Way Finding- and accessibility project at a Danish hospital where they combined Rie's knowledge and expertise on accessibility with Sille's experiences and knowledge about empowerment and co-creative design processes. As this combination seems to work really well, it would be an ideal foundation for a co-creation process in Uganda.

The preparation process has included:

- Meetings between Rie, Sille, DHF represented by Sven Hansen and Erik Thorbjorn Norremark, WASH advisor at UBU, who has experiences with latrine projects in developing countries in South America and Africa.
- Work on progress concept note, which Sven has presented and discussed with UNAPD on a visit to Uganda in June 2014. Decision to apply for a feasibility study was made.
- Based on feedback from UNAPD, Rie and Sille adjusted the concept note and made the first draft of the feasibility study description. DHF and UNAPD commented on the concept note and the feasibility study.
- Rie and Sille adjusted the first Draft and got the last comments from UNAPD/DHF
- Rie, Sille and Sven made the application for a Feasibility Study based on the final description.

B. DESCRIPTION OF THE ENVISIONED PROJECT (indicative length 3 pages)

B.1 Background information

UNAPD is currently implementing a four year Capacity Building for Sustainable Development Project, which is funded by the Disability Fund. Through this project, UNAPD aims at advocating for increased enrolment and retention of children with disabilities in schools and one of the main pillars of inclusion of children in schools is improved accessibility environment of schools in the four project districts. UNAPD is also implementing another project titled Accessible Inclusive Support Project also aimed at advocating for improved accessibility of schools in the two districts different from those covered by the Capacity Building Project. These two projects above are using the Accessibility Standards as a tool of advocacy engaging the different stakeholders across the board.

However, although UNAPD has strengthened the accessibility advocacy campaigns, has been missing an opportunity of testing the different features in the Accessibility Standards. The project will therefore bring on board a new dimension of mainstreaming accessibility needs of PWDs in the education sector, it will empower UNAPD with simple procedures or practical skills of constructing low cost accessible features such as accessible latrines, workable models for latrines, which will be used by reference resource points by stakeholders or sectors involved in the construction industry especially the education sector. This proposed project will come at the right time when UNAPD in particular and Disability Movement in general are thinking hard for new strategies of advocacy and lobbying the stakeholders in order to ensure equal participation, representation of all including PWDs in the development process.

B.2 Problem analysis

According to the Uganda National Housing Survey (UNHS) the disability rate was 16% that is estimated at 5.5 million children (UBOS, 2010). Out of the 17.7 million children, 16% (2.8) million are children with disabilities (UBOS November 2010). Only 5% of children with disabilities are able to access education within inclusive settings in the regular schools while 10% access through special schools and annexes (UNICEF 2012). The Government of Uganda has made efforts towards this by introducing Universal Primary Education (UPE) in 1997 that gave an opportunity for children with disabilities to start school. However the government has not adequately established physical structures including walkways, latrines and corridors that are not accessible. Programmes in schools are characterised by too much integrated classes which makes it impossible for teachers to attend to children with special learning. The pit latrine stand to child national ratio is at 1:40 which implies to many children to a latrine, leading to poorly maintenance. This is one of the causes of school dropout of children with disabilities.

Many disabled children cannot use the normal pit latrine which are common in schools where there is only provision for squatting over a hole in the floor. They will therefore drop out of school. Schools claim not to have resources towards accessibility sensitive latrines for children with disabilities. If the disabled child doesn't have the opportunity to access school, they will also fail to be consistent in school thus fail the necessary training, which can reduce chances for them to get job and support themselves later in life. An accessible pit latrine can cause comfort for children to be in school and be empowered as children with disabilities.

B.3 Objectives

Objective: To support Uganda National Action of Physical Disability (UNAPD) in influencing the Ministry of Education and Sports to ensure that future school construction in Uganda has functioning disability sensitive latrines which can independently be used by school going children with disabilities. The developed prototypes will be evaluated in relation to the existing model in the Accessibility standard regarding usability and price.

Purpose: To develop, test and implement models of disability latrines in schools in Uganda in a co-creative process with Ugandan and Danish students and volunteers around Uganda National Action on Physical Disability (UNAPD) so as to:

- UNAPD can carry the project forward through volunteering
- Qualify the accessibility standard on disability latrines
- The Ministry of Education and Sports to be able to embrace it
- Improve conditions for disabled children and young people in Uganda
- Provide knowledge and openness around latrines and disability
- Create empowerment of the people participating in the co-creative process and the children who are involved in the process as target group
- Implement process and facilitation tools in the local disability organization (UNAPD) that can be used to establish and implement latrines at other schools (multipliers)

- Develop a cultural encounter between Danish and Ugandan youth and build intercultural and global understanding.
- Local producers / craftsmen will gain knowledge and a product they can sell

B.4 Target group and participants

The direct target group will be 33 participants in the workshops: The participants come from the local context and from Denmark, for example:

- 6 volunteers from UNAPD
- 6 Ugandan students (architect, engineer, crafts)
- 6 Danish students respectively the Technical University of Denmark and Royal Danish Design school etc.
- 3 local professionals (architects, engineers, teachers, school leaders, anthropologists)
- 2 local producers (if possible local disability orthopedic workshop)
- 16 invited guests from relevant institutions for the first day of the workshop (Commissioner for Special Needs of Ministry of Education and Sports, Head of Planning of Ministry of Education and Sports, District Education Officers of Wakiso and Kampala, President of Uganda Society of Architect, Executive Secretary of Architect Registration Board, Head of Physical Planning Department for KCCA, Wakiso District Engineer, NUDIPU, UNAPD chairpersons of Kampala and Wakiso, 3 Board Members, and Media).
- Also on the list of direct target group will be at least 2 staff and 2 pupils at the selected school.

Indirect target groups of the project:

- UNAPD will roll out the product of this project to Association District Executives, Parents Support Groups of Children with Disabilities, and PWD Councilors,
- UNAPD will include the results of the project in ongoing accessibility advocacy campaigns with Construction Unit of Ministry of Education and Sports, Local Government stakeholders such as District Education Officer, Special Needs Education Officer, School Inspectors, District Chairperson, Community Development Officers, school owners/administrators, Private Schools Owners Associations,
- The long term indirect target group will be the pupils with disability at schools under the direction of these institutions.

B.5 Strategy and sustainability

The project basically consists of designing a model for accessible sanitation for Ugandan Schools (this is strategic service and capacity building at the same time) and empowering UNAPD advocacy structures to use it in their work (capacity building). The project will draw in duty bearers in the design process and so also includes an element of advocacy. The project also ties into ongoing advocacy work funded by other sources (P 131-041) and existing, sustainable advocacy structures (UNAPD national advocacy team and District Executives). The project will leave behind some working model latrine stands at educational institution that is accessible for visits, demonstration tours etc.

Task: Based on the test of three existing disability latrines at a local school, prototypes of disability latrines will be developed in order to meet or improve the standards of the existing accessibility standard at a cost that lessens the budget barrier to accessible sanitation in schools. In addition, the project will include education about hygiene and maintenance, accessibility, behavioral changes, production plans, business plans and plans for scaling.

Process: The project has three phases:

1. A pilot project (the feasibility study described here) that aims to develop the project and the co-creative process in collaboration with the local organization.

2. A co-creative process with 25-30 participants from Uganda and Denmark, which runs as a workshop in the local context in Kampala in a period of 2 1/2 weeks. The workshop will be conducted in a structured and facilitated design process with a mix of fieldwork, development and testing in the real context. The participants work in three to four design teams with 2 local volunteers/students and two Danish students and a local specialist and a local manufacturer.
3. The strategy for the implementation of knowledge about disability latrines in UNAPD will happen on two levels:
 - Empowered UNAPD volunteers will use the model latrines from selected schools to disseminate experience, practical skills and knowledge of simple procedures, low cost methods of constructing accessible latrines in other schools among the relevant stakeholders such as Uganda Society of Architects, Architect Registration Board, Associations of School Owners, Construction Unit of Ministry of Education and Sports, Education Standards Agency, Ministry of Gender, Labor and Social Dev't (mother ministry for disability). This will be aimed at changing the attitudes at high level, whose instructions can descend to lower levels for implementation.
 - In the same spirit, UNAPD will use her structures at local level (District Associations) who are the center of advocacy through the use of mobile demonstration models to the concerned stakeholders such as the district engineers, physical planners, PWD influence Councilors to test and adopt the model latrines in the local context of construction industry. This in the long run will lead to wide spread adoption of accessible latrines in schools, and in other administrative public buildings.

The co-creation workshop

The co-creation workshop is planned to take place in Uganda/Kampala during 2 1/2 weeks in July 2015. We aim for 25-30 participants from Uganda and Denmark. The participants will work in 3-4 teams in a facilitated design process including 4 phases:

Phase 1: Introduction and team building (2 days)

In this phase, the participants will be introduced to the context and the overall goals for the workshop. Through various activities, they will get to know each other regarding both professional and personal issues and they will establish the design teams they are going to work with during the workshop. They will also learn about the design process and methodologies we will be using during the process.

Phase 2: fieldwork, analyzing challenges and defining the task (3 days)

During this phase, the participants will plan and do fieldwork in the local context being the school and surroundings chosen area for the latrine project. The fieldwork will include different forms of interactions with the target group and stakeholders such as interviews, observations, small tests of behavior and habits. The findings and experiences from the fieldwork will be analyzed and the concrete task will be defined.

Phase 3: developing and testing ideas for prototypes (4 days)

In this phase, the participants will start developing ideas for a sustainable latrine for disabled school children in the concrete context. These ideas will be tested in various ways and in relation to central parameters such as: accessibility, usability, maintenance and sustainability by the target group and the stakeholders. Finally in this phase the teams will choose which solution idea they want to take to the next phase.

Phase 4: Building and evaluating 1:1 prototypes (4 days)

In the final phase, the design teams will design and build a 1:1 prototype based on their solution idea and they will test the model throughout the process. Finally the 1:1 prototypes are presented and evaluated by stakeholders and experts who will choose which prototypes they want to use for further development and implementation.

Parallel to the design process, the facilitators and stakeholders from UNAPD will develop a strategy for implementation and scaling of the best prototype. The strategy will include concrete guidelines for the implementation and scaling process.

Practical framework and venue

The co-creation process will take place as a residential course and the venue could be a boarding school, close to the test school and with workshop facilities nearby. It is optimal if it is possible to live and work at the school where the three existing accessible pit latrines is established. We aim for as little transportation as possible. Requirements are listed in the form below:

Locations:	Facilities, equipment and materials
Design workshop	One big room for plenum activities for 40-50 people. (or roofed over yard). 1-4 rooms for work in design teams. Access to internet.
Building workshop	Facilities, equipment and materials for building the 1:1 prototypes. It should be possible to work on water pipes, cement, etc.
Accommodation, participants	Single/double rooms with toilet and showers. Breakfast.
Test school	School with some disabled children, possibilities for building prototypes, teachers and school leaders who can/are motivated to participate
Accommodation, facilitators	Single rooms with toilet and shower, access to internet

B.6 Project cost and expected project duration

Expected project cost (DKK):450,000 DKK³. Project duration:2 months

C. DESCRIPTION OF THE FEASIBILITY STUDY(indicative length 3 pages)

C.1 The purpose of the feasibility study

Questions to be clarified:

- The purpose and defined goals of the project and overall framework
- The activity plan for the workshop and follow-up advocacy
- The design process and the methods used in the process
- The context and location of the workshop does it fit our needs/how can we improve it?
- Review of typical school sanitation budget and construction process, material and costs for standard latrines.
- The school leaders and teachers on the Test school agreement to the conditions of the project
- The workshop facilities and décor
- Review and complete material lists
- Identify and appoint stakeholders, beneficiaries and workshop participants
- Involvement of stakeholders and target groups – how and how much?
- Pre-involvement of key stakeholders (Architect Institute, Construction Unit of Ministry of Education)
- Organize the recruitment process
- Review and determine the overall project schedule
- Review and determine the budget
- Look at logistics decisions on accommodation, local transport, etc.

C.2 The content of the feasibility study (activities and working methods)

The feasibility study will be carried out during a 5 days process in Uganda, where the questions and issues above are clarified. Participants in this process are representatives from UNAPD (Project's Coordinator, 2 project officers, Executive Director, a Volunteer and 1 Board Member) and Rie and Sille as representatives for DHF. The overall plan for

³ Estimate appended

the Feasibility Study is:

Time	Activity
Day one:	
Evening	<ul style="list-style-type: none"> • Arrival • Settling in at the hotel
Day two:	
Morning	<ul style="list-style-type: none"> • Welcome and short introductions between Danish team and UNAPD sanitation team. • Run through the program for the 4 days • Discussion and definition of overall purpose and goals for the project
Afternoon	<ul style="list-style-type: none"> • Introduction to the local context • Fieldtrip to the test school • Observations and registrations • Interview with the school leader, teachers and pupils
Day 3	
Morning	<ul style="list-style-type: none"> • Intro to the facilitated co-creation process(presentation and demonstration in practice) • Shared reflections and feedback • Meeting with the head of Physical Planning for Ministry of Education and Sports at his office.
Afternoon	<ul style="list-style-type: none"> • Run through the framework of the co-creation workshop • Fieldtrip to the venue • Shared reflections and decisions (at the venue) • Review/complete material lists
Day four:	
Morning	<ul style="list-style-type: none"> • Identification and decisions regarding stakeholders, beneficiates and participants • Strategy and timetable for recruitment process
Afternoon	<ul style="list-style-type: none"> • Run through the budget • Questions and adjustment to the budget
Day five:	
Morning:	<ul style="list-style-type: none"> • Review on overall project schedule • Final decisions and agreements
Afternoon:	<ul style="list-style-type: none"> • Close down and Departure

- *The division of roles and responsibilities between the partners– before, during and after the feasibility study*

Activity	Responsible
Preparation of Concept note	Rie/Sille (DHF)
Feedback/ Quality assurance QA on Concept note	UNAPD/DHF
Preparation of feasibility study (description and application)	Rie/Sille(DHF)
Feedback /QA on feasibility study(description and application)	UNAPD/DHF
Planning and facilitating the 5 days process in Uganda in close contact with the project responsible from UNAPD	Sille and Rie(DHF)
Practical framework of the 5 days process in Uganda	UNAPD
Research and agreements with relevant test school(s) Research and arrangements regarding proposed venue(s)	UNAPD
Practical arrangements regarding the trip Dk/Uganda: <ul style="list-style-type: none"> • Flights/transportation to/from Uganda • Vaccines • Visas 	Sille/Rie/DHF
Outcome of process in Uganda:	

<ul style="list-style-type: none"> • Feasibility study report • Feedback/QA • Project description • Feedback/QA • Application for funding • Feedback/QA 	Rie/Sille UNAPD/DHF Rie/Sille UNAPD/DHF Rie/Sille UNAPD/DHF
Recruitment process: Participants to co-creation workshop: <ul style="list-style-type: none"> • Ugandan Participants • Danish Participants • Local Stakeholders and beneficiaries 	UNAPD Rie/Sille(DHF) + UBU (?) UNAPD

The process around the feasibility study will be facilitated by Rie and Sille and carried out through a mixture of different working methods as mentioned in the work plan above including:

Study team: Presentations and introductions. Practical team building and intros to the design process and the process tools which will be used during the co-creation workshop. Individual and shared reflections. Feedback sessions. Practical work with material lists, schedules etc.

Fieldwork: Photo observations and registrations on test school(s) and workshop venue(s). Interviews (focus/individual) with stakeholders and target group. Intro to the co-creation project. Feedback sessions with stakeholders and target group.

The keyword for the whole project is co-creation and empowerment. Hereby this process starts with the feasibility study where our local partner as well as stakeholders and target groups will be directly involved in defining and developing the project. Being the initiators Rie and Sille will be responsible for the overall framework of both the feasibility study and the concept for the co-creation workshop, but the main purpose of the trip is to make a shared foundation for the project with both partners, stakeholders and target groups because it will create the best conditions for a successful project that lives on after the co-creative workshop. One of the purposes with the feasibility study is to find out how- and how much we can involve the (persons with disabilities) school children and the stakeholders e.g. teachers, school leaders and ministry administrators. Therefore the study will include some small “involvement tests” during the fieldwork to the test school(s).

C.3 The team behind the Feasibility Study

UNAPD is currently assigning the following staff towards the project;
 Mukasa Apollo, UNAPD’s Projects Coordinator for Capacity Building for Sustainable Development Project.
 Mpagi Sulaiman, Project Officer for Capacity Building for Sustainable Development Project
 Kafeero Lyazi, Project Officer for Accessible and Inclusive Education Project.

Rie Ollendorff and Sille AskefrøBjørn: Rie has substantial experiences in Accessibility, Universal Design, Project Managing, facilitating and implementing co-creations processes with participants, hereby participants with disabilities. She has been accessibility consultant for 11 years, and been accessibility advisor for architects, engineers and builder and among the assignments could be mentions preparation accessibility guidelines, design guidelines and she has been responsible for developing concepts of accessibility, including way finding concept for hospitals. Rie has previously been sent to Uganda by DHF to prepare the first Accessibility Standard in Africa together with UNAPD, later on she has been sent to Ghana by DHF to prepare an Accessibility Standard in Ghana together with GSPD and afterwards developing an Accessibility Checklist for the members of GSPD.

Rie has special experience in accessibility related to: Quality assurance of construction projects in terms of availability. Accessibility standards. Developing concepts of accessibility. Universal design. *Rie has been responsible for:* Developing the Accessibility Standard in Uganda. Developing the Accessibility Standard in Ghana. Developing the Accessibility Checklist in Ghana. Facilitating a workshop where GSPD's members were trained in accessibility and using the checklist.

Sille has substantial experiences in planning, facilitating and implementing co-creations processes with participants from different cultural backgrounds. She has been head of Education in the Danish NGO INDEX: Design to Improve Life, where she was responsible for a 3 years EU funded pilot project, “Design to Improve Life Education” aiming to develop and test a holistic and creative teaching format to balance and integrate society’s need for competencies with the individual’s need for meaningful learning, while fostering innovation and entrepreneurial power.

The program is target teachers, educators, designers, students and decision makers and includes certified education curriculums, summer schools, design challenges, professional workshops and full programs.

Sille has been responsible for: 2011: Yonsei/INDEX: Design to Improve Life Summer School(YIDSS,) a 4 weeks summer University in Seoul, Korea, 80 participants from all over the world, 2012: How to make a happy Guangzhou by Design, a 4 days co-creation workshop for 50 Chinese students, 2014: Designlab_Orissa, a 3 weeks co-creation workshop in India with 30 participants from India, Nepal, Estonia and Denmark.

Common for the three projects was that the participants should work in a facilitated design process aiming to identify, understand and address a concrete challenges in the local context, they were placed in. The Design lab Orissa Project included testing 1:1 prototypes of their solution designs.

UBU: The Danish Association for Sustainable Development, UBU (Ulandsforeningen for Bæredygtig Udvikling) has worked with sanitation in Tanzania and India since 2006. While the focus has primarily been on promotion of user-paid **affordable** household sanitation the future development will include school sanitation, where assessible latrines will become an issue. Through the Chairman UBU will contribute with experience for technical issues for construction of latrines using low-cost appropriate technology, sparring for the project development and implementation, and facilitate contacts to engineering students for field work to assist design and innovation. The Chairman of UBU, Erik Thorbjørn Nørremark, has a MSc in Engineering from the Technical University of Denmark (1991) specialising in Environmental Health Engineering in the Tropics. Through a work life with development work with NGOs and development organisations in the WASH sector it comes to some 12 years living in Tanzania, Mozambique and Angola and other developing countries. Erik now works in COWI A/S as a sanitation specialist in the department for Urban Water in Africa, and is team leader for UBUs rural and peri-urban WASH project in Arusha. A key competence is capacity building for sanitation.

C.4 The subsequent process

Based on the outcome of the feasibility study (compiled in a report) Sille and Rie(DHF) will be responsible for completing the application for “Development and test of prototypes for disability latrine in local schools in Kampala”. The application is planned to be developed during January-March 2015 aiming to execute the co-creation workshop in July 2015. The risks are not considered high, but center on finding a good place and facilities for building the pilot latrines.

3. Budget summary

Please provide a summary of the main budget items. See also “DPODs guide on how to budget for the Danish Disability Fund”.

Budget summary		Currency
Indicate the total cost (i.e. including contributions from the Danish Disability Fund as well as others)	<u>45.890</u>	DKK
Of this, the Danish Disability Fund is to contribute	<u>45.890</u>	DKK
Of this, indicate the amount to be contributed by other sources, including self-funding by the Danish organisation or its local partner, if any		
Indicate total cost in local currency	<u>21.110.000</u>	UGX
Indicate exchange rate applied	<u>460</u>	

Main budget items:	Full amount	Financing plan	
		Of this, from the Disability Fund	Of this, from other sources
1. Activity costs, including local consultants			
- Meetings and local travel for team of 2 Danish architects and 3 UNSPD staff for 5 days	6.609	6.609	
- Participation by 3 UNAPD staff in study (3 persons 1 week) and in preparation (1 person 1 week)	3.661	3.661	
2. International flights			
- Air Travel, visa, immunization and insurance for 2 people	18.000	3.661	
3. Immunisation			
- included above			
4. Insurance			
-included above			
5. Accommodation	2.609	2.609	
- Hotel 6 nights for 2 people			
6. Local transport	783	783	
- Travel by 2 Danish architects from/to airport (2 times) and from/to hotel and place of work (5 days)			
7. Per diem allowances	5.568	5.568	
- 5 work days and 2 travel days (50%) for 2 people at 464 DKK/day			
8. Disability compensation			
9. Budget margin			

	(a minimum of 6% and a maximum of 10% of budget line 1-8)			
10.	Subtotal	3.723	3.723	
11.	Administration in Denmark (a maximum 7% of the subtotal)	2.867	2.867	
12.	Total	43.819	43.819	

4. Annexes

OBLIGATORY ANNEXES

The following annexes must be submitted by post as well as electronically:

- A. Organisational factsheet for UNAPD.
- B. CV's for Rie and Silje.
- C. Preliminary program for the feasibility study has been included in the text above.

The following annexes regarding the Danish organisation have already been submitted to DPOD:

- D. The organisation's statutes
- E. The latest annual report
- F. The latest audited annual accounts

SUPPLEMENTARY ANNEXES:

Annex no.	Annex title
G	Accessibility standards. A practical guide to create a barrier-free physical environment in Uganda
H	Detailed budget for feasibility study and estimate for workshop project