

ASSOCIATION OF REFUGEES WITH DISABILITY

TERMS OF REFERENCE(TOR)

'Empowering Refugees with Disabilities through Holistic Approaches'

1. Consultancy Information

Consultancy Title:	A consultant to develop, design and produce documentation of the organizational journey including best practices and lessons learned ever since the organization started.
Location:	Najjanankumbi, Muzana Dr. close, Masanyalaze zone, near Train Up A Child School, Kampala.
Type of Contract:	Consulting firm/Individual contract
Language Required:	English
Application Deadline:	6 th September 2024(11:59 pm Ugandan time)
Starting Date:	11 th September 2024
Expected Duration of the Assignment:	(20 working days)

2. Back ground

Association of Refugees with Disability (ARD) is a registered organization in Uganda, comprising refugees with disabilities from diverse nationalities residing in Uganda. Established in 2019 by refugees with disabilities, ARD is dedicated to promoting and safeguarding the rights of refugees with disabilities. It ensures a continuous exchange of information and coordinates activities undertaken by refugees in general. Currently, ARD is actively engaged in six refugee settlements in Uganda, namely Nakivale, Kyangwali, Kyaka II, Rwamwanja, Kiryandongo, and Adjumani advocating for the rights of persons with

disability through community engagement. The organization's enduring objective is to foster a respected and dignified community of empowered refugees with disabilities actively participating in decision-making processes.

ARD has now made a tremendous journey of five year anniversary, It's upon this background that Association of Refugees with Disability is looking to hire and work with a consultant to develop and produce a documentation of the organizational journey including best practices and lessons learned right from its birth.

3. Purpose of the consultancy

The purpose of the consultancy is to:

- To develop and produce documentation of the organizational journey including best practices and lessons learned ever since the organization started.

4. Specific objectives of the consultancy

- To facilitate the process of jointly developing a documentation of the organizational journey including best practices and lessons learned ever since the organization started.
- To orient and enhance the capacity of staff and other involved stakeholders to meaningfully comprehend the developed documentation of the organizational journey including best practices and lessons learned.

5. Duties and Responsibilities

- Conduct some desk research document on the existing documentation within the organization to establish a background paper.
- Facilitate a 3 days meeting with ARD management to brain storm on the documentation of the organizational journey including best practices and lessons learned ever since the organization started to feed in the background paper.
- Present the first draft of the documentation of the organizational journey including best practices and lessons learned ever since the organization started to get feedback from the ARD management
- Integrate the feedback and submit the second draft of the documentation of the organizational journey including best practices and lessons learned ever since the organization started
- Prepare and submit the final documentation of the organizational journey including best practices and lessons learned ever since the organization started to the management of ARD.
- Present and facilitate a final documentation of the organizational journey including best practices and lessons learned ever since the organization started in the validation meeting which is to be organized by ARD.

6. Methodology

- The consultant shall adopt a combination of participatory tools like desk research, report analysis, consultations and interviews and workshop facilitation techniques with ARD management to promote participation and buy in.
- The consultant will work closely with the management of ARD throughout the entire consultancy process.

7. Activities and deliverables

Activity	Deliverables
Desk Review	Inception report with clear methodology, detailed work plan and the back ground paper
Facilitate brainstorming/consultative workshop and interviews with the management to develop draft	First draft of the documentation on the success of ARD, best practices and lessons learned ever since the organization started

documentation of the organizational journey including best practices and lessons learned ever since the organization started.	
Facilitate feedback meeting on draft documentations	Second draft of the documentation
Present the final draft of the documentation of the organizational journey including best practices and lessons learned ever since the organization started.	Final draft of the documentation of the organizational journey including best practices and lessons learned ever since the organization started.
Facilitate a validation meeting to board members, management and partners	Final draft documentation of the organizational journey including best practices and lessons learned ever since the organization started and approval signing by board members
Total number of working days	20 days

8. Competencies

Professionalism

- Demonstrates professional competence and mastery of the subject matter.
- Demonstrates experience in the subject matter.
- Demonstrates ability to negotiate and apply good judgment.
- Demonstrates experience and achievements in the past work done related to subject matter.
- Is effective in meeting commitments, observing deadlines and achieving results.

Corporate competencies

- Strong communication, team building, interpersonal, analysis and planning skills.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adoptability.
- Demonstrates diplomacy and tact-in dealing with sensitive and complex situations.

Communicating Information and Ideas

- Facilitating and encouraging open communication in the team, communicating effectively.
- Delivers verbal/written information in a timely, clear, organized and easily understood manner.
- Strong communication skills and the ability to listen and take direction and leadership from others.

Planning & Organizing

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources, and multiple reporting relationships.
- Plans, coordinates, and organizes workload while remaining aware of changing priorities and competing deadlines.
- Establishes, builds, and maintains effective working relationships with staff, or partners to achieve the planned results.

Self-Management & Emotional Intelligence

- Creating synergies through self-control, and tolerates conditions of stress, uncertainty or ambiguity and continues to maintain a positive outlook to work productively.

9. Required expertise and skills

Education

- Advanced university degree (Master's or equivalent) in records, management & Publications, Public Administration/ Governance, Law, Political Science, Sociology, International Development, and/or related Social Science fields.

Experience

- 3-6 years' experience in planning, developing & designing documentation on the organizations success journey such best practices and lessons learned.
- Experience in NGO management.
 - In-depth knowledge on documenting organizations success journey including best practices, lessons learned and operations of non-governmental organizations
- Experience in engaging with partners and stakeholders using

Participatory and consultative approaches and ability to manage diversity of views in different cultural contexts.

- Familiarity with the local political, economic, social, and local governance system in Uganda.
- Experience in using a range of quantitative and qualitative data gathering and analysis techniques related to document review and development.
- Excellent written and spoken communication skills in English and good report writing skills.

Languages

- Fluency in spoken and written English

10. The organization arrangements

- The consulting firm/ individual consultant will work in Kampala. The consulting firm/ person is expected to use their own computer/laptop and cell phone. However, depending on availability of physical facilities (e.g. working space, printer & internet connection) at the discretion of ARD, such facilities may be provided at the disposal of the Consultant.
- The consulting firm/ individual consultant will be contracted for 20 full-time working days.
- The consulting firm/ individual consultant will report to the ARD Executive Director who will review and approve delivery of outputs with the help of other management members.
- The Executive Director will also be responsible for liaising with the Consultant to provide all relevant documents, set up feedback and validation meetings, and arrange visits to the office with the help of other management members.

11. How to apply

All organizations or persons interested can submit their proposals (technical and financial proposals) in person or by email to: Physical address in:

Najjanakumbi, Muzana Dr. close, Masanyalaze zone, near Train Up A Child School

E-mail address: pwda2017@gmail.com then copy in the emails below.

/jamesmbig8@gmail.com &

/simbisamy1@gmail.com

Phonecontacts:

256200909832/+256709689560/+256781879077

The available starting date and fee of the assignment which is subject to negotiation should be clearly stated in the Letter of Interest. Applications should be received not later than 6th September 2024,

11:59 pm night Ugandan time. All application received after the deadline will not be considered.

Technical proposal comprising of the following:

- Letter of Confirmation of Interest and Availability.
- Personal CV indicating all prior experience with similar assignments, as well as the contact details (email and telephone number) of the Candidate and three (3) professional references.
- Brief description (max. 3 pages) of why you consider yourself as the most suitable for the assignment, and a methodology (max. 2 pages) for how you will approach and complete the assignment.

Financial proposal: Indicating the all-inclusive, fixed total contract price, supported by a breakdown of costs

12. Consultancy Evaluation Criteria

Offers received will be evaluated using a combined scoring method, where the qualifications and proposed methodology will be weighted 70% and combined with the price offer, which will be weighted 30%

Criteria to be used for rating the qualifications and methodology;

Technical evaluation criteria

- 3-6 years' experience in planning, developing and designing documentation on the organizations success journey such best practices and lessons learned for non-state actors (national organizations/ civil society organizations) in humanitarian and forced displacement.
- Experience in NGO management.
- • In-depth knowledge on documenting organizations success journey including best practices, lessons learned and operations of non-governmental organizations
- Experience in engaging with partners and stakeholders using participatory and consultative approaches and ability to manage diversity of views in different cultural contexts.

- Familiarity with the local political, economic, social, and local governance system in Uganda.
- Experience in using a range of quantitative and qualitative data gathering and analysis techniques related to document review and development
- Excellent written and spoken communication skills in English and good report writing skills.
- Relevant Academic Back ground and language proficiency in English.

Financial evaluation

All technically qualified proposals will be scored out of 30 points/marks.

All applications will be treated with the strictest confidence.

NOTE: Females and persons with disabilities are encouraged to apply. Only short listed consultants will be called for the step.