|  |
| --- |
| **TERMS OF REFERENCE (TORS) FOR A CONSULTANCY**  **TO DEVELOP A CAPACITY BUILDING SRATEGY FOR THE NATIONAL COALITION OF HUMAN RIGHTS DEFENDERS UGANDA (NCHRDU)** |

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

**1.1 Introduction:**

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 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/).

# 1.2. Capacity Building Strategy

The NCHRDU is a dynamic and fast-growing non-governmental organization that focuses on addressing the work environment of HRDs in Uganda. The NCHRD-U has three programmatic areas that include: Advocacy and Networking, Protection and Emergency and Capacity Building. The approach in programming includes both reactionary and preventive approach which the Capacity Building Program focuses on ensuring safety and security management of both individuals and organizations. In pursuit of enhancing effectiveness in its programmatic area of capacity building, the NCHRD-U aims to develop a Capacity Building Strategy. The Capacity Building Strategy will streamline the process through which the NCHRD-U will strengthen, adapt, deploy and maintain the capabilities of their members (individuals, groups, and organizations) to define, plan and achieve their own development objectives in an inclusive, participatory and sustainable manner. The Capacity Building Strategy will increase the stakeholder value, meet the needs of the different members of the NCHRD-U. It will be used as a tool in the capacity planning process that will improve the learning and adaptation.

Based on that, the NCHRD-U seeks to identify a consultant to facilitate the process of developing a Capacity Building Strategy to strengthen the capacities of its members (individuals, groups, and organizations).

# Objectives of the assignment

1. To develop a capacity building strategy that will aid in the capacity planning process and improve the learning and adaptation of the National Coalition of Human Rights Defenders-Uganda as a network of human rights defenders.
2. Identify the specific capacity needs and priorities at the organizational and individual levels of its members, and make recommendations for the most suitable, effective, efficient and affordable modes of capacity development to meet their needs.
3. Develop a long-term and sustainable Capacity Building Strategy for the National Coalition of Human Rights Defenders-Uganda to address the capacity gaps of the NCHRD-U membership (CSO and individual levels).
4. Identify the current capacity development opportunities in the different regions within the country. We do have HRDs in the different regions in Uganda, and we will leverage on our membership placements.

|  |
| --- |
| The scope of work will include but not limited to: |

**3.0 Scope of Work**

1. Desk Review: Review and analyze relevant documents inclusive of the NCHRD-U Strategic Plan and Activity reports.
2. Familiarize with the history, Mission, Vision and goal and objectives of NCHRD-U.
3. Identify the capacity gaps and challenges in therein including areas of efficiency and effectiveness.
4. Develop a comprehensive Capacity Building Strategy to address the needs of the NCHRD-U’s members (CSO and individual levels).
5. Incorporate best practices for conducting capacity building initiatives specifically related to the capacity of human rights defenders.

# 4.0 Methodology

The Consultant shall develop the most suitable methodology in line with the assignment and should ensure that: The processes takes into consideration and refer to the NCHRD-U Strategic Plan.

A validation workshop will be conducted with key NCHRD-U stakeholders inclusive of HRDs and the NCHRD-U structures to review and agree on the final Capacity Building Strategy. The consultant will participate in the workshop to present the Capacity Building Strategy. The consultant will revise and finalize the Capacity Building Strategy incorporating the results agreed upon at the workshop.

**5.0 key activities & expected deliverables**

|  |  |
| --- | --- |
| **Key activities/Tasks** | **Deliverable/outputs** |
| 1. Develop an inception report including a work plan, detailed methodology, report format and timeline, to be submitted within 5 days from the commencement of the assignment. | An Inception report |
| 1. Conduct thorough assessment and provide an analysis of the capacity strengths and weaknesses across the NCHR-U membership. | Detailed assessment findings |
| 1. Develop a long-term and sustainable capacity building strategy for the National Coalition of Human Rights Defenders-Uganda RD-U membership in Uganda. | Detailed capacity building strategy |

**6.0 Payment schedule:**

Payment of professional fees will be based on submission of agreed deliverables which receive satisfactory quality review. Payment will be made in 3 installments: 30% of the fee upon completion and approval of the inception report, 30% upon completion of the 1st deliverable (the assessment report and draft capacity building strategy), and final 40% of the total fee upon completion and approval by NCHRD-U of the final deliverable (the complete and final Capacity Building Strategy).

# 7.0 Duration of the assignment

The assignment is expected to be carried out in a period of 21 working days from what period – beginning and end date?

# 8.0 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.

# 9.0 Expertise

1. Master’s degree in university degree in social sciences (Organizational Development, Psychology; Human rights, Sociology or relevant degree)
2. At least five (5) years of experience working in organizational development and capacity building.
3. Excellent writing and communication skills in English.
4. Strong interpersonal skills and the ability to communicate and work well with diverse people.
5. In-depth knowledge and understanding of issues of Human Rights in Uganda and Civil Society Sectors.
6. Ability to lead formulation of strategies and their implementation.
7. Demonstrated experience in coordination and strong writing skills.
8. Prior experience and/or knowledge of NCHRD-U Programme will be an added advantage.
9. Good communication and facilitation skills.
10. Cultural awareness and sensitivity to gender issue

# 10.0 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

**Please quote “Capacity building strategy – 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 28th **August 2023.**

**9.0 Evaluation of applications**

Applications will be evaluated on the basis of the following criteria: (i) profile and experience of the consultant in relation to subject of the present mission, (ii) the methodology proposed for the conduction of the mission, and (iii) the financial offer.