



**TERMS OF REFERENCE FOR A CONSULTANCY TO
DEVELOP A CODE OF CONDUCT FOR THE NATIONAL
COALITION OF HUMAN RIGHTS DEFENDERS
UGANDA (NCHRD-U)**

ABOUT THE NATIONAL COALITION OF HUMAN RIGHTS DEFENDERS UGANDA

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 partnership with various partners to support HRDs aiming at protection of human rights defenders in 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. For more information about the organization, visit our website: www.hrdcoalition.ug

1.0 INTRODUCTION TO THE ASSIGNMENT

To enhance governance, management, operations systems, and structures of the coalition, NCHRD-U recognizes the need to have a code of conduct. The code of conduct will therefore provide for NCHRD-U with internal guidelines on personal behaviour and conduct that does not abuse physically, sexually, psychologically, or verbally any member of the Coalition Secretariat staff, its members, and other stakeholders as per the Coalition's core values (integrity, inclusiveness, confidentiality, transparency, and responsiveness) and other human rights-based principles.

The code of conduct will also clarify who has authority to speak on behalf of the Coalition; the rights and responsibilities of NCHRD-U members and the Secretariat; and the grievance and disciplinary procedures.

The overall goal of this exercise is to set and maintain a standard of acceptable behaviour among NCHRD-U members and the Secretariat staff. Based on that, NCHRD-U, with support from a donor, seeks to identify a consultant (individual or a firm) to undertake the above assignment.

2.0 OBJECTIVE OF THE ASSIGNMENT

The overall objective of this consultancy is development of the Code of Conduct for NCHRD-U Secretariat staff, and its members.

3.0 SCOPE OF WORK

Activities and Tasks:

1. Conduct an assessment and analysis of gaps in the behavioural conduct within the Coalition members and staff.
2. Work with NCHRD-U members and staff to identify issues that should be included in the code of conduct.
3. Conduct a validation meeting with selected NCHRD-U members on the draft code of conduct.
4. Produce final code of conduct
5. Orient NCHRD-U staff and NCHRD-U regional focal persons on the code of conduct.

4.0 METHODOLOGY

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

5.0 EXPECTED DELIVERABLES

The key deliverables are:

1. Assessment Report on gaps in the behavioural conduct within the Coalition members and staff
2. Final Code of Conduct Report
3. Orientation of NCHRD-U Staff and regional focal persons on final code of conduct

6.0 DURATION OF THE ASSIGNMENT

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

7.0 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.

Work Assignment Overview – 21 days		
Key Activities/Tasks	Deliverables/Outputs	Duration (Est. days)
i) Conduct an assessment and analysis of gaps in the behavioural conduct within the Coalition members and staff. And identify issues to include in the code of conduct.	Assessment Report	14 days
(ii) Draft the code of conduct.	Draft Code of Conduct.	5 days
(iii) Conduct a validation meeting with selected NCHRD-U members on the draft code of conduct.	Final Code of Conduct Report	1 days
(iv) Orientation of NCHRD-U Staff and regional focal persons on final code of conduct.	Orientation Report	1 days

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: 40% of the fee upon completion and approval of the Assessment Report, 30% upon submission of the draft Code of Conduct, and finally 30% of the total fee upon submission and approval by NCHRD-U of the final Code of Conduct and Orientation Report.

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

8.0 EXPERTISE

Minimum Experience/Qualifications:

1. Master’s degree from a recognized university in the field of communications, ethics, human resources, organizational development and management or other relevant fields.
2. A minimum of 5 years of proven work experience in human resources, organizational development, or other relevant fields.
3. Previous experience working with human rights-based civil society, in particular coalitions and associations, on developing code of conduct, an added advantage.
4. Ability to work with diverse actors
5. Proficiency in English (written and oral)

9.0 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
4. A sample code of conduct completed in the last 1 to 2 years

Please quote “Code of Conduct – National Coalition of Human Rights Defenders - Uganda” on the subject line.

Applications should be emailed to info@hrdcoalition.ug not later than **4pm** on the **Friday, 4th August, 2023**.