



TERMS OF REFERENCE

Baseline Survey for Protecting Democracy: Mitigating and Reporting the Human Rights violations in Uganda Project

1. Introduction and background

The Uganda National NGO Forum (UNNGOF) is a National Platform for NGOs in Uganda. Its mission is to provide a sharing and reflection platform for NGOs to influence governance and development processes in Uganda and enhance their operating environment. UNNGOF envisions an NGO sector that is coherent, respected and well-informed in Uganda, actively contributing to citizens' well-being and safeguarding their rights. UNNGOF's mainstream programming is anchored around two programme areas namely, 1) Civil Society Strengthening, and Policy Governance and Civic Engagement.

With funding from the Embassy of the Kingdom of the Netherlands in Uganda, UNNGOF is undertaking a 2-year project titled – Protecting Democracy: Mitigating and responding to Human Rights violations in Uganda.

This project is being designed at a time when Uganda is preparing for the 2025/26 elections. It should be noted that human rights violations often increase during the election period. During the pre-Election Phase, the project will focus on increasing awareness of human rights and electoral laws among the populace, building the capacity of civil society organizations (CSOs) and communities to respond to human rights violations, and training journalists in human rights reporting and protection in complex situations.

During the election phase, the project will leverage UNNGOF's extensive networks to establish early warning systems to identify and mitigate potential human rights abuses, monitor and document human rights violations in real-time, provide legal support to victims of human rights abuses and ensure deployment of human rights monitors and journalists to report and possibly deter misconduct of duty bearers in the course of their duties.

Finally, post-election, UNNGOF will advocate for accountability and justice for human rights violations, support reconciliation and peace-building initiatives post-election to mitigate the effects of a divisive electoral process, evaluate the effectiveness of interventions and seek the necessary policy reforms.

The overall project goal is to strengthened rule of law and access to justice in Uganda

The project has three specific inter-related outcomes:

- i) Enhanced public awareness and understanding of human rights and electoral laws
- ii) Strengthened capacity of CSOs and HRDs to monitor, document, and respond to human rights violations.
- iii) Reduced levels of violations and fear experienced by citizens during elections

UNNGOF is therefore seeking applications from competent individuals or firms to conduct a baseline survey for the project.

2.0. Purpose of the baseline survey

The main purpose of the baseline assessment is to establish the baseline for the project's key indicators at Impact, outcome and output levels and set up a point of reference by which changes will be measured throughout the implementation of the project. The baseline data will also be useful in developing relevant practical tools and approaches for ongoing project monitoring, evaluation and learning for strategic decisions and management.

2.1. Overall objective:

The overall objective of the survey is to collect data that will be able to determine the level of change on impact and outcome indicators between baseline and final evaluation and improve the understanding of constraints and challenges faced by target participants, and their current state of needs.

2.2. Specific objectives

- i) To establish baseline information that serves as a reference point for which changes will be measured during the final evaluation.
- ii) To inform the design including the definition of indicators, methods of data collection for monitoring with potential adjustments in project interventions and improvement of the project MEL system

3.0. Design and Methodology

The identified consultant will propose an appropriate survey design using a mix of quantitative and qualitative methods to establish baseline values and characterize the current situations regarding the rule of law and access to justice.

A list of indicators for which baseline information needs to be collected under the present study will be provided to the successful candidate to enable the preparation of appropriate tools.

The consultant will use the appropriate sampling methodology to conduct the assessment within the specified timeframe and available resources.

The proposed design and methodology will be discussed and agreed upon between the consultant and the UNNGOF before work commences

Findings of the baseline will be documented in a written report highlighting the main findings of the assessment, the methodology used, data sources, limitations, references and any other information that will be necessary to substantiate the validity and quality of the baseline findings

3.1. Scope and focus of the consultancy:

This baseline will be conducted within the country and the sample will be drawn from a target population, which will include but not be limited to; women, youth, people with disabilities, CSOs, such as LASPNET, Defend Defenders, NETPIL, NCHRD, Chapter Four Uganda, HRCU, CCG, Uganda Law Society, Human Rights Defenders/ community monitors, Security Agencies (Uganda Police Force and other security organs), Media (Nation Media, Next Media and other online platforms), Government Institutions (EC, UHRC, MoJCA), Community Leaders and Youth Groups (NYC, UNSA, Interparty Youth Platform), Influencers and Local Celebrities (Tiktokers, Bloggers, Twitter influencers, Comedians, Television and radio hosts)

4.0. Qualifications and Experience

Interested individuals and or firms should possess the following experience, skills and competencies:

- Minimum 10 years' experience in designing, implementing, managing and coordinating baseline surveys/research/assessment/etc.
- The lead researcher and the members of the team should have excellent academic and research backgrounds and have proven track record in conducting similar assignment
- Research experience in democracy, governance and human rights, social accountability, development processes among others
- Knowledge and experience in using research/survey concepts, approaches, tools, techniques, methodologies, and sampling for democracy, governance and human rights
- Experience in qualitative and quantitative data collection, validation, entry and analysis using statistical software and drafting skills.
- Strong analytical skills and overall aspects of designing and conducting surveys
- Excellent communication and facilitation skills as well as fluency in English
- Ability to work collaboratively with multiple individuals, media, groups and institutions
- Ability to develop high-quality Baseline reports in English

5.0. Team Composition

The Consultant will ensure that all selected team members assigned to the assignments allocate the time specified inside the proposal. Moreover, the team leader of the assignment should be present at all major meetings as required by UNNGOF. In the instance when an assigned team member is no longer able to continue her/his role, the Consultant will notify UNNGOF and ensure a proper replacement of the member.

6.0. Key Deliverables

The Consultant will provide the following deliverables:

- i) An inception report with the detailed work plan, appropriate methodology, sampling, timing, roles and responsibilities of researchers of the assignment
- ii) Final tools/instruments of the baseline survey
- iii) Draft survey report
- iv) Presentation of the key findings to the stakeholders for validation
- v) The final baseline report

Note: All deliverables will be submitted in 2 copies; in hardcopy and softcopy in editable form.

7.0. Duration of the Assignment

The consultancy will be completed within 15-20 days agreeable between UNNGOF and the consultant during the inception meeting.

8.0. Budget/Payment Procedure

Applicants are expected to submit their financial proposal for the entire exercise. Please note that UNNGOF will retain the relevant tax as per government regulations. The consultant/consultant firm will be paid in phases upon completion and submission of key deliverables.

9.0. Institutional Arrangements

The assignment will be executed by the Individual Consultant or Consultancy Firm with the collaboration of UNNGOF. The Team Leader Results Management, Learning and communication will work closely with the consultant and will provide regular feedback, guidance, and advice and take major decisions associated with the assignment. The Team Leader – Policy Governance and Civic engagement will provide technical and programmatic support. The Executive Director will provide overall supervision and guidance during the process of the assignment.

10.0. How to Apply

Interested Consultants/Firms should submit a detailed (a) technical and (b) financial proposal with the following components:

- Understanding and interpretation of the TOR
- Statement of capability by the firm /Consultant
- Methodology to be used in undertaking the assignment indicating the overall process including sampling, quality assurance
- Profile and experience of the Consultant/Team
- Clear work plan including outputs/deliverables and detailed time frames
- The financial proposal (in Ugandan shillings) highlighting total costs as per man-day rates, work plan and any other costs anticipated in undertaking the process of the assignment
- Contact details from at least two independent referees with in-depth and proven knowledge of the applicant's expertise and relevant work experience
- Sample of 2-3 relevant baseline studies previously produced

- A cover letter outlining the suitability of a consultant or consultancy firm for the assignment, motivation and summarizing the relevant experience.

11.0. Evaluation and Selection Process

The selection process of the Consultant or Firm will be based on the set of criteria developed by the UNNGOF procurement policy to evaluate the proposals. The short-listed consultant or firm may be asked for a formal presentation prior to the final selection.

12.0. Ethical Standards and Intellectual Property

Ownership and copyright of all data, drafts and final products of the assignment will be the sole and exclusive property of UNNGOF and restricted for public use. The consultant or firm will submit all original documents, materials and data to UNNGOF.

13.0 Submission

Full Technical and Financial proposals should be sent via email or by registered post to UNNGOF by close of business on 16th December 2024

Proposals should be addressed to:
Executive Director
Uganda National NGO Forum (UNNGOF)
Plot 25, Muyenga Tank Hill Road, Kampala.
Email: procurement@ngoforum.or.ug

Disclaimer: UNNGOF reserves the right to accept or reject any or all proposals without any reason whatsoever