



## ASSOCIATION OF REFUGEES WITH DISABILITY

### TERMS OF REFERENCE(TOR)

#### 1. Consultancy Information

<b>Consultancy Title:</b>	A consultant to provide Project Information Management System/software.
<b>Location:</b>	Najjanankumbi, Muzana Dr. close, Masanyalaze zone, near Train Up A Child School, Kampala.
<b>Type of Contract:</b>	Consulting firm/Individual contract
<b>Language Required:</b>	English
<b>Application Deadline:</b>	21 <sup>st</sup> November 2024 (11:59 pm Ugandan time)
<b>Starting Date:</b>	25 <sup>th</sup> November 2024
<b>Expected Duration of the Assignment:</b>	(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 desires to grow with rightful governing policies and better working systems. This year it secured funding from UN WOMEN specifically Under Women's Peace and Humanitarian Fund to enhance the institution's capacity in terms of developing organizational policies and operational systems.

It's upon this background that Association of Refugees with Disability is looking to hire

and work with a consultant to provide project information management system/software.

### **3. Purpose of the consultancy**

The purpose of the consultancy is to:

- To provide project information management system/ software for Association of Refugees with Disability.

### **4. Specific objectives of the consultancy**

- To facilitate the process of providing/establishing a project information management system/ software for Association of Refugees with Disability.
- To orient and enhance the capacity of staff and other involved stakeholders to meaningfully comprehend the established project information management system.
- To strengthen the organizational project information management, planning, Monitoring, Evaluation and Reporting system of ARD to effectively carry out its mandate and achieve its vision.

### **5. Duties and Responsibilities**

- Hold consultative meeting with ARD management/ staff to clarify the system and data needs
- Prepare an inception report that explains the consultants understanding of the client's data/information needs, including the framework for the system design and hardware requirements.
- Undertake a system design development and testing against the set objectives and specified client's data needs.
- Conduct training for the system administrator and all project staff on use of the system. And then use the training lessons and experiences to improve the user guide.
- Roll out the system at ARD, while checking elements of usability (user friendly), controls and confidentiality, among other aspects of a quality a good and functional system.
- Support in filling the existing data of ARD

### **6. Methodology**

<ul style="list-style-type: none"> <li>• 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.</li> <li>• The consultant will work closely with the management of ARD throughout the entire consultancy process.</li> </ul>	
<b>7. Activities and deliverables</b>	
<b>Activity</b>	<b>Deliverables</b>
Desk Review	An inception report that explains the consultants understanding of the client’s data/information needs, including the framework for the system design and hardware requirements.
Undertake a system design development and testing against the set objectives and specified client’s data needs.	Consultant clearly making the ARD management to understand how the system will work. First draft of the Planning, Monitoring, Evaluation and Reporting Strategy
Conduct training for the system administrator and all project staff on use of the system. And then use the training lessons and experiences to improve the user	Trainings on usage of project management information system
Roll out the system at ARD, while checking elements of usability (user friendly), controls and confidentiality, among other aspects of a quality a good and functional system.	Project management information system established/ rolled out at ARD
Support in filling the existing data of ARD	Existing data filled in for better reporting
<b>Total number of working days</b>	20 days
<b>8. Competencies</b>	

**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 Master or equivalent in Monitoring & Evaluation, Information technology and systems, computer science, project management, Public Administration/ Governance, Development studies, and/or related fields.

### Experience

- 3-6 years' experience in designing and developing project information management software, planning, Monitoring, evaluating & reporting of program for non-state actors (national organizations/ civil society organizations)
- Experience in NGO management.
- Experience in evaluation and analysis of organizational project information management systems/ software, policies, data and strategies.
- In-depth knowledge of developing a project information management system 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 project systems, and development and experience in facilitating consultation workshops with good presentation and IT skills.
- 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 are 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](mailto:pwda2017@gmail.com) then copy in the emails below.

[/jamesmbig8@gmail.com](mailto:/jamesmbig8@gmail.com) &

[/simbisamy1@gmail.com](mailto:/simbisamy1@gmail.com)

**Phone contacts: +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 **21<sup>st</sup> November 2024, 11:59 pm 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 of why you consider yourself as the most suitable for the assignment, and a methodology 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 (total 70 points)

- 3-6 years' experience in designing and developing project information management software, planning, Monitoring, evaluating & reporting of program for non-state actors (national organizations/ civil society organizations)
- Experience in NGO management.
- Experience in evaluation and analysis of organizational project information management systems/ software, policies, data and strategies.
- In-depth knowledge of developing a project information management system 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 project systems, and development and experience in facilitating consultation workshops with good presentation and IT skills.
- Excellent written and spoken communication skills in English and good report writing skills.

- Relevant Academic Back ground and language proficiency in English.

**Financial evaluation (total 30 points)**

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 next step.***

***Any application should not exceed 8 pages either word document or pdf, if it exceeds it will automatically be cancelled.***