



TERMS OF REFERENCE FOR DEVELOPMENT OF CCEDU STATUTES

1. Background

In June 2016, a partnership agreement was signed between the DGF and Citizens' Coalition for Electoral Democracy in Uganda (CCEDU) hosted by the Foundation for Human Rights Initiative (FHRI). The partnership agreement provides for DGF support to CCEDU for the implementation of a number of activities until end of December 2017. In order to strengthen CCEDU's capacity to promote participatory democracy, CCEDU statutes were to be developed within the first quarter of the project (July – September 2016). This has suffered a delay.

CCEDU is therefore soliciting the services of an independent consultant, who will lead a collaborative institutional analysis process and be solely responsible for preparing a Coalition 'over view report', 'CCEDU Charter', and 'CCEDU Membership Protocol'¹. The consultant will be contracted by CCEDU for a period of three weeks (15 working days) to undertake this assignment.

2. Objective of the assignment

The assignment will provide recommendations to CCEDU about its governance and advisory design; propose a suitable context responsive and sustainable Coalition model. This will be provided in form of a 'CCEDU overview report'.

To develop a 'CCEDU Charter' that spells out the history, mission, vision, organisational/coalition model, mandate, business, governance, organisational structure, membership, institutional residence. Through the assignment, the consultant will develop other attendant operational documents such as: 'CCEDU membership protocol'.

3. Scope of Work

The consultant will undertake a rapid institutional analysis. He or she will review the governance, advisory and technical structures with the aim of developing the Coalition's constitutive statutes. This process will be organized as a mutual learning process, and will include, but not necessarily be limited to the following tasks:

- **Relevance:** In light of the changing context in Uganda, the consultant will analyse the degree to which CCEDU's institutional arrangement and (coalition) model is relevant and assess how appropriate it is to the prevailing political and electoral context.

¹ The membership protocol will state benchmarks for qualifying institutions/individuals, application process, membership participation, responsibilities, meetings etc.

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- Assess the institutional capacity of CCEDU to deliver on its mandate and point to areas where capacity would need to be strengthened.
 - Assess the governance structure of CCEDU and determine if it is appropriate to ensure an effective Coalition.
 - Propose options for a Coalition model to be pursued by CCEDU. While proposing model options, the consultant will take into account whether the proposed Coalition model portrays strength, consolidates resources, supports the Coalition to become more participatory and influential.
 - Identify key structural and institutional lessons, both positive and negative, as well as good practices, which should inform CCEDU's structures, systems and policies.

In addition, the Consultant is requested to pay specific attention to assessing the following issues:

- The relationship between the Secretariat and other CCEDU structures concerning decision-making, strategizing and implementing CCEDU activities.
- The sustainability nature of the proposed Coalition model with respect to resourcing and funding diversification strategies relevant to CCEDU.
- Membership involvement in CCEDU activities.

4. Outputs and Timelines

The Consultant will provide the following deliverables throughout the assignment:

- An Inception Report, which includes consultant's work-plan, list of persons to be interviewed, documents to be reviewed, and an outline of the Report, to be submitted 3 days after contract has been signed.
- A Draft Final Report with annexes responding to all tasks mentioned under "Scope of Work" 12 days after contract has been signed.
- Final Report completed with annexes ('CCEDU overview report', 'CCEDU Charter', 'CCEDU membership protocol') integrating comments from CCEDU to the draft report to be submitted 3 working days after the comments have been received.

4. Consulting Team and Management

The assignment will be conducted by a team, led by a consultant contracted to work full-time for this purpose and assisted by contact persons at CCEDU. The Secretariat and the Executive Committee of CCEDU will review and approve the Inception Report and attend the presentation made by the Team Leader on the main observations, preliminary conclusions and recommendations. A total of 15 working days have been allocated to the consultant to complete this assignment.

In order to undertake a proper institutional analysis, the Team Leader will not only visit CCEDU/FHRI, but will also interview relevant stakeholders (Advisory board, executive committee, member organizations, partner institutions and individual CCEDU members).

5. Reference Documents

- CCEDU/FHRI – DGF Project Document
- Contractual Agreement
- CCEDU Strategy Document
- CCEDU/FHRI approved project documents
- FHRI policy documents
