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| **TERMS OF REFERENCE (TORS) FOR A CONSULTANCY TO DEVELOP A COMPREHENSIVE SAFETY, SECURITY AND RISK MANAGEMENT POLICY 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 A comprehensive Safety, Security and Risk management policy**

The NCHRDU is a dynamic and fast-growing non-governmental organization that focuses on addressing the issues affecting the working environment of HRDs in Uganda. Over the past 10 years, the NCHRD-U has been structuring its safety and security system which has enabled the secretariat operate well to serve the HRDs in Uganda. In order to effectively deliver on its protection mandate, NCHRDU recognizes the value of having a an all-inclusive inhouse safety, security and risk management policy that will support its physical, digital and personal staff security at the secretariat in implementing its protection mandate integrate the ever-changing operating environment of HRDs. NCHRDU plans to develop a comprehensive safety and security management policy which will also incorporate the new trajectory in the working environment of HRDs.

The policy 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, members, partners and key stakeholders are at the center of this development, helping to assess ways in which to strengthen the safety and security 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 safety and security management policy. 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 comprehensive safety, security and risk management policy for NCHRD-U.

# **3.0 Scope of Work**

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

1. Review and analyze the current safety and security system of NCHRD-U and its sister organizations.
2. Identification of gaps and challenges in the current system including areas of efficiency and ineffectiveness
3. Develop an institutional safety, security and risk management policy. This will include physical, personal and digital security strategies, initiatives and tools to improve the secretariat safety and security.
4. Review and develop tools to operationalize the safety, security and risk management
5. Develop a section in the policy giving recommendations on the gaps, challenges, changes, practical guidance to Staff on risk management and emergency situations
6. Incorporate sections in the policy to be inclusive of digital and virtual operations
7. Provide information on best practices for safety, security & risk management.
8. Review and propose improvements to staff safety and security in close consultations with staff.
9. Monitoring and evaluation of the effectiveness of the new safety, security and risk management policy including feedback form the staff.
10. Facilitate 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 safety and security management policy shall be submitted after the necessary engagements

c) Presentation of the draft policy for validation.

d) Submit a comprehensive final safety, security and risk management policy

f) Identify tools to operationalize the policy

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, safety and security management, risk management, social sciences, Law, development studies.
2. University degree in relevant fields (Law, gender, social sciences, development studies)
3. Over five year’s professional experience in safety, security and risk management consultancy assignments;
4. Prior working experience on gender and women’s rights is key
5. Should have experience in safety and security management
6. Demonstrate experience in the development of Safety and security policies and manuals, risk management policies, for organizations in the NGO sector in at-least the last 3 years that have been adopted
7. In-depth knowledge of labor law, employment act and Human Resource Management best practices.
8. In-depth knowledge in gender, the social-cultural, economic and political context of Uganda is an added advantage
9. Skills and Competencies:
10. Excellent research, analytical, interpersonal and report writing skills
11. Ability to work with minimal supervision;
12. Proven excellent written and oral communications skills in English;
13. Application/use of innovative and effective tools for stakeholder’s engagement in the collection of required information and feedback;
14. Must be results-oriented, a team player, exhibiting high level of enthusiasm, diplomacy and integrity;
15. Demonstrates excellent interpersonal and professional skills in respect to engagement with stakeholders and partners;
16. Excellent analytical, research, interpersonal and communication skills for effective stakeholder engagements/workshops;
17. Evidence of having undertaken similar assignments;
18. Experience in research, policy development, management and programming-related work.
19. Excellent writing and reporting skills in English;
20. 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.