

Terms of Reference: Development and implementation of the Rights Violation Incidents Tracker (*“The Karamoja Rights Tracker”*)

1. Background of RRA

Resource Rights Africa is a research and development organization formed in 2016 to advocate for the promotion and protection of people’s rights in Uganda. With smart projects in the right places, we oppose discrimination, inequality, abuse of power and the unsustainable use of our natural resources including oil and gas, minerals, land, forests, water bodies as well as flora and fauna. The organization is incorporated as a company limited by guarantee and without having a share capital and currently pursuing NGO registration with the NGO Registration Bureau. RRA is one of the most dynamic and robust regional leaders in cutting-edge public policy research and analysis in a range of areas including extractive governance, land, climate change, taxation and gender budgeting.

RRA’s work is based on four (4) broad programme areas: **Natural Resource Governance, Climate Change and Livelihoods, Tax Justice and Agriculture Budgeting Monitoring and Advocacy**. Our core business is to undertake advocacy-driven public policy research and analysis on contemporary and emerging public policy and governance issues that have a significant impact on national development.

RRA’s Vision is to have **“A just and peaceful world free from human rights violations”**. Our mission is **“to advance social change for the protection and promotion of human rights where basic needs are met and resources are shared equitably; where people have control over their own lives and those in power act for the common good”**. We stand for; **Justice, Transparency, Accountability and Non-discrimination**.

In partnership with HORIZONT3000 and with funding from the European Union, Austrian Development Agency and DKA Austria, RRA is currently implementing a community action titled, **“Community action to promote good governance of mineral resources in Karamoja sub-region in Uganda”** targeting selected sub-counties in Kotido, Kaabong and Moroto Districts.

The Overall objective of the community action is **“To increase coordinated civic engagement to improve transparency and accountability in the governance of mineral resources in Uganda”**. Its specific objective is **“To empower citizens and local authorities to effectively monitor and participate in decision-making of mineral policies with a focus on Human Rights compliance in the districts of Kotido, Kaabong and Moroto in Karamoja sub-region”**

The proposed action intends to build capacity of 15,700 citizens (7,850 women, 7,850 men), with a **focus on vulnerable groups** that are particularly at risk of suffering the negative impacts of mining activities: **women and youth** and the **ethnic minorities** in the three Districts. These areas have been neglected in terms of service delivery by the State and are affected by the social repercussions of mining activities such as labour exploitation, physical and, for women, sexual abuse, alcohol abuse and increased HIV/AIDS rates.

2. Objectives of the consultancy

- i. To undertake an assessment of the Rights Violation systems needs with the project staff, HRDs and other relevant stakeholders.
- ii. To develop an effective Rights Violations Incident Tracker (Karamoja Rights Tracker), that will map rights violations, feedback/response to the violation in terms of time and enhance easy reporting on rights violations.
- iii. To develop the user manual and induct programme staffs on the RVIT tool
- iv. To implement the RVIT tool and ensure its sustainability.

3. The consultancy

To map and monitor human rights violations in Karamoja's mining sector, RRA seeks to develop and implement Rights Violation Incidents Tracker – RVIT, that will inform the project about rights violations of all kinds in the intervention area. The rights violations are to be captured in a simple digital database which provides an easy to use web interface that allows dedicated users to record incidents. The RVIT will be used by 60 Human Rights Defenders who will capture the rights violations as part of their work on a paper based form submit to the Data Clerk who will in turn enter the incidents into the RVIT. The RVIT should be customised to do simple analysis and generate reports to inform stakeholders on the one hand and other activities of the programme on the other hand, RRA is currently seeking a well-skilled IT consultant to develop the RVIT.

4. Scope of the assignment

The Consultant will be required to develop an efficient tool proactively with Resource Rights Africa project team.

5. Expected deliverables

- i. Inception report
- ii. Conceptual planning for the RVIT report
- iii. RVIT analysis and user requirement definition report
- iv. RVIT design
- v. RVIT development and testing
- vi. RVIT implementation, training of project staff and presentation of manuals
- vii. RVIT operations and maintenance

6. Institutional/reporting arrangement

The consultant will work under the overall supervision of the Project Manager and direct supervision of the M&E Officer. The consultant will give feedback to the M&E Officer regularly and also be required to report the deliverables to the line officer timely.

7. Timeframe of work

The assignment is expected to last for 90days spread across September 2020 to April 2021 with final reporting inclusive and any extra days of the consultancy will not be compensated by RRA.

8. Duty station

To undertake the assignment, the Consultant will work with RRA based in Moroto office but also interact with project stakeholders in Kotido, Moroto, Kampala and Kaabong in the stages of the RVIT development process.

9. Required qualification

- Degree in Information System, Computer science or any other related fields.

- Hold at least 4-year experience in developing Management Information Systems.
- Should have Experience in undertaking at least two similar assignments (Rights Violation Incident Tracker).

10. Scope of payments

Payments will be made on two instalments of 40% and 60%.

Instalments	Deliverable	Responsible person	%
1 st	I	Accountant	0
2 nd	II,III & IV	Accountant	40
3 rd	V&VI	Accountant	60

11. Instructions for submission

The proposal should address the expertise required in this RFP and include:

- Submit an EOI that includes a brief resume highlighting relevant qualifications and work experience, summary (including outcomes) of similar assignments undertaken previously, relevant experience and knowledge of working diverse organizations on similar assignments, brief outline of the approach, methodology and work plan, at least two professional references preferably of organizations/clients whom you have worked for in the last 2 years.

12. Evaluation criteria

The prospective Consultant(s) are required to submit both the financial and technical proposal at the same time. The applicants will be evaluated on the following criteria:

- Compliance/responsiveness and acceptance to the bid notice and RRA procurement standards.
- The technical proposal will be evaluated before financials and only financials of those that go through the technical stage will be evaluated. The scores for the technical proposal is 70% and financial proposal is 30%.

Summary of score for technical evaluation		
Area of score	Score	Maximum points
a. Degree in relevant fields (IT).	40%	40
b. 4-year professional experience in Management Information Systems development and implementation with at least two assignments related to this RFP.	40%	40
c. Knowledge of data base development and maintenance.	20%	20

How to apply

All suitably qualified consultants and firms are encouraged to apply and submit their applications under the heading **“CONSULTANCY FOR RVIT DEVELOPMENT** to: samson.okwii@resourcerightsafrica.org and copy in executive@resourcerightsafrica.org

Applications should be sent not later than **23rd September 2020**. Please ensure that your attachments do not exceed 5 MB. Only shortlisted consultants will be contacted.

For further information please check the Resource Rights Africa website at: <http://www.resourcerightsafrica.org>

Note; Incomplete applications or applications received after the closing date will not be given consideration.