Position Title	Consultancy: Pre-grant assessment		
Location	Kampala, Wakiso, Buikwe, Nwoya, Kasese and Rubirizi districts		
Expected start date	14 November 2018	Assignment duration in days including weekends.	7 days
Title of the project	Strengthening the youth sector to engage in democratic and decision making processes		
Background	UYONET is a leading national umbrella organization for youth in Uganda with a network of 157 youth organizations and partners working with young people across the country. UYONET started its work in 2003 as a platform for collective research, training and policy advocacy for young people by young people. **Our mission** is To build, empower and sustain a vibrant youth movement that fosters sustainable economic development and champion's accountable governance and **Our Vision** is A peaceful and prosperous society led by an accountable Governance system. UYONET with funding from DGF is implementing a three year project dubbed "*strengthening the youth sector to engage in democratic and decision making processes".* The project aims at contributing towards building a well-coordinated, effective and responsive youth sector and envisages a connected youth movement that engages as active agents of change in the governance processes. The overall objective is to strengthen, empower and sustain meaningful youth participation in decision making and governance processes fully supported by the state and non- state actors. One of the key outcomes for this project is a "*vibrant youth civil society organisations actively articulating youth issues. As* one of the key interventions under this outcome, UYONET conducted a mapping and profiling exercise that provided an understanding of the organizational strength for UYONET members. Information from the mapping and profiling exercise also partly informed the secretariat on the capacity of the member organizations and ability to implement local advocacy initiatives that feed into the UYONET strategic plan (2018-2028) and the National Youth Manifesto (2016-2021). As part of interventions contributing to its strategic plan and the National Youth Manifesto UYONET is implementing a youth to youth grant aimed at sub-contracting UYONET member organizations whose local advocacy initiatives are aligned to the UYONET strategic plan and the national youth manifesto. The 10 successful member applicants for this initiative will also benefit from capacity enhancement in grants management. **The programme is premised on the following themes, outcomes and activities;** **I. Youth participation and influence in the governance process.** • 1.1.1 Youth engage in decision making processes with duty bearers at local level • 1.1.2 Young women report an increase in confidence in claiming their rights. • 1.1.3 Local government prioritize youth issues in their plans • 1.1.4 Young women trained in leadership, policy advocacy and rights • 1.1.5 Civic education and conscious building of youth in both rural and urban areas • 1.1.6 Youth groups supported to increase informal sector voices in budgeting and planning processes. • 1.2.1 Young women in the informal sector whose skills to influence governance processes have been developed. • 1.2.2 Young women participating in forums where government/state institutions interact with the citizens to influence legislation. • 1.2.3. Young women leaders at District level working to influence government decisions and championing youth priorities.		

	II. **Economic empowerment:** • 1.3.1 Improved capacity of youth groups with IGA's in the informal sector. • 1.3.2 Income generating activities strengthened. • 1.3.3 Increased engagement of youth groups from the informal sector in the budgeting and planning processes. This year's Youth to Youth initiative is UGX 100 Million earmarked for 10 member organizations to enhance their institutional capacity and implement local advocacy initiatives aligned to the UYONET strategic plan and the national youth manifesto. UYONET's Y2Y initiative is an exclusive preserve for the network members only, attained through an impartial and competitive process. A call for expression of interest for Y2Y 2018 was issued and a total of 19 applications were received from UYONET's membership of 31 network organizations and 10 successful applicants have been selected through a competitive process to implement the initiative. The threshold for Y2Y 2018 is UGX 10 million for each of the selected organization. Other factors like previous performance may be considered when determining the grants.
Purpose of the Pre-grant assessment.	**Overall Purpose:** The purpose of the pre grant assessment is to verify the facts presented in the partner grant application forms assessed during the evaluation process to ensure that we only sub-grant to members with the capacity to manage the grant. **Specifically this pre grant assessment will verify the following under each member organisation to be pre-qualified:** **Financial management and administration** ▪ Whether they have clear and current accounting system ▪ Whether they have clear updated finance and administrative manual ▪ Whether they have clear updated human resource management manual ▪ Whether they have clear anti-corruption and/or whistle blower policy ▪ Whether they have clear current audits conducted and management of audit queries **Technical skill/ capacity** • Whether they have clear organization's technical skills / capacity to manage the Y2Y grant interventions • To tease out on relevance and strength of organisations technical skills **M&E capacity** ▪ Whether they have comprehensive M&E component including its functionality (M&E unit, evaluation plan, data collection, data management, data storage and retrieval etc**.)** ▪ To verify demonstrated ability to measure impact of the work ▪ To verify demonstrated ability to use data/lesson learnt for decision making **Human resource capacity** ▪ To verify the presence of dedicated M&E and Finance staff ▪ Whether they have clear responsibilities for M&E and Finance staff ▪ To verify ability to cover the M&E and Finance function when there are no direct staff. **Implementation experience** • To verify presence of clear outcomes of both completed and current projects • To verify Inclusiveness of the current work/projects in terms of gender, women and youth • To verify presence of development programs and policies that are responsive to the actual needs of youth. • To verify the capacity of the selected partner's ability to include young women in the informal sector to have their capacity developed to enable them influence youth priority issues. • To verify the ability of the selected partner to be able to strengthen youth groups and cooperative societies working in the informal sector in the proposed area of intervention **Problem and proposed intervention(s)**

	- To verify the context within which the project is being proposed - To verify the availability of tools to carry out the proposed interventions - To verify evidence of having used M&E data for timely decision making - To verify the actual linkage of proposed geographical areas and project interventions **Project stakeholders and beneficiaries** - To verify their reputation amongst the stakeholders **Risks and assumptions for the proposed work** To verify documented history of risk management **Anticipated partnerships** To verify documented Partnership organisations and reason for collaboration
Scope of Pre-grant assessment.	The purpose of the pre grant assessment is to verify the facts presented in the partner grant application forms assessed by the 10 member organisations during the evaluation process to ensure that we only sub-grant to members with the capacity to manage the grant. The consultant will perform the following tasks: With support from UYONET; - To visit the premises of <u>Youth After School Initiative (YASI) from (Central region)</u>, <u>Youth Social Work Association (YSA), Amaro Youth Development Network (AYODEN), West Nile Youth Network(WYNET), Agency for Development of Young Farmers(ADYOFU) from (Northern region)</u>, <u>Recreation for Development and Peace (RDP), Youth Advocacy Foundation Uganda(YAFU) from (Western region)</u>, <u>Kayunga Youth Network (KAYONET), Kagoma Youth Network(KAYONET), Bugisu National NGO Forum (BUNGOF)from(Eastern region).</u> - The Consultant will be required to consult with the Head of Programmes, on each step of the survey/study for its concurrence such as on the stage of conceptual framework, methods of data collection, tools/instruments used for comprehension, data cleaning, and identifying and training data collectors. - Ensuring that respondents are representative of 10 member organisations and their partners/stakeholders. - Recruiting and/or training data collectors and ensure data collectors understand assessment tools. - Sharing the work plan,checklists, draft and final questionnaire for comments and feedback with UYONET and ensuring that the comments /feedback are incorporated in the final questionnaire to be used for data collection. The final questionnaire must be pre-tested, detailing all proposed changes, must be submitted to UYONET. - The consultant will in consultations with UYONET undertake data collection, review and analysis - The consultant will remain responsible for the entire pre grant assessment maintaining the highest level standards, quality and for producing the final assessment reports. - Monitor data collection in the field for quality assurance. - Timeline – The consultant will follow the project time-line as agreed with UYONEt. Any revision in the timeline, if required, can only be done in consultation and subject to the approval of UYONET.
Methodology	A mix of both quantitative and qualitative methodology is recommended for conducting the pre grant assessment. The Consultant will submit detailed inception report proposing tool and detailed methodology. The pre assessment should apply but should not be limited to the following data collection methods; 1. Desk Studies: review of project documents and understanding the project design and contextual framework, review the submitted applications for comparison purpose while in the field. 2. Field Visits: to all the 10 member organisations. 3. Focused group discussions and semi structured interviews in the proposed area of intervention by respective members 4. Photography where possible.

Outputs and deliverables	The following deliverables will be provided in English. The successful individual consultant is expected to submit the following; • A proposal detailing the technical and financial aspects of conducting the Baseline. • An inception report detailing assessment methodology, implementation plan, method of analysis, data collection tools and pre grant assessment report format. • A draft report of the Pre grant assessment • Validation of the findings. Consultant will be responsible to present the findings to UYONET and key stakeholders including beneficiaries, • A final detailed report after incorporating comments from UYONET in two versions; MS word (page size A4) and designed on coral draw (page size 6.5"X9.5"), • A 4 page baseline brief • All materials produced by the assessment including hard copy of the report and raw data either in SPSS, excel and FGD in soft form. • Final presentation of the findings to UYONET and invited stakeholders- soft copy of presentation and hand-outs for attendees
Reporting	The Head of Programmes (HoP) is the main contact person and will ensure that the programme is achieved as planned. Therefore, the Consultant will report to the H.o.P. A draft report should be submitted not later than **22nd November 2018**. The completion date for the Final Evaluation report will be **26th November 2018**. The size of the report should be approximately 15-20 pages. (Excluding annexes), clearly written in English, using Arial 10 point. The evaluation report should consist of: • Executive summary, major gaps and recommendations not more than six pages; • Main text, to include index, context, UYONET mandate, assessment methodology, commentary and analysis addressing pre grant assessment purpose (not more than 35 pages) • Appendices, to include pre grant assessment terms of reference, maps, sample framework and bibliography All material collected in the undertaking of the assessment process should be lodged with the Head of Programmes prior to the termination of the contract. The preferred Consultant by UYONET will have to sign a confidentiality document that will ensure that all information obtained from the Organization is not shared with any other parties during and after the assignment.
	The Consultant should have: • Skills and proven background in carrying out pre grant assessments • Data analysis and presentation skills, and strong writing ability; and • Experience working across the 4 regions of Uganda, • Be able to demonstrate understanding of data collection sensitivities and associated risk management • Expert experience in conducting similar type of assessments and knowledge for pre grant conditions • Proven skills and experiences on statistical tools/methods and analysis. • Evidence based expert reporting and documentation skills. • Demonstrate adequate capacities to organize and complete the assignment within the time frame specified.
Payments	Payments: Terms of payment are as follows; • 50% upon UYONET's approval of the detailed implementation plan and tools and signing of contract. • 50% upon UYONET's approval of the final report. The proposal should include all costs required to do this assignment.

Expression of Interest	Consultants meeting the above criteria are invited to submit an Expression of Interest (EOI) by email to Uganda Youth Network via the emails: info@uyonet.or.ug latest 12th November 2018. The main body of the EOI should be a maximum of 4 pages) and should include the following:
	
	 • A (2-page max) cover letter including:
	     ○ Consultant's daytime phone numbers and email contacts;
	     ○ Demonstrating an understanding of the project and the requirements of the ToR;
	     ○ Focus areas or questions to guide the assessment;
	     ○ Any recommendations or modifications related to the ToR;
	     ○ Experience in carrying out similar assignments.
	     ○ Proposed schedule of availability
	     ○ Consultant's budget.
	 • A (2-page max) CV of the Consultant, outlining previous Consultant experience and accomplishments as it relates to demonstrating the skills and knowledge needed to fulfill the requirements of the ToR,
	 • List of 3 referees who can attest to Consultant's experience and expertise as it relates to this Organization,
	 • Two examples of similar assessments previously or recently completed. If possible, at least one of the plans should be relevant, or similar to, the subject of this TOR.
	
	 Uganda Youth Network will review the EOI closely against this recommended outline in combination with the preceding section of Profile of Consultant.

Submission process	Submission process: A combined technical and financial proposal should be submitted in soft copy. All proposal documents shall be provided in English language. Proposals should include the details on methodology, activities and milestones, budget details, time frame, CVs and profile. UYONET reserves the right to reject any or all proposals and is not bound to any legal claim in this regard. Interested candidates should send their proposals electronically to info@uyonet.or.ug by **COB 12th .11.2018** Ensure to send your attachments as one document in PDF and the title of your attachment should be your full names. Only Shortlisted candidates will be contacted. Posting Date: **09 November 2018** Closing Date: **12th November 2018.**