



Terms of Reference

Consultancy to Document the TOPOWA Forum Model

Background

Since 2019, the TOPOWA Forum Model has been a cornerstone of the Strengthening Citizens' Engagement in Elections (SCENE) project's citizen engagement strategy, providing a "bottom-heavy" approach to mobilizing and engaging communities on various issues. SCENE is one of the many projects currently implemented by the Uganda National NGO Forum (UNNGOF). The model has demonstrated significant value in facilitating grassroots participation and building resilience in democratic processes. To ensure its wider application and future adaptability, UNNGOF is seeking to document the model. The documentation will capture its implementation, adaptability, and potential for replication in other Democracy, Rights, and Governance (DRG) programmes.

Objective

The objective of this consultancy is to document the TOPOWA Forum Model. The consultancy will entail documenting the impact, adaptability, and sustainability of the model.

Scope of Work

The consultant will undertake the following tasks:

- Conduct a desk review of existing documentation, reports, and materials on the TOPOWA Forum Model.
- Analyze the model's effectiveness in achieving its objectives.
- Identify key factors contributing to the model's adaptability and sustainability.
- Develop a publication-ready document detailing the model's methodology and outcomes.

Deliverable

The consultant shall provide a publishable document about the Topowa Forum Model.

Timeframe

The assignment will last 30 days from the date of contract signing.

Application Procedure

Interested individuals should submit a cover letter outlining their suitability for the assignment to the Executive Director of the Uganda National NGO Forum by email to procurement@ngoforum.or.ug

In addition, each applicant should submit the following:

- A copy of their Curriculum Vitae (CV).
- A one-page summary of their proposed approach. This should include the proposed cost of the assignment.

The deadline for receiving submissions is **Thursday, 12th December 2024**

Disclaimer: UNNGOF reserves the right to accept or reject any or all submissions.