



HUMAN RIGHTS AWARENESS AND PROMOTION FORUM (HRAPF)

**TERMS OF REFERENCE (TOR) FOR HIRING A CONSULTANT TO DEVELOP
COMMUNITY-LEVEL REPORTING TOOLS FOR HUMAN RIGHTS VIOLATION
REPORTING.**

OCTOBER 2021

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1. INTRODUCTION

Human Rights Awareness and Promotion Forum (HRAPF) with funding from Global Fund will develop community-level reporting tools. The tool developed is intended to enhance community-level documentation of human rights violations through the standardisation of the tools used to monitor human rights violations.

The expected result is the development of a human rights violations report based on the information gathered through the use of these tools. Through the development of the tool, human rights monitors will be equipped with the appropriate tools for effective identification and categorising of human rights violations.

2. BACKGROUND

In the context of HIV and TB, LGBT persons, sex workers, and persons who use and inject drugs (PWUIDs) are discriminated, marginalised, criminalised, and suffer several human rights abuses that increase their vulnerability to HIV¹. The marginalisation and discrimination suffered are institutionalised and as such the rights of these persons are often violated by both state and non-state actors².

Among the most common rights violated for key populations is their right to liberty, violated through prolonged detention and arbitrary arrests³. Often these violations are undocumented due to the fact there is insufficient knowledge about the rights or a lack of a proper tool for the monitoring and documentation of the rights violated. By definition, monitoring is the close observation of the human rights situation carried out to determine what further action needs to be taken⁴. To better understand the human rights situation in the country particularly for key populations, there is a need to monitor the human rights violations suffered by key populations to ensure that all human rights violations are documented. HRAPF has on an annual basis documented human rights violations suffered by key populations⁵. The documentation however is limited to verified cases reported to HRAPF and contributing partners. This leaves out violations suffered by key

¹ The Global Fund, 'Fact Sheet, Key Populations: A Definition' (2016) https://www.google.com/url/www.theglobalfund.org_keypopulationsdefinition_infonote_en.pdf

² Human Rights Awareness and Promotion Forum 'Report of human rights violations against Key Populations in Uganda' January – June 2020.

³ As above 3.

⁴ Human Rights Information and Documentation Systems, International, 'What is monitoring' (2003) 1 *Human rights monitoring and documentation series* https://www.google.com/url/www.huridocs.org_whatismonitoring-eng.pdf

⁵ n 3 above and HRAPF; 'Report on the Protection and violation of the human rights of sex workers in Uganda' (2019), HRAPF, 'The Uganda Report of human rights violations on the basis of sexual orientation and gender identity' (2019) etc.

populations that are not reported to HRAPF or the contributing organisations, thereby not fully reflecting the national human rights situation.

To bolster monitoring, documenting, and reporting community members must be at the forefront as these are their lived experiences. Community monitoring is a very important tool and increases people's awareness of their rights. Unfortunately, there have been no tools or extensive education on monitoring human rights violations for community members with the data collection and monitoring left to the "experts"⁶. It should be noted that individuals in the community have the most detailed and intimate knowledge of the nature and extent of their human rights situation and understand the impact of the interventions on their lives.

It is upon this background that HRAPF intends to develop a community-level reporting tool that will engage the community in the monitoring of the human rights situation within their locality. The tool will be used by monitors, trained in its use to monitor human rights violations and cumulatively feed into the development of a human rights violations report.

3. THE OBJECTIVE OF THE CONSULTANCY

The overall objective of the consultancy is to develop a community-level reporting tool to be used in monitoring, reporting, and documenting human rights violations.

4. MAJOR TASKS OF THE CONSULTANT

- a. **Developing an inception report for the assignment:** The consultant will draft an inception report detailing the structure and methodology to be used in the development of the tool. The consultant shall discuss the report and show a way forward on how the assignment shall be accomplished.
- b. **Collect and compile data/information for the development of the tool:** The consultant will then facilitate consultative meetings with community members to obtain information for the development of the tool following the methodology agreed upon in the inception report.
- c. **Developing a draft community-level reporting tool:** The consultant will be expected to develop a draft tool based on the information obtained from the consultative meetings conducted and submit it to HRAPF for review. The consultant will be expected to incorporate all comments as made by HRAPF and submit a second draft for review.
- d. **Presenting of the tool to HRAPF:** The consultant will present the second draft of the

⁶ Human Rights Resource Center, 'Ripple in Still Water' <http://hrlibrary.umn.edu/edumat/IHRIP/ripple/chapter4.html>

tool to HRAPF who shall organise a validation meeting to review and validate the tool.

- e. **Train 40 community monitors:** After incorporating the desired changes from HRAPF, the consultant will be expected to train community monitors on the use of the tool.

5. TIMELINES

The consultant shall be expected to deliver the final tool within two months from the date of execution of the contract.

6. DELIVERABLES

The consultant shall submit the following deliverables to Human Rights Awareness and Promotion Forum:

- a. An inception report outlining details of activities with a proposed methodology and delivery dates.
- b. A draft community-level reporting tool.
- c. A final community-level reporting tool.

7. QUALIFICATIONS AND EXPERIENCE FOR THE CONSULTANT

The prospective consultant will be selected based on their proven experience, qualifications, and ability to deliver good quality work in a timely and efficient manner. The minimum qualifications, experience, knowledge, and other capabilities of the consultant will include:

- i) A degree, preferably related to the field of human rights or any other relevant degree from a reputable University. A master's degree in human rights or other related field is an added advantage
- ii) Proven record of conducting research and or development of tools.

8. SUPERVISION

The Director Research and Advocacy Program at HRAPF will be in charge of supervising the entire assignment and ensuring that all terms and conditions of the assignment are executed as agreed.

9. REMUNERATION

- a) The remuneration for the assignment will be determined and agreed upon within the contract which this document forms a part.
- b) 50% payment of the quoted amount will be paid on submission of the inception report.
- c) The final payment will be made when the final tool is submitted to HRAPF and approved.
- d) All payments will be subject to statutory deductions as per the laws of Uganda in force at the time.
- e) All payments will be made by cheque or any other means as may be convenient

upon submission of an invoice by the Consultant.

10. COMMENCEMENT OF WORK

The consultant shall begin work immediately upon signing the contract.

11. APPLICATION PROCEDURE

Interested individual consultants must submit the following documents/information:

1. Personal CV including experience in similar projects and at least 3 references, with more than one consultancy you have been involved in, clearly indicating the overall lead consultant and responsible persons.
2. Expression of interest explaining why you are the most suitable person for the work and providing a brief methodology on how you will approach and conduct the work.
3. An expression of the daily rate and expected remuneration for undertaking the assignment.
4. At least one referee from the non-profit field for whom the candidate has ever conducted an analysis or study.
5. Interested persons are encouraged to send their expression of interest with all the required documents to essemambo@hrapf.org copying anambalirwa@hrapf.org not later than 5th November 2021.
6. Only the successful candidate will be contacted.