|  |
| --- |
| **TERMS OF REFERENCE (TORS) FOR CONSULTANCY SERVICES TO** **DEVELOP A STANDARDIZED RESPONSE PROTOCOL HRDs**  |

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

The National Coalition of Human Rights Defenders Uganda (NCHRD-U) is a registered organization of various organizations and individual Human Rights Defenders (HRDs) that was formed in 2013. 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 in partnership with various protection service providers partners collaborated to support HRDs aiming at Protection of Human Rights Defenders Uganda. NCHRD-U’s mandate is to protect and promote the work of HRDs in safe and secure environment through linkages with national, regional and international entities. Individuals and organizations working to promote the protection of Human Rights Defenders (HRDs) in Uganda. Further information about the Organization and what it does, can be found on our website: [www.hrdcoalition.ug](http://www.hrdcoalition.ug)

**1.0 INTRODUCTION**

NCHRD-U in partnership with Dan Church Aid, Witness Radio with the support of EU and DANIDA are implementing a project on Monitoring, documentation and advocacy for Human Rights in Uganda (MDA-HRU).

In response to the various challenges, threats, attacks and risks that the human rights defenders including community-based land and environment defenders face in Uganda, the consortium of NCHRD-U and Witness Radio seek to implement the monitoring, documentation and advocacy for human rights in Uganda (MDA-HRU) action that is aimed to hold the private sector and government accountable for environmental human rights abuses and violations through improved documentation and evidence based advocacy. The action is designed to promote, protect and respect human rights and enabling access to remedy where violations occur especially the peculiar areas where private sector actors are increasingly involved in land-based investments of the key areas in the activity is providing response and support to HRDs including community land and environment defenders.

This key intervention will ensure that HRDs at risk including the Land and environment HRDs will be supported to access emergency support and be linked to referral pathways given the increasing need for the HRD support. Appreciating that the available funds may be limited to serve all HRDs needs, the referral system will aim at reducing the burden of support on one or two partners but rather ensure are linked to other providers including CSOs, MDAs like the UHRC and the police.

It is important that when working to hold the private sector and government accountable to environmental human rights violations and abuses to have agile planning and response as well as safety and security management by the consortium members as they each have different mandates and either may have limited knowledge of safety and security protocols in their line of work. The operating civic environment is volatile and would require constant monitoring due to the changing contexts which will call for constant change in response, strategy and approach. The NCHRD-U and Witness radio will be able to operate flexibly in a constantly changing environment of opposition against their human rights work which includes responding to safety and security threats, incidents, risks and attacks. This MDA-HRU activity is not only looking at the development of the standardized protocol but it also enables the provision of emergency support, legal services, psychosocial and mental health services, to create safe spaces, referrals to other partners a basket fund for the immediate response to the HRDs in eminent danger. In order to execute this activity, the consortium members and its partner will have to ensure the development, adoption and dissemination of the standardized response protocol for managing the response to attacks, threats and risks faced by HRDs including community land and environment HRDs at risk during their advocacy, monitoring, reporting and documentation of the human rights violations and abuses.

**2.0 About the standardized response protocol:**

The standardized response protocol is a great protection tool that will be used to guide case handling, safety and security management of the HRDs at risk by the consortium members and their focal persons. It will be among the key documents utilized in the course of the activity implementation.

The protocol is important given the fact that there is always more demand from HRDs to be supported under the project response fund which is limited in resources and the lack of a protocol means that the resources may soon be depleted hence being unable to help HRDs in need and the action may no be able to utilize the other opportunities in the context including referrals.

This activity will leverage and strengthen the existing response mechanisms from community to national level and ensure sustained safety and protection of HRDs. Aspects under the protocol will also feed into the routine engagements including capacity building and empowerment of community LEDs and access to paralegal services.

Based on the above, the NCHRD-U on behalf of the consortium seeks to identify a consultant (individual or firm) to develop a standardized response protocol. The consultant will guide the development of a comprehensive response protocol to support/guide the utilization of the response funds at NCHRD-U and Witness Radio. The protocol will categorize the risk levels of cases received using low, medium and heightened risk categories and identify response levels whether community, subregional, national or referral to actors. The tool will indicate the support required by the HRDs. It will also provide a guide for the community LEDs on the cases they can address or follow in addition to the step-by-step process where referral is needed. It will support the avoidance of uncoordinated actions and it will have a checklist to ascertain the merits of the threat or violation and need for support. The checklist will be used on individual case assessment and referral.

The Consultant will build on existing information and strategic plan to finalize the process.

**3.0 Objective of the assignment**

The overall objective of the task is to develop a standardized response protocol tool for the HRDs including the community land and environment defenders.

**4.0 Scope of Work**

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

1. Review the literature on HRD protection response; protocols, services, risk assessment.
2. Identification of gaps in the current HRD protection protocol of the consortium members
3. Cataloging the available HRD protection services
4. Categorization and prioritization of activity areas by threat level
5. Develop risk matrices and security plans
6. Provide a step-by-step checklist for case assessment and referral
7. Develop a referral pathway from local to national level
8. Provide a catalog of the response services available for HRDs and the referral actors both state and non-state
9. Develop response tools/mechanisms to access the protection services
10. Develop guidelines for the response fund
11. Develop a standardized response protocol with a checklist on individual case assessment and referral.
12. Provide information on best practices for protection and response protocols
13. Review and propose improvements, practical guidance and recommendations to a standardized response protocol.

**5.0 Methodology**

The Consultant shall develop the most suitable methodology in line with the assignment. This should be detailed in the technical proposal.

**6.0 Administration:**

This is a participatory process where the consultant is expected to take lead with support from the NCHRD-U, consortium members and the relevant stakeholders and project beneficiaries. The consultant should be cognizant of the nature of the activity. The consultant should come up with proposals on how to manage this assignment without risking the safety and security of the participants.

**7.0 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. An inclusive and holistic assessment report of the response protocol including; Identification of gaps with the current consortium members, provide information on best practices for a standardized protocol, propose improvements, practical guidance and recommendations.
3. Catalogue of the available HRD protection services
4. Categorization of activity areas by threat level
5. Risk matrices and security plans
6. A step-by-step checklist for case assessment and referrals
7. A catalog of the response services available for HRDs and the referral actors both state and non-state
8. Level of knowledge of HRDs on the availability of protection services and those that provide them in their grassroot level
9. Response tools/mechanisms to access the protection services
10. Guidelines for the response fund
11. A standardized response protocol with a checklist on individual case assessment and referral.
12. Best practices for protection and response protocols
13. Information on improvements, practical guidance and recommendations to a standardized response protocol.

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

**8.0 Duration of the Assignment**

The assignment is expected to be carried out in a period of 21 working days

**9.0 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 NCHRD-U

**Notable** is that the Consultant will be responsible for declaration of the 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

**10 Expertise**

1. Should possess a Masters’ degree in development studies, law, social sciences, human rights and gender, psychology or its related field.
2. Over five year’s professional experience in human rights, HRD protection, case management and referral systems
3. Should have experience in safety and security management
4. Should have experience in conducting gender, equality, feminism assessments in the field of Human Rights Defenders.
5. Should have developed response protocols or protection manuals for organizations in the NGO sector in at-least the last 3 years that have been adopted
6. In-depth knowledge of HRDs protection services, gender-based violence, victim and survivor best practice.
7. Skills and Competencies:
8. Ability to work with independently and deliver high quality work in a timely manner with minimal supervision;
9. Proven excellent written and oral communications skills in English;
10. Application/use of innovative and effective tools for stakeholder’s engagement in the collection of required information and feedback;
11. Clear articulation of innovative approaches to carry out the assignment
12. Must be results-oriented, a team player, exhibiting high level of enthusiasm, diplomacy and integrity;
13. Demonstrates excellent interpersonal and professional skills in respect to engagement with stakeholders and partners;
14. Excellent analytical, facilitation and communication skills for effective stakeholder engagements/workshops;
15. Evidence of having undertaken similar assignments;
16. Experience in research, policy development, management and programming-related work.
17. Excellent writing and reporting skills;
18. Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines

**11. 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

**Please quote “Development of standardized response protocol -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 4pm on the 31st July 2024.