

TERMS OF REFERENCE

CONSULTANT TO DEVELOP A MANUAL ON NATURAL RESOURCE GOVERNANCE, HUMAN RIGHTS PROMOTION, HUMAN RIGHTS MONITORING, DOCUMENTATION AND REPORTING.

Introduction

Resource Rights Africa is a research and advocacy organization formed in 2016 to advocate for the promotion and protection of people's rights in Uganda. The organization exists to champion social justice for all. 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.

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 extractives, land, climate change, taxation and gender.

RRA's work is based on four (04) broad program areas: **Natural Resource Governance, Climate Change and Livelihoods, Tax Justice, Agriculture Budget 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.

Vision

A just and peaceful world free from human rights violations.

Mission

The mission of RRA 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.

Values and Principles

Justice: we believe that all human beings should be treated with dignity. We uphold the principle of impartiality in our operations and relations and we are opposed to all forms of injustice.

Transparency: we maintain openness in everything we do and ensure that stakeholders access information they need for purposes of promoting and protecting human rights.

Accountability: we hold ourselves accountable to the highest level ethical behavior and responsibility for our actions, while maintaining integrity in our performance.

Non-discrimination: We believe in the equality of all human beings and we streamline this in our programming.

2. About the project

RRA in partnership with HORIZONT3000 and with funding from European Union, Austrian Development Agency and DKA Austria is implementing an action which seeks **to promote good governance of mineral resources in Karamoja, Eastern Uganda**. The project aims to increase coordinated civic engagement and improve transparency and accountability in the mining sector in Uganda.

There currently exists a knowledge gap on mining issues among community members in Karamoja sub-region especially among women and youth that this action aims to fill. Community members face severe barriers accessing information notably the lack of effective participatory information dissemination channels. The action addresses women, youth and victims of mining operations among the following ethnic minorities: The Ik in Kaabong, Napore and Tepeth in Moroto, Kotido and Kaabong Districts through awareness raising events, trainings, and empowering them to interact with duty bearers.

The general objective of the project is **to increase coordinated civic engagement and improve transparency and accountability in the mining sector in Uganda** and the 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, Kabong and Moroto in Karamoja sub-region”**

In order to achieve its specific objective, the project will undertake to fulfill four key steps including; 1) Raise awareness on human rights violations in the minerals sector in Karamoja through puppet theatre and media engagements, 2) Build competence of citizens for protection of rights and remedy for human rights violations through trainings, 3) Build capacities of local government officials, opinion leaders and district based CSOs on mining laws, policies and corporate behavior, and 4) Perform legal audits of laws and policies and identify gaps for advocacy with policy makers and media at regional and national level

The project has three result areas:

Result 1: 15,700 members of ethnic minority groups are informed and demand equitable, transparent and accountable mineral governance in Karamoja sub-region

Result 2: Local stakeholders (Grass root CSOs, Council of Elders, FBOs and Local Authorities) increase their capacity to engage Companies and Central Government officials on human rights violations emanating from mining activities.

Result 3: Increased accountability through performing legal audits of relevant laws and policies and by mapping of mining actors.

One of the fundamental activities under R1 of the project is building competence of citizens for protection of rights and remedy for human rights violations through trainings. This will be done

through developing a training manual and tools on natural resource governance, human rights promotion, human rights monitoring, documentation and reporting, Training of Trainers (T.O.T) and Training of citizens.

To the above end, RRA seeks to engage the services of a consultant(s) to develop the relevant training manual and tools on Natural Resource Governance, Human Rights Promotion, Human Rights Monitoring, Documentation and Reporting.

3.0 Goal /objective of the consultancy

The Consultant(s) shall be expected to attend planning and project meetings at RRA.

The goal of this assignment therefore according to the detailed scope of work hereunder is to develop the training manual targeting HRDs and citizenry.

3.1 Scope of work

- i. Review the relevant key project documents including the detailed project proposal to get an appreciation and understanding of the project objectives, target groups and goals
- ii. Develop the first draft of the manual
- iii. Present the draft at a review meetings organized by RRA
- iv. Incorporate the changes provided by different stakeholders into the draft training manual
- v. Produce a final version of the training manual
- vi. Conduct a TOT comprised of RRA staff and other selected participants on the use of the manual
- vii. Develop a report for the T.O.T training
- viii. Prepare a final consultancy report

3.2 Expected outputs and deliverables

Based on best practices and input from RRA, the consultant shall:

- i. Develop a training manual on natural resource governance, human rights promotion, human rights monitoring, documentation and reporting.
- ii. In cooperation with RRA, conduct Training of Trainers for selected participants.
- iii. Prepare a report on the outcome of and responses from the TOT
- iv. Prepare a final consultancy report

3.3 indicators to evaluate the consultant's performance

Performance indicators are:

- i. The quality and timely delivery of all required tasks as provided for in this Terms of Reference so as to ensure the successful development of the Training Manual on Natural Resource Governance, Human Rights Promotion, Human Rights Monitoring, Documentation and Reporting and the facilitation of a TOT for RRA staff and other selected participants.
- ii. The submission of all reports including the final comprehensive report as provided for in these Terms of Reference.

3.4 Institutional reporting arrangement

The Consultant(s) will work under the overall supervision of the Project Manager in collaboration with HORIZONT3000 Knowledge Management Team.

3.5 Duty station

The Consultant(s) can work remotely but shall be required to attend multiple meetings in Moroto and Kampala with different interlocutors during the period under consideration.

3.6 Contract duration

The contract shall be for a period of 21 working days after signing of the contract. The successful candidate is expected to commence as soon as the contractual documentation has been finalized.

3.7 Eligibility of the Consultant(s)

- i. Master's degree in human rights, development or a related field.
- ii. At least 5 years relevant and professional experience including extensive knowledge of and experience in natural resource governance with regard to human rights in the Karamoja sub-region context.
- iii. Proven and extensive experience in the development of a training curricula and materials
- iv. Proven ability and experience in leading and facilitating training workshops
- v. Multidisciplinary skills and the ability to communicate effectively
- vi. Ability to work both independently and as part of a team
- vii. A high standard of professionalism
- viii. Fluency in English (written and spoken) with excellent drafting and communication skills and
- ix. Understanding of Ng'Akarimojong in addition to English is desirable.

4.0 Mode of payment

The selected Consultant(s) will receive 40 % upon signing the contract, then 60 % after finalizing the whole work and submitting the final Training Manual and Consultancy Report. This amount includes all expenses, taxes and working costs of the Consultant(s).

5.0 Instructions for submission

Technical proposal

- i. A detailed implementation plan/ technical proposal in accordance with the scope of the work, expected outputs and deliverables provided for herein
- ii. A comprehensive Curriculum Vitae including three contactable references

Financial proposal

- iii. Financial proposal that indicates an all-inclusive fixed total contract price, supported by a breakdown of costs i.e. daily consultancy fee, secretarial services etc.

6.0 Evaluation criteria

The prospective clients will be required to submit both the financial and technical proposal at the same time. The applicants will be evaluated as per the following criteria:

Compliance/responsiveness and acceptance to the bid notice and RRA procurement standards.

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%.

Area of score	Score
Qualification	20%
Total working experience	20%
Experience in development of training curricula and materials	20%
Proven ability in leading and facilitating training workshops	20%
Report writing and presentation skills	10%
Knowledge of natural resources governance and human rights	10%

7.0 How to apply

All suitably qualified consultants and firms are encouraged to apply and submit their applications under the heading **“CONSULTANCY TO PRODUCE A TRAINING MANUAL ON NATURAL RESOURCE GOVERNANCE”** to: winnifred.anyhait@resourcerightsafrica.org and copy in ritah.kabakidi@resourcerightsafrica.org

Applications should be sent not later than **11th August 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>

Relevant documents

- CV (not exceeding 4 pages), including 3 references.
- Cover letter expressing interest in the consultancy (1 page)
- Reports from previous work accomplished
- Declaration of flexibility and availability for the project implementation period from the Month of August 2020 to September 2020.

Note;

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