Invitation to Tender

Disability disclosure in the workplace – psychological safety, effective self-identification processes, data collection, measurement and management: An Employer Toolkit

[Employers for Change](#) is inviting application of tender from external consultant to undertake the development and creation of an information guide and practical toolkit for employers who are seeking support and information on how to best collect, measure and manage data from employees with disabilities who are disclosing their disability and self-identifying as a person with disability in the workplace. Based on the toolkit, a short practical complimentary training should be also created, to help employers implement the recommendations.

Employers for Change, is a programme of the [Open Doors Initiative](#), and funded by the Department of Children, Equality, Disability, Integration and Youth. The service empowers employers with all the information and advice needed to hire inclusively and to employ, manage and retain staff with disabilities. Since launching in March 2021, Employers for Change has engaged with over 300 employers. The mission of Open Doors Initiative is to enable equitable access to employability to marginalised groups.

Through this work, Employers for Change has committed to developing a toolkit that will educate and support employers in creating effective disclosure processes, collect, measure and manage data of employees with disabilities. This toolkit will be informed by research and the lived experience of those who will be positively impacted by this resource.

The tender will close on **Friday, 31st of May at 5pm**.

If you have any queries about the process, please do reach out to Anna Boda, Programme Manager at Employers for Change (info@employersforchange.ie)

Tender

The purpose of this project is to address the challenges of disability inclusion in the workplace by focusing on disability disclosure data collection. It aims to provide employers with the practical tools they may need to accurately measure disability employee data through effective self-identification processes and nurture a culture of psychological safety and belonging.

Key Objective: Provide a practical guide to employers on how to best collect, measure and manage data of employees with disabilities. And how to create a culture of psychological safety for disclosure.

Key Audience: Employers - corporate business, public bodies, HR staff.

This project is not an academic piece of work, but a practical toolkit that should be accessible by employers and employees. Please see our Inclusive Recruitment Toolkit as an example of something produced previously - this can be found on the Open Doors Initiative website through this link [here](#).

Project Deliverables

The successful tender applicant will be expected to produce a well-structured, comprehensive toolkit which offers practical advice and recommendations to employers by 18th of October 2024. The toolkit should be practical with keys steps.

It should include the methodology for disability disclosure data collection, along with accompanying resources such as survey templates, policy framework, communication materials, and complimentary training

1. To provide employers with practical tools and guidelines to accurately measure disability employee data and track progress over time.

2. Communication guideline to raise awareness about the importance of disability inclusion and self-identification, leading to increased participation rates among employees.

3. Include legislation and legal requirements and regulations, since this involves sensitive, personal information.

4. Include clear steps to avoid any form of discrimination.

Awareness training will be developed as a complimentary resource to the toolkit. The purpose of the training will be to give employers practical guidance on implementing the recommendations laid out in the research toolkit.

Context

The availability of reliable statistics is essential to inform researchers, policy makers and the population in our collective efforts to improve society. (NDA)

As per Diane Lightfoot, CEO of Business Disability Forum "We can only drive change – and close the disability employment gap – if we can get an accurate picture of who is in our workforce already. Understanding who is in our workforce can also enable us to support everyone effectively – to understand the effectiveness (or not) of our processes and identify areas where more support is needed."

Among employers, there is also a growing recognition of the need for accurate data collection to inform diversity and inclusion initiatives. However, based on the feedback from employers, we know they often face challenges in effectively measuring disability employee numbers due to barriers to self-identification.

A survey conducted by the Irish Data Protection Commission (DPC) found that many businesses struggle to navigate GDPR requirements, particularly concerning the collection and processing of sensitive personal data like disability status. Compliance with GDPR regulations adds an additional layer of complexity, as organizations must ensure that they handle disability data in a manner that respects individuals' privacy rights. Ensuring GDPR compliance while collecting disability data requires clear policies and procedures, as well as ongoing staff training to uphold data protection standards.

The NDA notes that employees not sharing their disability status and challenges with data collection can be issues for public bodies.

The report by the Business Disability Forum from 2023 has identified different challenges for disclosure, such as:

• Procedural challenges, data protection complexities,

• Lack of psychological safety in the workplace,

• People with hidden disabilities not disclosing due to fear that it may harm their career prospects.

This project seeks to address these challenges by providing practical solutions and resources to support employers in collecting and measuring disability data more effectively.

Requirements

• Experience in research and excellent writing skills.

• Experience in producing high quality documents to an agreed deadline.

• Demonstrated knowledge of the area of employment, and/or disability inclusion in the workplace, this can also be from lived experience, academic background, or relevant volunteer work.

• Desired: Demonstrated knowledge of HR best practices and legal requirements in the area of self-identification, employee data collection.

Process

If you would like to engage with this tender process, please send the below to info@employersforchange.ie:

• Your CV, along with details of your relevant work

• A sample of relevant work in this area

• A timeline of the completion of this work by 18th of October 2024

• An outline of how you would develop this toolkit, along with suggested key topics

• Overall costing of this work within the budget of €8,000 (incl. VAT)

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