Digital Accessibility Consultant

Statement of Work

Social Accountability International (SAI) is a global non-governmental organization working to advance human rights for workers around the world. SAI’s vision is of decent work everywhere—sustained by an understanding that socially responsible workplaces benefit business while securing fundamental human rights. SAI empowers workers and managers at all levels of businesses and supply chains through social standards and guidance, training and capacity-building programs, and convening partnerships that drive dialogue and consensus-based solutions. For more information about SAI, visit our website at https://sa-intl.org.

SAI is preparing to develop and publish a large number of digital resources in support of several programs and services over the next few years, including: trainings (ppts, video recordings, online learning modules); tools (pdfs, excel documents, Word documents); guidance, handbooks, case studies, and other resources (pdfs); webpages and apps; surveys; and other others. We aim to build digital accessibility into these resources from design to publication, ensuring ease of use for all users.

SAI is seeking to engage an experienced consultant or consulting organization to support us in developing and implementing a digital accessibility program. The consultant will:

1. Support SAI in developing a plan to build accessibility into all digital resources as we develop and publish them;
2. Develop and deliver training and guidance for SAI and partner organizations on digital accessibility principles, good practices, and standards (especially Section 508);
3. Provide digital accessibility compliance checks (Section 508) for all types of resources listed above, as needed;
4. Implement digital accessibility requirements (Section 508-compliant) for all types of documents and digital resources, as needed;
5. Generally, advise SAI on digital accessibility practices and ensuring compliance with Section 508.

Projects are being implemented in multiple countries and materials may be needed in a variety of languages. The consultant is expected to provide these services regardless of the language of the digital resource or, if this is not feasible, to support SAI in developing a procedure for ensuring compliance across multiple languages.

The consultancy is envisioned as a long-term support role, with an initial start-up period (developing and delivering training and guidance), followed by ongoing involvement in compliance checks and implementation. After initial start-up, the volume of work will vary from month-to-month. SAI will work with the consultant to establish appropriate expectations, timelines, and processes to manage ongoing work.

SAI is an equal opportunity employer. Diversity makes us stronger and we are committed to creating an inclusive environment for all employees.
Application

To apply, please submit a proposal to recruits@sa-intl.org with “Digital Accessibility Consultant” in the subject line. Proposals should include the following information:

1. Details of your qualifications for this role:
   - Education, training, or professional development relevant to SOW
   - Previous experience relevant to SOW
   - Samples of work relevant to SOW
   - Level of knowledge and experience implementing Section 508 requirements for resources relevant to this SOW
   - Contact details for 3 references that can speak to your experience relevant to this SOW

2. Proposal for meeting SOW requirements, including:
   - How will you help SAI ensure our digital resources are accessible to all audiences? How will you set SAI and our partners up for Section 508-compliance across all our digital resources?
   - Hourly rate (and/or piece-rate for activities listed below)
   - Estimated time commitment (working hours or days) needed for the following sample activities:
     - Developing and delivering digital accessibility training and guidance for SAI and partner organizations
     - Conducting a Section 508 compliance check on:
       - 50-page PDF (e.g., handbook including pictures, graphics, text, etc.)
       - 25-slide ppt
       - Excel document
       - Webpage
       - 2-minute animated video
     - Implementing Section 508 requirements on:
       - 50-page PDF (e.g., handbook including pictures, graphics, text, etc.)
       - 25-slide ppt
       - Excel document
       - Webpage
       - 2-minute animated video

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