



TERMS OF REFERENCE FOR DEVELOPING FINANCIAL, PROCUREMENT AND HUMAN RESOURCE POLICY FOR A DISTRICT UNION OF PERSONS WITH DISABILITIES.

1 Background

National Union of Disabled Persons of Uganda (NUDIPU) is an indigenous umbrella NGO of Persons with Disabilities that brings together all disability categories with the vision of "A Just and Fair society where Person with Disabilities live a prosperous and Dignified Life". Formed in November 1987, NUDIPU exists to advocate for the rights of Persons with Disabilities in a unified voice for improved livelihoods.

2 Purpose

The purpose of hiring the services of the consultancy firm is to develop a financial, Human resource and Procurement Policy as a single document. The aim is to improve operational efficiency and effectiveness contributing toward appropriate internal controls, transparency and accountability to program participants, donors and stakeholders.

3 Objective and specific tasks to be undertaken by the consultant

The overall objective of this consultancy is to provide need-based support in the capacity building of the District Union which is being sub granted, specifically related to Human resources, Financial and procurement management development. The key objective is to increase operational efficiency in delivering its mandate. The objective is to provide basic guidelines/standards to the selected NGOs, which they can further adapt and tailor according to their organizational structure, operational context, vision and mission.

The selected consultant(s) will not have to start from scratch but to consolidate the available tools and information as capacity development is central to all of NUDIPUs's District Union's programmes and the guidelines and procedures. Therefore, the consultant(s) is required to consolidate and streamline the

provided material, as well as consider credible external resources for the development of required manuals.

Based on the need/gap assessment of the district union conducted by NUDIPU, the potential tasks/assignments to be performed by the selected consultant. As the services will be required on a need-basis; therefore depending upon the nature of the assignment, NUDIPU will share specific ToRs for the relevant assignment about Human resources, Financial and Procurement policy.

Human Resource (HR) Manual: The overall objective is to develop a context-specific, compatible Human Resource Management (HRM) manual in line with international best practices, and local laws and consolidate HR policies, procedures and practices in a single document for ease of reference, as well as include user-friendly HR-related forms, templates and procedures, to meet the HRM needs of local the District Union. The purpose is to enhance the HR system of the selected District Union in the domain of recruitment, selection and management of staff with systematic policies and procedures in place for an overall effective HR recruitment regime including staffing level, HR file, setting a grading structure, hiring of staff with clear procedures to ensure that the necessary human resources and support systems are in place for rapid and effective recruitment and mobilization during emergency response. The HR policies provide in-depth guidance on a non-discriminatory and equitable hiring process that promotes gender equality and the hiring of qualified staff with the requisite knowledge, skills and credentials. In addition, provide templates/formats that are required for the overall recruitment cycle and staff management encompassing staff requisitions, JDs, contracts, staff management, performance review and overall HR file.

Financial Management and procurement Manual: The overall objective is to develop a Financial Management manual to streamline the financial

management and procurement function of the selected District Union, compatible with the District Union's need as a grantee.

Based on the identified gaps, the selected consultant(s) will analyze the accounting and financial management requirements of the grantee, and develop and recommend an appropriate financial manual to ensure proper processing, accounting, management and reporting of project funds and transactions with improved internal controls to ensure accountability to program participants, stakeholders and donors. At a minimum, the Financial Management Manual must include consistent and uniform accounting policies, accounting of transactions with adequate controls, guidance on the authority of delegation and segregation of duties, payment, cash and bank management, documentation requirements for payment and expenses, asset management, payroll process, security for cash management etc. In addition, provide user-friendly templates/formats relevant to financial management activities.

4 Deliverables

Following are the intended outcomes:

- Develop a basic understanding of the concept, scope of work and required deliverables. This can be achieved by conducting a desk review of existing literature (policies/guidelines available within NUDIPU and its District Unions partners), a perusal of Capacity Needs/Gap Assessment of District Unions and other grantees conducted by NUDIPU and meeting/discussion with relevant NUDIPU staff.
- Based on the literature review/discussion, develop an outline of all the manuals or relevant selected manual(s) and share it with NUDIPU for review. After incorporating the received feedback (if any), share the final approved version of the outline, specifying the contents and brief notes/guidelines for each section within the manual.

- Based on the approved outline, develop a single manual/SOPs related to HR, Finance, and procurement for NUDIPU grantees/District Unions depending upon the needs and engagement with a selected consultant(s). NUDIPU will review the initial draft and share feedback (if any) after which the Consultant will share the final version.
- Develop and submit the final version of the manual.

5 Communication and reporting

The consultant will communicate and report to the Grants Manager on progress and issues arising and overall management

6 Qualification and experience

Essential experience

- Institutional/Individual operational experience of consultancy services of at least five (5) years;
- Previous proven work experience with INGOs/UN relevant to similar assignment;
- Human resource capacity of consultancy firm/individual with available/potential staff for the proposed assignments. Staff with required credentials, knowledge and skills separately for each required assignment (Financial Management, HR, and Procurement Policy). The proposed human resource must also include staff with strong communication/reporting, editing/proof-reading skills;

Note: NUDIPU reserves the right to verify the proposed staff credentials, experience and availability to your organization. Staff/Human Resource for the proposed Assignment

- The proposed staff must have requisite academic qualifications, preferably postgraduate in a related field. The staff proposed for finance-related manuals/SoPs must have academic qualifications related to financial subjects, similarly, the proposed staff for HR-related SOPs/Manuals must have HR-related academic qualifications, while the staff proposed for logistic related manuals/SoPs must have an academic qualification in related subjects.
- Previous work experience of proposed staff in similar assignments with I/NGOs and/or UN will be given preference.
- The proposed staff is gender-balanced;
- Understanding of local labour laws, safeguarding requirements (organizational code of conducts), procurement rules and internationally accepted best practices and standards;
- Strong analytical skills, including legal analysis.

7 . How to apply;

Interested candidates should send the following documents in a sealed envelope, clearly marked "Consultancy for Development of Financial, Human Resource and Procurement Policy" to NUDIPU Office Bukoto Kissaasi Road P.O Box 8567 -Kampala Uganda before 5:00 pm 10th June 2022

Or email: procurement@nudipu.org

The following documents are to be submitted:

1. Expression of Interest (EOI).
2. CV(s) of staff who will be engaged for this assignment reflecting at least the academic qualification, previous relevant experience, contact number, current location etc. Each CV should not exceed seven (7) pages in MS Word format – font size Times New Roman 11 – A4 size page – margin one inch on all sides – alignment justified;

3. Documented evidence e.g. copy of manuals previously developed, contract award or reference letter from the clients stating the scope of services and deliverables related to previously completed similar assignments (Maximum two previous related documents/sample);

4. Registration certificate of the Consultancy Firm, clearly mentioning the date of establishment.

8 Selection process and criteria

The EOI will be evaluated through a competitive selection process.

The following overarching criteria will be followed:

- Consultant (s) previous similar experience;
- Skills, credentials and knowledge as reflected in the EOI and CVs;
- Justification and suitability as reflected in the EOI;
- Quality and relevancy of previous work – as reflected in sample manual submitted or previous contract/reference letter submitted. There will be a review of the Expression of Interest/CVs/previous experiences, Technical and Financial Proposal and only shortlisted consultants will be called for presentation/meeting (where required) to clarify the requirements and Scope of Work.

Note: It is the applicant's responsibility to demonstrate previous experience and justification for the proposed consultancy. The panel will review the documents and evaluate capacity based on the information in the above required documents. The panel will only review/evaluate the documents that are stated above. Additional documents will not be considered during review/evaluation.