



TERMS OF REFERENCE FOR DEVELOPING GENDER AND SAFEGUARDING 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 Gender and Safeguarding 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 Gender and Safeguarding Policy 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



NUDIPU'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 Gender and policy. The overall objective is to develop a context-specific gender and safeguarding policy in line with international best practices, local laws and practices as a single document.

4. Expected outputs

The deliverables required are to ensure that all staff associated with programmes and policy initiatives in the organization have the necessary understanding and tools to readily identify and analyze potential risks for beneficiaries and develop risk assessments that contribute to safer programme design, implementation, monitoring and policy initiatives.

The consultant is expected to deliver on the following activities:

Activity	Deliverables
Reviewing of NUDIPU Gender and Safe Guarding Policy	
1) Mapping, compiling and documenting the application of key NUDIPU Safeguarding Standards, and gender policy	1) Gender and safeguarding Policy notes developed, including clear recommendations on addressing risks, for use by NUDIPU grantee



2) Review of NUDIPU's current sub-granted project in terms of internal capacity to adhere to safeguarding standards.	2) Complete portfolio self-assessment report with recommendations for further actions on how to strengthen the grantee's adherence to NUDIPU standards, for the project.
Development of an inception report	A copy of the inception report was developed and presented
Development of the gender and safeguarding policy for validation, and approval submission.	

5. Timeframe

The timeframe for this consultancy is estimated to be 20-25 working days.

6. Qualifications skills and experience

- The person engaged will be expected to have worked in social protection and gender in both development settings.
- The person should also have worked in a programme management capacity in development and institutional capacity development settings and have some field experience.
- Experience in facilitating the training of personnel/staff
- At least a Master's Degree in social sciences, social work, Development Studies, Public Policy, and human rights and preferably with a focus on social protection

5. Confidentiality of information



5.1. All documents and data collected will be treated as confidential and used solely to facilitate analysis and decision making for the exercise.

5.2. All those contracted must agree to sign and abide by the NDIPU safeguarding policy

6. BID REQUIREMENTS

Interested consultants or firms are requested to submit:

- An expression of interest detailing their interpretation of the TOR and work schedule.
- A detailed budget for proposed costs including all taxes liable to be paid
- A capability statement demonstrating how they meet the required qualifications and competencies
- Copies of Curriculum Vitae (CVs).
- Two references (including one from your last client/employer).
- N/B: The entire bid should be a maximum of seven pages including the budget. Bids not meeting this requirement will not be considered.

7. How to apply;

7.1. If you believe you qualify for this post and you are the candidate that we are looking for, please submit your applications as per the bid requirements in English by submitting proposals to:

procurement@nudipu.org, addressing to **The Chief Executive Officer, NUDIPU, Plot 530 kisaasi Road, Bukoto. P.O Box 8567 Northern Bypass Kampala Uganda.**

7.2. The closing date for the submission for technical and financial proposal is 10th June 2022.

7.3. The shortlisted candidates will be invited for interviews and make a short presentation for the final selection.