



# TERMS OF REFERENCE OF THE ALLIANCE ON DISABILITY IN LIBERIA

Revised September 17, 2021

---

[melany.oey@aifo.it](mailto:melany.oey@aifo.it)  
[mohammed.kamara@plan-international.org](mailto:mohammed.kamara@plan-international.org)  
[nuodliberia@gmail.com](mailto:nuodliberia@gmail.com)  
[ncd.liberia@gmail.com](mailto:ncd.liberia@gmail.com)

[info@williettesafehouse.com](mailto:info@williettesafehouse.com)  
[benedict.dossen@cartercenter.org](mailto:benedict.dossen@cartercenter.org)  
[abedell@sightsavers](mailto:abedell@sightsavers)  
[Boye.johnson@undp.org](mailto:Boye.johnson@undp.org)

The Alliance Secretariat:  
[liberiadisabilityalliance@gmail.com](mailto:liberiadisabilityalliance@gmail.com)

# TABLE OF CONTENTS

<b>SCOPE OF OPERATIONS</b>	<b>Error! Bookmark not defined.</b>
INTRODUCTION	3
ARTICLE 1 - NAME	3
ARTICLE 2 - MISSION, VISION STATEMENT, AND OBJECTIVES	3
<b>ADMINISTRATION</b>	<b>4</b>
ARTICLE 3 - LEADERSHIP AND TERMS	4
ARTICLE 4 - MEMBERSHIP AND TERMS	6
ARTICLE 5 - PROCEDURES FOR ENLISTMENT OF NEW MEMBERS	7
<b>FINANCIALS</b>	<b>8</b>
ARTICLE 6 - MEMBERSHIP DUES AND TERMS	4
ARTICLE 7 - FINANCIAL HEALTH	6
<b>OPERATIONS</b>	<b>9</b>
ARTICLE 8 - MEETINGS	9
ARTICLE 9 - QUORUM	9
ARTICLE 10 - MEETINGS	9
ARTICLE 11 - ANNUAL PLANNING AND QUARTERLY REVIEWS	9
ARTICLE 12 - DESPUTES AND MISCELLANEOUS	9
ARTICLE 13 - EFFECTIVE DATE	9
ARTICLE 14 - ADMENDMENT, MODIFICATION, OR VARIATION	9
ARTICLE 15 - SIGNATURES	10

# SCOPE OF OPERATIONS

## INTRODUCTION

The Terms of Reference defines the engagement of the Alliance on Disability in Liberia (*hereafter refer to as The Alliance*); and its scope of operations.

Recognizing the need to strengthen the platforms for service delivery, policy and economic engagement for persons with disabilities, a group of organizations coalesced to meet the goals of the UNCRPD and its implementation in Liberia. Known as the Alliance on Disability the group plans to harness and leverage the synergies of individual work, build networks and coordinate their actions in pursuit of empowerment and support of persons with disabilities. International organizations and local organizations and actors including Government institutions working in the field of disability, human rights and social inclusion have come together under the banner, the Alliance on Disability in Liberia to collectively advance advocacy aimed at the realization of the rights of persons with disabilities as outlined in the UN Convention on the Rights of Persons with Disabilities (UNCRPD); and wherefore agree to pool resources and coordinate actions;

Together we hereby establish the Alliance on Disability in Liberia as set forth in the following articles:

## ARTICLE 1: NAME

Institutions working within the disable community now unite under the banner “The Alliance on Disability in Liberia”.

## ARTICLE 2: MISSION STATEMENT, VISION AND OBJECTIVES

To advance the inclusion of persons with disabilities on an equal basis with others in Liberia, through collective actions” and its vision shall be “to work towards a Liberia free of barriers”.

*The following shall constitute the objectives to which the Alliance shall operate:*

- a) Collectively advance disability issues at all levels of the Liberian society with a focus on decision and policy making structures and processes
- b) Promote the collective interests of persons with disabilities in line with the UNCRPD and any other international conventions, treaties, promoting the rights of persons with disabilities
- c) Facilitate synergies and build networks with national and international partners to realize the mission, objectives and goals for which the Alliance has come into force

# ADMINISTRATION

## ARTICLE 3: LEADERSHIP AND TERMS

The Alliance hereby establishes the following leadership positions: Chairperson, Co-Chairperson, Treasurer and General Secretary.



### 1. CHAIRPERSON

- a.) The Chairperson shall be a fully paid up member organization. Its designated representative shall play the role as Chairperson.
- b.) The Chairperson shall coordinate the affairs of the Alliance during its tenure of leadership.
- c.) The Chairperson shall be the authorized representative of the Alliance at all official functions.
- d.) The Chairperson shall be responsible to chart out the Alliance's direction and operational focus during the period, in consultation and agreement with the members.
- e.) The Chairperson shall schedule and convene meetings.
- f.) The Chairperson shall be the principal administrator of the Alliance.
- g.) The Chairperson shall be one of the signatories of the Alliance account.
- h.) The Chairperson shall hold office for nine months consecutively; every Chairperson shall have an optional three months extension to their tenure; such extension shall be by consensus of the full membership.
- i.) The Chairperson's tenure shall not extend beyond one year consecutively;

## 2. CO-CHAIRPERSON

- a.) The Co-chairperson shall be a fully paid-up full member organization
- b.) The chair and co-chairperson positions shall alternate; no two organizations in the same categories, as national and national, or international and international shall occupy the two positions in a given term; the leadership structure shall be one international and one local or vice versa.
- c.) The Co-chair shall support the Chair in the execution of its official duties; provided that no particular function delegated to the Chairpersons in these articles shall be delegated by the Chair to the Co-chair while the Chair is present and not incapacitated
- d.) The Co-chairperson shall lead the Alliance in the physical absence of the Chair and where the Chair has not specifically delegated its responsibilities to any of its representatives
- e.) The Co-chair shall be elected together with the Chair; and its tenure shall expire at the same time as the Chair.

## 3. TREASURER

- a.) The treasurer shall be a fully paid up member of the Alliance
- b.) The treasurer shall be the principal custodian of the Alliance's finances and financial records
- c.) The treasurer shall be one of the three signatories of the Alliance account and must always sign up all financial transactions
- d.) The treasurer shall hold office for two years and shall be eligible for re-election

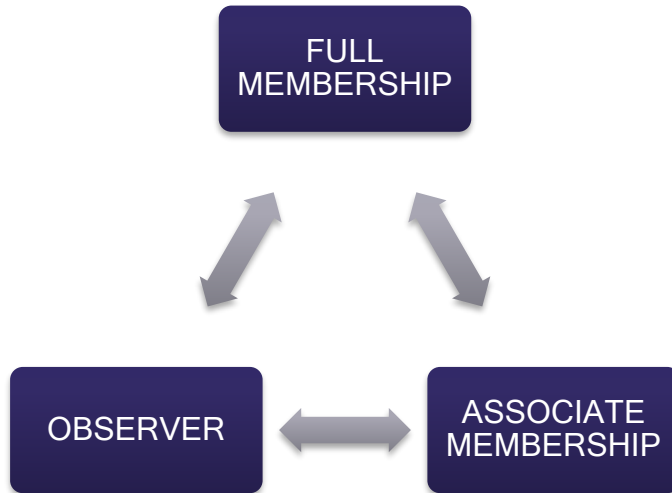
## 4. GENERAL SECRETARY

- a.) The Secretary shall be transparently and competitively recruited and appointed to hold office on an annual basis; reappointment shall be based on satisfactory performance through regular appraisals.
- b.) The Secretary shall be the main executive agent of the Alliance who shall act based on instruction from the Alliance Chairperson and its membership.
- c.) The Secretary shall be the principal executive assistant to the Chairperson.
- d.) The Secretary's principal duties shall be to draft minutes, schedule meetings in consultations with the Chairperson, based on instructions of the Chairperson and its members the secretary shall execute and follow up actions of the Alliance.
- e.) The Secretary shall be the custodian of the Alliance's records and shall principally aid the leaders in the execution of their respective duties.

## ARTICLE 4: MEMBERSHIP AND TERMS

There shall be three categories of membership as set forth below:

### MEMBERSHIP STRUCTURE



### FULL MEMBERS: DUTIES AND RESPONSIBILITIES

- a.) International Non-governmental Organizations as well as Local NGO's free of membership of NUOD working in the disability sector and/or on issues related to fulfillment of the UNCRPD, human rights, inclusion and vulnerable groups shall constitute the full membership of the Alliance including the National Union of Organizations of the Disabled (NUOD) representing the voices of the Alliance's beneficiary population.
- b.) Fully paid up members shall have the right to vote on all decisions and matters related to the Alliance; shall hold leadership positions including, Chair, Co-chair and Treasurer;

### ASSOCIATE MEMBERS: DUTIES AND RESPONSIBILITIES

- c.) Government ministries and agencies delivering services shall hold associate membership in the Alliance. The following Ministries and agencies are hereby included on the list of associates:
  - National Commission on Disability
  - Ministry of Labor
  - Ministry of Justice
  - Ministry of Foreign Affairs
  - Ministry of Gender Children and Social Protection
  - Ministry of Health
  - Ministry of Education,
  - Ministry of Youth & Sports
  - Ministry of Finance & Development Planning
  - Ministry of Information
  - Ministry of Transport

- d.) Associate members play a political role within the Alliance to advance actions needing direct Government intervention. Associates hold no voting rights.

#### OBSERVERS: DUTIES AND RESPONSIBILITIES

- E.) Agencies of the United Nations working in Liberia including the Development Program (UNDP), Children's Fund (UNICEF), the Agency for Gender Equality (UN Women) and the Population Fund (UNFPA) including UN Human Rights and Protection Section.F.) Diplomatic Missions and donors including the EU Delegation, Swedish International Cooperation Agency, SIDA, the Swiss Development Cooperation, SDC, the German International Cooperation, GIZ and the US Agency for International Development, USAID shall play observatory roles within the Alliance, with no right to vote.
- G.) Observers are integral part of the Alliance drawing the attention of Foreign Governments including the United Nations to integrate disability in their overall cooperation with Liberia.
- H.) Independent National Commission on Human Rights is a statutory observer of the Alliance on Disability.

#### ARTICLE 5: PROCEDURES FOR THE ENLISTMENT OF NEW MEMBERS

- a.) Any organization or institution in Liberia the subscribes to the principles and ideals of the Convention on the Rights of Persons with Disabilities shall be eligible to become member of the Alliance on Disability provided that only non-governmental organizations, national or international shall be eligible for full membership
- b.) Government institutions shall only be eligible for associate membership while UN Agencies may elect to be full members, or observer based on their choice of categories and responsibilities
- c.) Foreign Embassies and Representations shall be eligible for membership in either of the three categories.
- d.) All membership applications shall include a written letter of request for membership, the registration and/or accreditation documents of the requesting organization. Decision to accept or reject membership applications shall be made by the full members of the Alliance
- e.) The Alliance on its own, acting through the Chairperson and/or Secretary shall invite organizations that fall within the membership criteria to become members of the Alliance in either of the membership categories.

# FINANCIALS

## ARTICLE 6: MEMBERSHIP DUE AND TERMS

- a.) Full members shall pay annual membership fees in the following categories: international organizations shall pay \$1,500.00 United States Dollars (one thousand five hundred US Dollars); while Local organizations shall pay a minimum of \$500.00 (five hundred US Dollars). However, in such case where a Local NGO's is unable to meet up with payments due to budgetary constraints, the affected institution may appeal to the Leadership of the Alliance through a written request to pay an amount consistent with their budget.
- b.) Failure of any full member to make payment of membership due within a fiscal year, payments will be carried over and reflected in the Alliance invoice for payment of membership due the following year.
- c.) Membership fees shall be paid up in two installments, at the start of the year and at the end of the 6<sup>th</sup> month; first installment payments shall be concluded no later than the end of the first quarter of each year, March; whilst the second installment payment shall be concluded no later than the end of the third month of the second quarter of the year, June.

## ARTICLE 7: FINANCIAL HEALTH

- a.) Based on Membership dues, Full Members assume the responsibility to maintain the financial health of the Alliance.
- b.) Contributions shall be made annually for the general operations of the Alliance through membership dues;
- c.) The Alliance may, subject to funding, support financially specific actions consistent with the Alliance annual plan of action.
- d.) An annual operational budget will be drafted in conjunction with the annual plan of action and approved by the Alliance.
- e.) The Alliance may organize income generating activities (ie. Charity dinners) to raise additional funds to support its operations
- f.) The Alliance may reach out to its observing members to fund its operational budget.
- g.) The Alliance finances shall be managed from its bank account
- h.) The Alliance account shall be managed by the Treasurer. There shall be three signatories to the Alliance account, The Chairperson, Treasurer and the Secretary. The Chairperson and the Treasurer shall sign on every bank transaction. The Secretary shall only sign financial transaction in the absence of one of the two principal signatories, Chair and Treasurer.



# OPERATIONS

## ARTICLE 8: MEETINGS

- a) Meetings shall be held every Four weeks and the meeting venue shall be decided by theAlliance Chairperson.
- b) Meetings are to be attended by at least two representatives from each full member institution.

## ARTICLE 9: QUORUM

Simple Majority of the Fully Paid-up Members shall be present at every meeting to constitute quorum for the conduct of business; should this not be possible the Chairperson shall adjournthe meeting and urge members' attendance till a quorum is reached for the conduct of business.

## ARTICLE 10: LENGTH OF MEETING TIME

Regular Monthly Meetings will be held for maximum of two hours; any additional time shall be at the request of the Chairperson and communicated in advance to the members.

## ARTICLE 11: ANNUAL PLANNING AND QUARTERLY REVIEWS

The Alliance shall plan its actions annually at the end of the calendar year and conduct quarterly reviews during the year.

## ARTICLE 12: DESPUTES AND MISCELLANEOUS

- a.) Disputes arising in the execution of the terms of reference shall be arbitrated by the Allianceand decisions shall be taken based on simple majority;
- b.) Alliance decisions shall be binding on all members
- c.) All other matters arising within the Alliance not covered in these terms shall be addressed by the Alliance hereafter.

## ARTICLE 13: EFFECTIVE DATE

The Terms of Reference is opened for signatures on September 17, 2021 and shall become effective after all full members of the Alliance: AIFO Liberia, Sightsavers, The Carter Center, Plan International, Williette Safehouse, and National Union of Organizations of the Disabled sign up.

## ARTICLE 14: ADMENDMENT, MODIFICATION OR VARIATION

This Term of Reference may be amended, Varied or Modified in writing after consultation and agreement by a simple majority of the full members of the Alliance.

