



ORGANISATION CAPACITY ASSESSEMENTS ON STRENGTHENING CITIZENS ENGAGEMENT AND PUBLIC ACCOUNTABILITY. TERMS OF REFERENCE

INTRODUCTION AND BACKGROUND

The Uganda National NGO Forum (UNNGOF) is a National Platform for NGOs to influence governance and development processes in Uganda and enhance their operating environment. Its constituency comprises National, Regional and International NGOs operating in different parts of the country.

UNNGOF intends to implement a project titled Strengthening Citizens Engagement and Public Accountability (SCEPA) supported by the Royal Danish Embassy. The 44 months project will contribute towards an organized and engaged citizenry actively holding public institutions accountable. Objective three of the project seeks to improve coordination and capacity of CSOs to effectively influence governance and accountability processes. Under this objective, the project focuses on building the capacity of grassroots organisations to engage and mobilise citizens to participate in accountability processes.

In this regard, UNNGOF seeks to conduct OCA for 14 identified regional CSOs across the country and transform them into regional democracy hubs in the target regions and will work with them throughout the project to perform specific tasks and ensure that they are anchors of democratic accountability across the country. This assessment will also inform the development of tailor-made capacity-strengthening action plans to bridge the identified gaps.

It is against this background that UNNGOF is seeking the services of a consultant or firm to undertake OCAs for the selected CSOs and develop comprehensive Capacity Building Plans.

OBJECTIVE OF THE CONSULTANCY

The overall objective of the consultancy is to conduct Organizational Capacity Assessments (OCAs) for the 14 CSOs across the country.

Specifically;

- a) Establish experience, reputation and programmatic focus of CSOs in the regions.
- b) Develop an assessment tool containing the different components to be assessed.
- c) Assess all 14 CSOs in the subregions of Ankole, Kigezi, Buganda, Busoga, Bukedi, Teso, Karamoja, Lango, West Nile, Bunyoro, Tooro, Acholi, Bugisu and Sebei across the country.
- d) Assess Institutional capacity of Civil Society Organisations including governance and leadership, organizational management, programme management, advocacy strategies, organization's approach to inclusivity and gender sensitivity, human resources and financial management with a focus on internal controls.
- e) Develop Capacity Building Plans for each organization based on the findings from the assessment, clearly defining the change process aimed at achieving sustainable advocacy results.

KEY DELIVERABLES

- a) An inception report including a work plan, detailed methodology and report format.
- b) Assessment Tools designed to conduct the OCA.
- c) Assessment reports for each of the Organisation assessed including a summary of best practices and lessons learned.
- d) Capacity Improvement Plan for each of the Organisation assessed.

TIMEFRAME

The assignment should be completed within 30 working days agreeable between UNNGOF and the consultant during the inception meeting.

SKILLS AND EXPERIENCE REQUIRED

- a) Proven track record in conducting comprehensive organizational capacity assessments for grassroots civil society organizations (CSOs), showcasing expertise in designing assessment methodologies, data collection, analysis, and reporting.
- b) Demonstrated expertise in developing and implementing tailored capacity-building plans for CSOs, with a focus on enhancing organizational effectiveness, sustainability, and impact.
- c) Extensive background (minimum of 5 years) in organizational development, capacity building, and learning and knowledge management.
- d) Exceptional written and verbal communication skills in English, with the ability to convey complex concepts clearly and persuasively.
- e) Familiarity with the specific socio-economic and political context of the target regions, including an understanding of local dynamics, challenges, and opportunities facing CSOs operating in these areas will be an added advantage.

APPLICATION SUBMISSION

Interested Individuals/Firms are invited to submit the following:

- a) Full Technical and Financial Proposals
- b) Detailed technical proposal will include proposed methodology indicating the overall process, and a clear work plan including outputs/deliverables and time frames.
- c) The financial proposal will include detailed budgets containing total costs as per daily rates, and any other costs anticipated in undertaking the process of the assignment.
- d) Detailed CV of the consultant/firm with a full description of the profile and experience.
- e) A cover letter outlining the suitability of the consultant or firm for the assignment, motivation, and summarizing relevant experience.

Full Technical and Financial proposals should be sent via email to procurement@ngoforum.or.ug by close of business **Friday 30th September 2024**.