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| **TERMS OF REFERENCE TO DEVELOP A SUB- GRANTING POLICY FOR THE NATIONAL COALITION OF HUMAN RIGHTS DEFENDERS UGANDA.** |

**ABOUT THE NATIONAL COALITION OF HUMAN RIGHTS DEFENDERS**

**1.1 Introduction:**

The National Coalition of Human Rights Defenders Uganda (NCHRD-U) is a registered membership organization of organizations and individual Human Rights Defenders (HRDs) that was formed in 2013. NCHRD-U’s mandate is to protect and promote the work of HRDs in a safe and secure environment. It seeks to strengthen the work of HRDs throughout the country through synergy and collaboration at national and international level to enhance the protection mechanisms for HRDs and their capacity to effectively defend human rights. NCHRD-U focuses its work in all regions in Uganda.

The Coalition Secretariat has partnership with various protection service providers collaborated to support HRDs’ protection in Uganda. NCHRDU is a membership organization that operates under three programs; protection and emergency response, capacity building, and advocacy and networking. Additionally, the Coalition works to reinforce preventive and responsive protection mechanism for HRDs at National and grassroot level in Uganda.

Further information about the organization and what it does, can be found on its website: [www.hrdcoalition.ug](http://www.hrdcoalition.ug)

**1.2 The Sub-Granting Policy**

# NCHRDU seeks the services of a consultant(s) or consultancy firm to lead in the development of a policy and procedure for co-hosting and subgrating. The framework shall among other things incorporate procedures for assessing partner organization capacity regarding competence, resources, internal controls and work on anti-corruption as well as meaningful, effective and accessible grant development, management, accountability and capacity enhancement framework.

# The policy and procedures guide shall include good practices in grant oversight, grant coordination, risk mitigation and limiting exposure to grant-related legal liability, assessing efficiency and impact of HRDs’ work, and ensuring consistency and accountability in securing and managing grant funds.

# **2.0 Objective of the task**

The overall objective is to set up the sub granting policy framework with the requisite governance mechanisms for effective sub grant management and administration. Such would be expected to maintain meaningful grant coordination, oversight and impact assessment and documentation. The policy shall specifically oversee all requests, application submissions, approvals and disapprovals, pre award, post award and closeout requirements, including programmatic and financial reporting; and project monitoring and evaluation where it is necessary.

The specific objective is to develop a framework for assessing partners capacity, internal controls, risks, value addition and impact for meaningful partnership and maintaining effective grant management, reporting, recognition and dispute management.

# **3.0 Scope of work**

The scope of work for the consultant will include, but is not limited to:

1. Develop grant communication guidelines among NCHRD-U, grant seekers and other stakeholders.
2. Review and analyze all related documentation to sub-granting
3. Develop grant-management procedures from application submission, acceptance, pre-award, award, post award to grant close-out including programmatic and financial reporting as well as reimbursement.
4. Develop guidelines on grant oversight and monitoring to meet targets.
5. Develop guidelines for file-management, access and retention procedures.
6. Facilitate validation meetings on the proposed Sub-granting policy.
7. To develop a Sub-granting policy.

# **4.0 Methodology**

The consultant is encouraged to suggest and develop the most suitable methodology in line with NCHRD-U’s assignment for approval. This should be detailed in the technical proposal and inception report.

**5.0 Expected deliverables**

The key deliverables are:

1. An inception report with details on the methods and tools to be used including the work-plan and time frame.
2. A draft comprehensive Sub-granting policy that specifically oversees or requests, applications, submissions, approvals and disapprovals, pre-award, post-award, and close out requirements, including programmatic and financial reporting; and project monitoring and evaluation where it is necessary.
3. The final Sub-granting policy
4. Develop a framework for assessing partners capacity, internal controls, risks, value addition and impact for meaningful partnership and maintaining effective grant management, reporting, recognition and dispute management.
5. Tools and material to operationalize the Sub-Granting Policy.
6. Evaluation reports from all meetings conducted.

Note: All deliverables shall be submitted in 2 copies - hardcopy and editable softcopy format.

**6.0 Duration of the assignment**

The assignment is expected to be carried out in a period of 14 working days.

**7.0 Budget and payment**

The consultant should provide an indicative budget per day in Uganda Shillings. The consultant will be paid professional fees as compensation for his/her technical/professional expertise and time invested in the delivery of the expected outputs. This will be discussed and agreed amicably between the consultant and NCHRD-U

**Note:** The consultant will be responsible for declaration of income for income tax purposes and where applicable, NCHRD-U will make 6% statutory deductions (from the gross payment) payable to Uganda Revenue Authority as withholding tax in accordance with the income tax regulations of Uganda.

1. **Expertise**

Essential

1. Institutional/individual experience of similar assignment for more than 5 years’ experience

2. Demonstrable work experience in project management/grant management field within the government, NGO and/ or private sector.

3. Higher level academic qualification. Master’s degree/PHD in Finance/Business administration, organizational development/ Communication development or any other relevant field preferred.

4. Good understanding of working with Civil Society Organizations in Uganda including finding modalities of the sector.

5. Excellent written and presentation skills.

Additional

1. Experience and expertise in developing proposal, grant financing and reporting. and maintaining good relationships with institutional donors or corporations.
2. Experience of working in multicultural contexts.
3. Strong analytical, strategic thinking and planning skills and ability to work under tight deadlines.
4. Proficiency in English.

Interested applicants shall present to NCHRD-U both financial and technical proposals for the project. The technical proposal must cover all-important aspects of the project and the financial proposal should cover professional and support costs.

Must be results-oriented, a team player, exhibiting high level of enthusiasm, diplomacy and integrity.

1. Excellent interpersonal and professional skills in respect to engagement with stakeholders and partners;
2. Excellent analytical, facilitation, and communication skills for effective stakeholder engagements/workshops.
3. Evidence of having undertaken similar assignments;
4. Experience in research, policy development, management and programming-related work.
5. Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.

**7.0 Application Process**

Interested and qualified candidates should submit their applications which should include the following:

1. Technical proposal
2. Financial proposal
3. Detailed Curriculum Vitae
4. Sample work undertaken that is similar to this assignment is an added advantage.

**Please quote “Sub-Granting Policy– National Coalition of Human Rights Defenders - Uganda” in the subject line.**

Applications should be emailed to info@hrdcoalition.ug not later than 5pm on the 30st August 2023.