



TERMS OF REFERENCE FOR A CONSULTANT TO DEVELOP REGIONAL AND NATIONAL CITIZEN CHARTERS ON DEVELOPMENT AND GOVERNANCE.

1. Introduction and background

As Uganda approaches the 2025 general elections, there is a need for a platform that reflects citizens' concerns and priorities across different regions. This platform will serve as a tool to engage political candidates at all levels, ensuring that their policies and campaigns align with the issues and aspirations of the people.

The Electoral Commission has already embarked on several milestones in line with the electoral roadmap, including the demarcation of electoral boundaries and the update of the national voters' register, which was officially launched on January 20, 2025. At the grassroots level, political contenders are already beginning their 'informal' campaigns, engaging with communities, seeking support and offering their agendas.

For this process to be effective and reflective of the will of the people, citizens must engage with it from the outset. Engaging citizens in defining the issues that affect their communities and will shape their future is one essential step. It fosters a stronger social contract between the elected leaders and the electorate. It also ensures that political leaders develop policies that align with the public's expectations, and help citizens become more invested in the electoral process.

In this context, the Uganda National NGO Forum (UNNGOF) in partnership with its Regional Implementing Partners have organized community consultative meetings to provide an opportunity for citizens to voice their concerns, share their aspirations, and discuss their priorities for the upcoming elections. These consultations are a critical part of the ongoing process of generating citizens' aspirations, which will ultimately guide the development of the citizens' charters that reflect the people's needs.

It is against this background that UNNGOF seeks the services of a consultant(s) to develop regional and national citizens' charters. The charters will be an agreed compact representing citizens' development and governance aspirations for the new year of office. These charters will form the basis for citizens' engagement with political candidates during the 2025/26 campaigns and hold leaders accountable at all levels beyond 2026.

2. Objectives of the assignment.

The overall objective of this assignment will be to curate citizens' needs and aspirations into regional and national citizens' charters that will be used to engage political candidates during the 2025/26 General Elections and beyond. This will involve:

- Analyzing community issues papers emerging from regional consultations.

- Developing regional manifestos that reflect the most critical issues identified by citizens.
- Participating in regional validation meetings to refine the regional manifestos based on community input.
- Consolidating regional manifestos into a cohesive national citizens' manifesto.

3. Scope of work

- a) Undertake a desk review of existing literature on Ugandan citizens' service aspirations, looking into service delivery standards, district local government plans, and the national development plan, among other relevant documentation.
- b) Review and analyze community issues papers produced from the community consultations.
- c) Using the analysis of community issues papers, develop detailed regional manifestos that reflect the unique issues and priorities identified in each region.
- d) Participate and facilitate Regional Stakeholder/validation meetings where the draft regional charters will be presented to local stakeholders for feedback incorporate relevant suggestions, and finalize the regional manifestos.
- e) After the regional charters have been validated, synthesize them into a unified national citizens' charter incorporating the shared concerns and priorities across the country.

4. Geographical scope

The assignment will cover the 14 sub-regions of Uganda including Bugisu, Teso, Buganda, Ankole, Kigezi, Busoga, Bukedi, Lango, Acholi, Tooro, Bunyoro, Sebei, Karamoja and West Nile.

5. Expected deliverables

- An Inception Report
- 14 Regional Citizens' charters.
- A National Citizens' charter

6. Duration of the assignment

The assignment should be completed within two months (60 days) agreeable between UNNGOF and the consultant during the inception meeting.

7. Required qualifications, skills and experience

- a) Master's degree in development studies, Social Sciences, Economics, Public Policy or any other relevant
- b) Demonstrates analytical, report writing skills and presentation skills.
- c) The consultant should be knowledgeable about Uganda's development and governance framework and processes.
- d) A minimum of 5 years' experience in undertaking similar assignments
- e) A clear understanding of the National and Local Government context in Uganda.
- f) Previous experience in developing citizen manifestos or compacts will be an added advantage.

8. How to Apply

Interested candidates should submit a detailed (a) technical and (b) financial proposal that includes the following components:

- a) Understanding and interpretation of the TOR
- b) Statement of capability by the Consultant highlighting relevant experience
- c) Methodology to be used in undertaking the assignment.
- d) Clear work plan including outputs/deliverables and detailed time frames.
- e) The financial proposal (in Ugandan shillings) highlighting total costs as per man-day rates, and any other costs anticipated in undertaking the process of the assignment.

Note: The Technical proposal should not be more than five (5) pages

9. Submission

Full Technical and Financial Proposals should be submitted to the Executive Director by email to procurement@ngoforum.or.ug no later than **Wednesday, 12th February 2025**.