



TERMS OF REFERENCE (TOR)

CALL FOR CONSULTANCY SERVICES TO PROVIDE TECHNICAL SUPPORT TO IMPROVE THE FOUNDATION FOR HUMAN RIGHTS INITIATIVE (FHRI)'S MONITORING AND EVALUATION (M&E) SYSTEM

MAY 2017

1.0 BACKGROUND:

The Foundation for Human Rights Initiative (FHRI) is an independent, non-governmental, non-partisan and not for profit human rights advocacy organization in Uganda. FHRI's mission is to enhance the knowledge, respect and observance of human rights, promote exchange of information and best practices through training, education, research, advocacy and strategic partnerships.

Since 2012 to date, FHRI has received core-funding contribution towards the implementation of its Strategic Plans from the Democratic Governance Facility (DGF). Within this framework, both partners have agreed to under take Joint Annual Reviews of the programs in order to assess progress towards delivering the agreed outputs and outcomes of the project as well as strengths and weaknesses of FHRI in relation to the implementation of the Plan. An independent consultant performs the exercise.

So far, two joint reviews have been conducted: the 1st in 2014 and the 2nd in 2015. One key recommendation that has arisen out of both exercises has been the need for FHRI to review its existing M & E system with a view to establishing a more robust and strategic one that clearly outlines and explains how FHRI's thematic results are linked and can be measured against each initiative and goal or desired impact of FHRI. Specifically the reviews have recommended that all output and outcome indicators should demonstrate a 'cause – effect' relationship with corresponding activities or initiatives, objectives, outputs and outcomes. Attention must be taken to ensure that each output is 'SMART' (whether quantitative and qualitative) and that each outcome is targeted, achievable and attributable to the acts and initiatives of FHRI.

The M & E review process will be conducted in two phases: The **initial phase** will involve a review of the existing M & E framework that was developed to support the implementation of the 18 months Democratic Governance Facility (DGF) funded project titled, '*Between Rhetoric and Practice: Bridging the Democracy Divide in Uganda (2016 - 2017)*'. On the other hand, the **2nd phase** calls for the development of a comprehensive M & E framework in sync with FHRI's 8th Strategic Plan (2017 – 2021) which plan is still in the design phase.

As such, FHRI is soliciting the services of an independent consultant who **will lead the initial phase** of this review process and be solely responsible for preparing the deliverables as agreed. The consultant will be contracted by FHRI for a period of **12 days** to undertake the assignment.

2.0 PURPOSE AND SCOPE:

The consultant will play the lead role. In doing so, they will be expected to perform the following tasks:

1. To refine the outcomes and indicators contained in the M & E framework of the 18 months Democratic Governance Facility (DGF) supported project titled, *'Between Rhetoric and Practice: Bridging the Democracy Divide in Uganda (2016 - 2017)*, in order improve 'SMARTNESS'.
2. To align the DGF supported project indicators to DGF expected results;
3. To review baselines and targets with a view to amending these were appropriate.
4. To design and implement an effective and participatory coaching and learning session for FHRI program staff in this respect.

In undertaking this task, the consultant shall work with FHRI program staff as agreed upon.

The deliverables will be:

- A program/content outline of the planned coaching and learning session elaborated per day for the three days.
- A narrative critique of the existing M & E framework in question of not more than 3 pages.
- A report of the proceedings of the coaching and learning session including an evaluation and list of participants attending the session of not more than 3 pages.
- A 'SMARTER' M & E framework.
- Relevant references/reading materials for the FHRI program staff for future reference.

3.0 METHODOLOGY:

The review will be organized as a learning process. It is expected to be participatory, interactive and should facilitate skills and knowledge building among FHRI program staff using illustrative examples.

The consultant will also consult FHRI on the task as and when is deemed necessary. The consultant will meet regularly (as agreed by both parties) with FHRI to discuss progress and consult on any emerging issues including timelines relating to the task.

FHRI will provide written feedback to the consultant on the quality of their work after all deliverables have been submitted.

4.0 TIME FRAME AND PROPOSED ACTIVITY SCHEDULE:

It is anticipated that the assignment will be completed in 12 days. The indicative schedule is as follows:

No.	Activity/Task	Date	No of days
1.	Appointment of consultant and signing of the contract. <i>-Discuss TORs with Consultant and sign - FHRI to provide relevant materials to consultant to support task.</i>		
2.	Review process and reporting <i>- Submission of program outline with narrative critique of the existing M&E framework</i> <i>- Preparation for the coaching and learning session</i> <i>- Coaching and learning session</i> <i>- Submission of revised M & E framework and report from the learning session</i>		2 2 3 5
Total number of days			12

5.0 PERSONNEL:

The Consultant shall be a person/organization with expertise, skill and knowledge in:

- Human rights and basic legal principles.
- Measuring human rights.
- Research and training with demonstrable progressive experience in delivering similar work.
- Creative writing, analytical and presentation skills.

6.0 REMUNERATION AND TERMS OF PAYMENT:

The Consultant will be paid 70% of fees upon signing of the contract and the 30% balance upon satisfactory completion of the task all in UGX. FHRI will deduct the statutory With Holding Tax from the professional fees.

7.0 REFERENCE DOCUMENTS:

- FHRI/DGF supported Project Document 2016/2017.
- DGF results framework 2016/2017.
- FHRI –DGF periodic reports 2016/2017.
- Partner approved project, RFA, and Monitoring framework 2016/2017.
- FHRI /DGF Joint Annual Review Report, 2015.

8.0 CONTACT DETAILS FOR SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL:

Interested individuals are requested to email their Technical and Financial proposal to the Executive Director– fhri@dmail.ug by 9th June 2017. Kindly copy the same email to fhri91@gmail.com

If you require further information, please contact Ms. Sheila Muwanga at fhri@dmil.ug Kindly copy the same email to: smn_81@yahoo.com