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| **TERMS OF REFERENCE (TORS) FOR A CONSULTANCY TO REVIEW, DEVELOP AND DESIGN A COMPREHENSIVE PROTECTION MODEL FOR THE NATIONAL COALITION OF HUMAN RIGHTS DEFENDERS UGANDA (NCHRD-U)** |

**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 partners collaborated to support HRDs aiming at Protection of Human Rights Defenders Uganda. NCHRD-U’s purpose 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**

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. It offers individual HRDs and organizations the opportunity to continue operating in their human rights protection and promotion through its programs; protection and emergency response, capacity building, Advocacy and Networking. Additionally, the Coalition works to reinforce preventive and responsive protection mechanism for HRDs at National and grassroot level in Uganda.

Over the past 10 years, the NCHRD-U has been running its protection program with its HRD Protection model which has enabled the secretariat operate effectively to serve the HRDs in Uganda. The Coalition also developed a five-year strategic plan (2022-2026) that pointed out new areas that required new initiatives. In order to effectively deliver on its protection mandate, NCHRDU recognizes the value of remodeling its HRD protection model to incorporate the new trajectory in the working environment of HRDs. NCHRDU plans to review, develop and design a comprehensive protection model which integrates the current changes in the operating environment of HRDs.

The model will also reaffirm the Organization’s vision, mission and objectives for the effective implementation and sustainability of its HRD protection mandate over the next ten years. NCHRDU firmly believes that its staff members, members, partners and key stakeholders are at the center of this remodeling effort, helping to assess ways in which to strengthen the impact of the organization, providing direct input into consultations. Based on that, NCHRD-U seeks to identify a consultant to provide support towards review, develop and design of its current HRD protection model. The Consultant will build on existing information, protection model and strategic plan to finalize the process.

Based on that**,** NCHRD-U seeks to identify a consultant (individual or a firm) to develop a Comprehensive HRD Protection model.

**2.0 Objective of the assignment**

The overall objective of the task is to review, develop and design a Comprehensive HRD Protection Model.

# **3.0 Scope of Work**

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

1. Review the all the current Protection Model
2. Familiarization with the history, Mission, vision and goal based on NCHRDU’s objectives
3. Review of the relevant information and documentation
4. Review and analysis of current HRD protection program and model of the organization and its partners, including documentation and interviews with relevant staff and partners
5. Identification of gaps and challenges in the current protection model, including areas of inefficiency and ineffectiveness
6. Development of recommendations and solutions to address identified gaps and challenges, including changes to processes, procedures, and coordination mechanisms
7. Implementation of the recommended changes, including the development of tools and support materials for staff and partners
8. Monitoring and evaluation of the effectiveness of the new protection model, including feedback from staff and partners
9. Develop and design the new HRD protection model
10. Production of the new Protection model
11. 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.

**5.0 Expected Deliverables**

The key deliverables are:

a) An inception report with details on the methods and tools to be used including the work-plan and time frame.

b) A draft comprehensive HRD protection model which integrates the current changes in the operating environment of HRDs.

e) Present the final HRD protection model to NCHRD-U

f) Tools and material to operationalize the HRD protection model

g) Facilitate in all meetings to include consultations and validation. Submit an evaluation report of the meetings.

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 21 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 a Masters’ degree in Law, social sciences Communication, organizational psychology, human Rights, business administration, systems management, project management, I T, MBA.
2. Over five year’s professional experience in model and systems development consultancy.
3. Should have experience in safety and security management of HRDs
4. Prior working experience on gender and women’s rights is key
5. Should have developed different program models for organizations in the NGO sector in at-least the last 3 years that have been adopted.
6. In-depth knowledge of strategy development, systems analysis, tools development, employment act and Human Resource Management best practices.
7. Outstanding research and analytical abilities
8. Skills and Competencies:
9. Ability to work with minimal supervision;
10. Proven excellent written and oral communications skills in English;
11. Application/use of innovative and effective tools for stakeholder’s engagement in the collection of required information and feedback;
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. Project Management skills.
19. 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 “HRD Protection Model – 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.