

**TERMS OF REFERENCE FOR CONSULTANCY TO REVIEW AND DEVELOP ORGANISATIONAL POLICIES FOR RIAMIRIAM CIVIL SOCIETY NETWORK - KARAMOJA.**

**Introduction and Background**

Riamiriam Civil Society Network-Karamoja (RCSN-K) is a regional umbrella body for Civil Society Organizations (CSOs) operating in the Karamoja region. The Network serves as a critical coordination and capacity-building platform to unify CSO voices and amplify collective advocacy for peace, human rights, and sustainable development.

Riamiriam envisions a vibrant civil society that empowers self-reliant communities and drives meaningful change. The Network works through strengthening member organizations via coordinated action, advocacy, and capacity development especially in advancing the rights and welfare of vulnerable populations including girls and women, children, persons with disabilities, and the elderly.

Following the Organizational Capacity Assessments (OCA) conducted for Riamiriam under the Strengthening Citizens’ Engagement and Public Accountability (SCEPA) project with support from Denmark, Sweden, the Netherlands and Ireland, capacity building plans were developed for the organisation. The assessment focused on institutional capacity in the areas of governance and leadership, organizational management, programme management, advocacy strategies, organization’s approach to inclusivity and gender sensitivity, human resources and financial management with emphasis on internal controls.

One of the key actions from the Riamiriam Capacity Improvement plan was the review and update of the existing organisation policies; and develop new missing policies. It is against this background that Uganda National NGO Forum seeks to procure services of a firm/consultant to support the review and development of Riamiriam’s organisation policies.

This review and development of organisation policies will ensure that Riamiriam has a comprehensive, up-to-date, and coherent policy framework to guide its operations and strategic direction.

**Objective of the Assignment**

The overall objective of the assignment is to conduct review of existing policies and develop new policies to guide the operations and of Riamiriam Civil Society Network.

**Scope of Work**

The consultant(s) will be expected to Review and Update Existing Policies and these include;

Policies to be reviewed

1. Human Resource Policy (last reviewed in 2021)
2. Finance Policy (2021)
3. Procurement Policy (2023)
4. Communication Policy (2021)
5. Sexual Exploitation and Harassment Policy
6. Resource Mobilization Policy
7. Anti-Fraud and Anti-Corruption Policy
8. Grants Management Policy
9. Transport and Flight Management Policy
10. Gender Policy
11. Partnership Policy (2021)

New Policies to be developed

1. Cost Recovery and Cost Sharing Policy
2. Information Technology (IT) Policy
3. Monitoring, Evaluation, Accountability and Learning (MEAL) Policy
4. Trafficking and Terrorism Policy
5. Sustainability Strategy
6. Advocacy Strategy

**Expected Deliverables**

* Inception Report detailing the methodology, work plan, and timelines.
* Policy Review Report summarizing findings, gaps, and recommendations.
* Updated Policies (final versions ready for adoption).
* New Policies developed in line with best practice templates and organizational context.

**Duration of the Assignment**

The consultancy is expected to last 60 working days spread over 2 months, starting from the date of signing the contract.

**Required Qualifications and Experience**

1. The consultant/firm should be knowledgeable about Uganda’s Civil Society sector.
2. Clear understanding of the national and international legal and policy frameworks governing the sector.
3. Proven experience in organisational policy development and strategic planning.
4. At least 5 years of experience working with NGOs or similar entities.
5. Knowledge of international development, governance, compliance, and gender equality.
6. Demonstrates analytical and report writing skills

**Reporting and Supervision**

The consultant /firm will report to the Executive Director of Riamiriam Civil Society Network and work closely with the Team Leader – Programmes at Uganda National NGO Forum.

**How to Apply**

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

1. Understanding and interpretation of the ToR
2. Statement of capability by the Consultant highlighting relevant experience
3. Methodology to be used in undertaking the assignment.
4. Clear work plan including outputs/deliverables and detailed time frames.
5. 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 and Financial proposal should not be more than five (5) pages

**Submission**

Full Technical and Financial Proposals should be submitted to the Executive Director by email to [procurement@ngoforum.or.ug](mailto:procurement@ngoforum.or.ug) no later than **Friday 26th September 2025**.