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| **TERMS OF REFERENCE (TORS) FOR A CONSULTANCY TO** **CONDUCT AN ASSESSMENT SURVEY OF THE PRESENT-DAY HRD PROTECTION SERVICES IN UGANDA 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 Review and Assessment of the HRD Protection services**

Over the past 10 years, the NCHRD-U has through its protection program supported and coordinated over 1000 HRDs to access protection services at both National and grassroot level with the referral network system. The emergency and protection framework has supported the coordination of protection support to HRDs across the country. The Coalition also developed a five-year strategic plan (2022-2026) that pointed out the need to review and assess the present day HRD protection services to carter to the emerging needs of the HRDs and improve on the service delivery to the HRDs and accessibility. In order to effectively deliver on its protection mandate and especially emergency response, NCHRDU recognizes that context changes and therefore it adds great value and importance to review and assess the change in the present day HRD protection services which will incorporate the new course of the available services in the working environment of HRDs especially the grassroot HRDs. NCHRDU plans to conduct this assessment to develop a strategic framework for provision of coordinated and holistic HRD protection services especially at the grassroot level.

The assessment will 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 the HRDs, HRD service providers, development partners, international partners, staff members, membership, partners and key stakeholders are at the center of this review and assessment, helping to assess ways in which to strengthen the impact of the organization, providing direct input into consultations. Based on the above, the NCHRD-U seeks to identify a consultant (individual or firm) to conduct the review and assessment of the present day HRD protection services in Uganda. The Consultant will build on existing information and strategic plan to finalize the process.

**2.0 Objective of the assignment**

The overall objective of the task is to conduct a review and assessment of the present day HRD protection services especially for the grassroot HRDs with a view to updating it to be relevant to the current context.

**3.0 Scope of Work**

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

1. Review the literature on HRD protection services and assess the level of knowledge of HRDs on the availability of protection services and those that provide them in their grassroot level
2. Identification of gaps in the current HRD protection services, categorization and prioritization of districts by threat level
3. Propose improvements, practical guidance and recommendations to better service in close consultations with the HRDs, stakeholders and secretariat
4. Categorization the organizations that provide HRD protection services exclusively and those that do partially
5. Avail information on the cost of accessing and affordability of the protection services
6. Develop a catalogue of the present day HRD protection services which will include strategies, tools and initiatives to improve service delivery.
7. Develop a communication tool that disseminates information on available protection services
8. Develop tools/mechanisms to access the protection services
9. Provide information on best practices for protection service delivery
10. Monitoring and evaluation of value of the HRD protection services including feedback from the HRDs and protection service providers.
11. Facilitate in all meetings and engagements including consultations and validations

**4.0 Methodology**

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

**5.0 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 present day HRD protection services including; Identification of gaps in the current HRD protection services, provide information on best practices for protection service delivery, propose improvements, practical guidance and recommendations to better service
3. Categorization and prioritization of districts by threat level
4. Categorization the organizations that provide HRD protection services exclusively and those that do partially
5. A catalogue of the available present day HRD protection services which will include strategies, tools and initiatives to improve service delivery.
6. A communication tool that disseminates information on available protection services including tools/mechanisms to access the protection services
7. A Monitoring and evaluation system to assess the value of the HRD protection services including feedback from the HRDs and protection service providers.
8. Facilitate in all meetings and engagements including consultations and validations.

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 21working 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 systems development, law, social sciences, human rights and gender, psychology or its related field.
2. Over five year’s professional experience in undertaken similar consulting assignments.
3. Should have experience in safety and security management
4. Experience working with women and gender is very key
5. Should have experience in conducting gender, equality, feminism assessments in the field of Human Rights Defenders.
6. Should have developed gender and feminist manuals for organizations in the NGO sector in at-least the last 3 years that have been adopted
7. In-depth knowledge of HRDs protection services, gender-based violence, victim and survivor best practices.
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. 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. Technical proposal
2. Financial proposal
3. Detailed Curriculum Vitae

**Please quote “Conduct a review and assessment survey of the present-day HRD Protection services in Uganda -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.