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| **TERMS OF REFERENCE (TORS) FOR A CONSULTANCY TO DEVELOP A PROTECTION MANUAL FOR THE NATIONAL COALITION OF HUMAN RIGHTS DEFENDERS UGANDA (NCHRD-U)** |

**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 HRD Protection Manual**

Over the past 10 years, the NCHRD-U under the protection and emergency response program has managed and handled the disbursement of the protection fund to support HRDs at immediate risk. HRDs in the course of doing their human rights work face a lot of threats and attacks which include unlawful arrests, assault, surveillance, restrictive legislative environment. The NCHRD-U through the protection desk supports the HRDs at risk to access protection services; psychosocial &medical support, relocation, up keep, safe transport, legal support, safe transport to enable the HRDs continue their human rights work in their communities. Most of these HRDs in turn are supported to recover, resume their work and are more vibrant in their human rights work which has also increased awareness about the protection mandate of the NCHRD-U.

In a bid to fulfill one of our core values of transparency and serve the HRD fraternity at large, the NCHRDU recognizes the value of having a protection manual that streamlines its protection and emergency response system by documenting the information to give guidance in case management and manage the expectations of HRDs and other partners. The manual will also reaffirm the Organization’s vision, mission and objectives for the effective implementation and sustainability of its HRD protection mandate over the years. NCHRDU firmly believes that its staff members, governance structures, partners and key stakeholders are at the center of this development, helping to assess ways in which to strengthen the emergency response of the organization, providing direct input into consultations. Based on that, NCHRD-U seeks to identify a consultant (individual or firm) to provide support towards the development of the protection manual. The Consultant will build on existing safety and security management system, information and strategic plan to finalize the process.

**2.0 Objective of the assignment**

The overall objective of the task is to develop a an HRD protection manual that will streamline case management and the disbursement of the protection fund with effective integration of gender equality considerations for the NCHRD-U emergency and response mechanism.

**The operation of the manual will include:**

1. The department objective as per the strategic plan and organizational objectives
2. Detailed description of the Protection manual and fund
3. The HRD criteria, screening, confidentiality, selection process and unacceptable behavior
4. The frequency of meetings; approval authorities for disbursement of funds and related matters
5. The composition and role of the Protection Committee
6. Streamlined communication & feedback channels and platforms
7. The level of approval authority
8. Protocols, tools, guidelines and best practices for case management, pathways and the disbursement of Protection fund
9. The description and responsibilities of each key staff
10. The documentation and format of the protection meeting minutes
11. The specifications for the preparation of the monitoring and evaluating service delivery
12. The monitoring and evaluation plan identifying the needs of the HRDs and their progress
13. The timelines for case management
14. The HRD reintegration procedures and criteria
15. The tools and materials for the case management and disbursement of the protection fund
16. The scope and mandate of the protection fund
17. Have a gender streamline mechanism
18. Elaborate the interdepartmental coordination
19. Have a section of FAQs

**3.0 Scope of Work**

The scope of work for the Consultant will include but not limited to:

1. Review and analyze all relevant documents including the current protection documents, reports, policy guidelines regarding protection and emergency.
2. Familiarization with the history, Mission, vision and goal based on NCHRDU’s objectives
3. Identification of gaps and challenges in the current system including areas of inefficiency and ineffectiveness
4. Develop a comprehensive protection manual. This will include protocol, guidelines, tools, roles pf the protection committee, gender mainstreaming, criteria and selection, FAQs, M&E mechanisms, best practices, feedback and communication channels, reintegration guidelines, disbursement guidelines.
5. Review and develop tools to operationalize the protection manual
6. Develop a section in the manual giving recommendations on the gaps, challenges, changes, practical guidance to the protection committee. Incorporate sections in the protection manual to be inclusive of digital and virtual operations
7. Provide information on best practices for managing protection funds and cases.
8. Review and propose improvements to motivate the protection committee in close consultations with key staff.
9. Monitoring and evaluation of the effectiveness of the new protection manual including feedback form the staff.
10. Facilitate in meetings to include consultation and validation

**4.0 Methodology**

NCHRD-U believes in innovation and creativity and as such, the Consultant is encouraged to suggest and develop the most suitable methodology in line with the 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:

a) Submit a technical and financial proposal

b) An inception report and upon approval submit details on the methods and tools to be used including the work-plan and time frame.

c) Conduct the assignment as stated, a draft protection manual shall be submitted after the necessary engagements

c) Presentation of the draft protection manual

d) Submit a comprehensive final protection manual with gender inclusion

f) Tools to operationalize the manual

g) Facilitate in the meetings of consultation, validation and approval. Submit an evaluation report.

Notable: All deliverables shall be submitted in 2 copies; in hardcopy and softcopy in editable format.

**5.0 Duration of the Assignment**

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

**6.0 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 for a win-win for both the consultant and the NCHRDU

**Notable** is that the Consultant will be responsible for declaration of the income for income tax purposes and where applicable, NCHRDU 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

**8.0 Expertise**

1. Should possess at least a Masters’ degree in the field of Gender and development, operations management, safety and security management, social sciences, Law, development studies, a post graduate in Monitoring and Evaluation, risk and financial management
2. University degree in relevant fields (gender and development, social sciences, development studies)
3. A sound understanding of the HRD concept and working environment
4. Over five year’s professional experience in managing protection funds, safety, security and risk management consultancy assignments;
5. Prior working experience on gender programing, planning and women’s rights is a must.
6. Should have experience in urgent fund, safety and security management
7. Demonstrate experience in the development manuals, protocols and guidelines for organizations in the NGO sector in at-least the last 3 years that have been adopted
8. In-depth knowledge of disbursement of the protection fund and best practices.
9. In-depth knowledge in gender, the social-cultural, economic and political context of Uganda is an added advantage

**Skills and Competencies**

The Consultant should hold the following:

1. In-depth knowledge of on the concept and protection of Human Rights Defenders
2. In-depth knowledge on emergency response and case management of HRDs is a must
3. In-depth knowledge and understanding of the HRD emergency protection fund is an added advantage
4. Ability to work with minimal supervision;
5. Proven and excellent skills in management of emergency funds.
6. Application/use of innovative and effective tools for stakeholder’s engagement in the collection of required information and feedback;
7. Must be results-oriented, a team player, exhibiting high level of enthusiasm, diplomacy and integrity;
8. Demonstrates excellent interpersonal and professional skills in respect to engagement with stakeholders and partners;
9. Excellent analytical, research, interpersonal, written and communication skills in English for effective stakeholder engagements/workshops;
10. Evidence of having undertaken similar assignments;
11. Experience in emergency response, research, policy development, management and programming.
12. 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. Expression of interest
2. Technical proposal
3. Financial proposal
4. Detailed Curriculum Vitae

**Please quote “Safety, Security and Risk Management Policy – National Coalition of Human Rights Defenders - Uganda” on the subject line.**

Applications should be emailed to info@hrdcoalition.ug to reach us not later than 5pm on the 29th June 2023.