

## Terms of Reference for Consultancy to review YSAT Policies (PSEA, HR, Gender Protection & Inclusion, Finance, Procurement and Disposal Policy Manuals and Resource Mobilization,) and conduct staff training

### 1.0 Introduction

**YSAT** - Youth Social Advocacy Team is a refugee youth-led non-profit organisation whose core mandate is to **support conflict affected youth** by tackling barriers to accessing quality education, sustainable Livelihoods and addressing root causes of violent conflicts to promote peace and self reliance for refugees and vulnerable host communities in Uganda using our own experiences as refugees.

**YSAT** has been legally registered to operate in Uganda with National Bureau for Non - Governmental Organizations Reg. No.4743 as a regional NGO with thematic focus areas in: Community Based Protection, Food Security and Livelihoods, Education in Emergency, Environment & Energy, Evidence-based research and Advocacy spread across the districts of; Terego (Imvepi), Madi-Okollo (Rhinocamp), Adjumani (Pakelle), Palorinya with HQ based in West Nile, P.O. Box 661 Arua, Uganda.

### 2.0 Purpose

YSAT in partnership with Oxfam and War Child Canada with funding from Global Affairs Canada (GAC) is implementing the Geared for Success (GFS) a 5 Year Gender responsive Education project in West Nile. One key objective of GFS is Capacity strengthening of Partner Refugee led Organizations through Oxfam's Capacity Assessment Tool (CAT) methodology where YSAT identified the key domains with priority given to: Domain 1; Women Transformative leadership and Domain 3: Organizational resilience & sustainability as key area of capacity enhancement priorities.

The purpose of this consultancy is to review and revise the above YSAT Policies to mainstream gender transformative values and establish a functional Resource Mobilization Unit that is resourced with competent personnel, Resource Mobilization strategy and tools to promote organizational resilience, sustainability and transformative women leadership and increase compliance using up-to-date policies.

### 3.0 Objective of this Consultancy

- To review and revise Existing PSEA, HR, Gender Protection & Inclusion, Finance, Procurement & Disposal policy manual
- To review the Resource Mobilization policy and establish a functional RM Unit

### 4.0 Scope of Work

The scope of work for this consultancy includes.

- Conducting a rapid assessment to understand existing policies and gaps and share an inception report
- Conducting a 5-day workshop for 15 staff to co-design/review the policies
- Support establishment of Resource mobilization Unit with tools to function smoothly
- Support Dissemination of the developed Policies to YSAT

### 5.0 Methodology

The methodology will include in-depth analysis of a selection of existing policies, the consultant is invited to propose a framework for assessing the quality of these policies through co-deign workshops, consultations with relevant YSAT departments, Management and any other suitable methodology that the consultant shall develop in line with the






## 6.0 Expected Deliverables

The key deliverables are:

- An Inception Report
- Five -day co-design workshop for 15 YSAT staff to jointly review the policies
- Revised Policy manuals (HR, PSEA, Procurement, Finance, Gender Protection and inclusion)
- A revised Resource Mobilization policy and unit established at YSAT
- Dissemination materials for the above policies.
- Final Activity report for the above assignment.

All deliverables shall be submitted in hardcopy and softcopy in editable format to YSAT Executive Director copying Education Project Manager - GFS.

## 7.0 Payment Schedule:

Payment will be made in 2 instalments: 40% of the fee upon completion and approval of the inception report, 60% upon completion of submission of final report, confirmation of all deliverables and approval of the assignment report.

## 8.0 Duration of the Assignment

The assignment is expected to be carried out for 2 weeks from the date of signing agreement. The consultant is expected to submit the final report by 3<sup>rd</sup> week of October 2024.

## 9.0 Budget and Payment

The consultant should provide an indicative budget per day in Uganda Shillings. **All Professional fees are subject to 6% statutory deductions** payable to Uganda Revenue Authority as withholding tax in accordance with the income tax regulations of Uganda.

## 10.0 Qualifications and Competencies:

YSAT is looking for a competent firm / consultant with extensive knowledge, and proven experience in developing Standard Organizational Policies for Non-Governmental Organizations.

YSAT will use the following criteria for assessing competencies of the applying firms/consultants as follows.

- At least a bachelor's degree in project planning and management, Procurement, Business administration, Communication, Monitoring and Evaluation and any related field. Master's Degree or Postgraduate Diploma will be an added advantage
- At least a minimum of 5 years of demonstrated professional experience developing Policies for organisations, including Local and National NGOs
- Experience working in refugee context especially of West Nile regions of Uganda.
- Prior experience in Co-design, participatory policy development approaches and organizational team leadership.
- Proven experience in analytical, facilitation, coaching and report writing skills.

## 11.0 Application Process

Interested and qualified candidates should submit their applications which should include the following:

Technical & Financial proposal with Detailed Curriculum Vitae of the consultant (s)

Applications should be sent to [admin@youthsat.org](mailto:admin@youthsat.org) copying [youthsat2017@gmail.com](mailto:youthsat2017@gmail.com)

**Deadline is 20<sup>th</sup> Sept 2024 at 5PM Uganda time**