



TERMS OF REFERENCE

CONSULTANCY TO UNDERTAKE A STUDY ON BUILDING
GENDER SENSITIVE & DISABILITY INCLUSIVE SOCIAL
PROTECTION FINANCING SYSTEMS IN UGANDA



**Co-funded by
the European Union**

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UGANDA DEBT NETWORK

SHORT TITLE OF ASSIGNMENT / LTA

Building gender sensitive and disability inclusive social protection systems in Uganda

BACKGROUND & OBJECTIVES

Gender and disability play a disproportionately large role in how people experience risks, vulnerabilities, and opportunities. Over the past decade, Uganda has achieved sustained economic growth and a significant reduction in the poverty headcount: GDP growth rate has averaged 7 per cent annually while the incidence of poverty has been more than halved, from 56 per cent in 1992 to 24.5 per cent in 2010 and 19.7 per cent in 2021. This progress notwithstanding, the proportion of the population below the national poverty line in Uganda remains high. For example, while in percentage terms, a reduction in poverty has been recorded, in absolute numbers, the number of persons living in poverty increased from 8 million to 8.3 million respectively over the same period (UNHS 2019/20). Similarly, several Ugandans remain predisposed to various risks and vulnerabilities across the lifecycle. It is estimated that 26.3 per cent of Ugandan citizens are living with a disability: 19.8 per cent of the population live with a mild or moderate disability while 6.5 per cent are severely disabled. Other vulnerabilities being faced include stunting, undernutrition and underweight among children/early childhood, teenage pregnancy, early/child marriage, child labour for youth of school going age while older persons are faced with fragility, poverty, disability, lack of care from family and high burden of care for grandchildren.

Research indicates that Social Protection coverage especially social security among women and children remains low and as such they are disproportionately affected by shocks, risks, and vulnerabilities. Strengthening Social protection provision is therefore key in enabling vulnerable persons such as women, children and Persons with disabilities overcome vulnerabilities across the lifecycle. Evidence from Uganda's Social Assistance Grants for Empowerment (SAGE) indicates that's direct income support through the grant has enabled older persons meet the costs of accessing food, health and education services and supports them in eating regular and nutritious meals. It has helped improve school attendance from beneficiary households by 14% between 2009 and 2014 compared to only 7% for non-beneficiary households. Similarly, the ratio of households consuming fewer than 2 meals per day declined by more than 11% (MGLSD, 2014). Social care and support services on the other hand such as child protection, care for older persons and the chronically sick, community-based rehabilitation for PWDs, and mitigation of GBV have the potential to improve the quality of life of the vulnerable groups and promote inclusive development.

The right to social protection for all Ugandan citizens is set out in the 1995 Constitution. The Government of Uganda (GoU) has articulated an ambitious vision for the social protection sector, reflecting this right, with commitments to expand the coverage of social assistance to 50% of the vulnerable population by 2030, as set out in the third National Development Plan¹. With a gender lens, social protection has the potential to transform unequal social and economic circumstances at a systemic level. Such 'transformative social protection' must account for the different risks experienced by women and men across their lifecycle.

¹ Available at: www.health.go.ug/cause/third-national-development-plan-ndpii-2020-21-2024-25/

Given Uganda's vulnerability to covariate shocks, most commonly climatic shocks, and other natural disasters, the long-term (to 2040) vision for social assistance articulated in the NSPP is that direct income support programmes should support Ugandans to be resilient to socioeconomic risks and shocks. However, the social protection system (including in relation to shock response) is still relatively nascent. Aware that Uganda has made commendable progress in establishing a Social Protection system underpinned by a legal and policy framework, establishment of MIS/Single Registry, coordination of Monitoring and Evaluation efforts, administration and systems, financing for Social Protection interventions and effective targeting mechanisms, this study is being conducted to establish whether the existent Social Protection system is gender sensitive and disability inclusive. Findings from the study shall be used to inform advocacy efforts on Social Protection at Local Government, National and Regional levels.

Overall Purpose of the consultancy

The purpose of this consultancy is to support the government of Uganda in building gender-sensitive and disability-inclusive social protection systems and programmes for all while ensuring financial sustainability and macroeconomic stability.

Specific Objectives

- i. To establish the extent to which the existing Legal and Policy framework for Social Protection is gender sensitive and disability inclusive;
- ii. To assess the fiscal allocations to Social Protection and the extent to which it is responsive to gender and disability in line with the priorities of NDP III and Local Government budgets;
- iii. Assess the extent to which existing targeting mechanisms for Social Protection are Gender Sensitive and Disability Inclusive across the life cycle for social cohesion in Uganda
- iv. Share key learnings and key recommendations to enhance gender-sensitive and disability-inclusive social protection systems

SCOPE OF WORK

To achieve the objectives outlined above, under the direct supervision of the Ministry of Gender, Labour and Social Development, UNICEF and UDN, in collaboration with other selected stakeholders, the consultant is expected to do the following:

- Generate evidence on international best practice about building gender-sensitive and disability-inclusive social protection systems.
- Propose tools/ approaches needed to have gender-sensitive and disability-inclusive social protection programmes
- Assess any gender or disability influence on the targeting approaches for social protection
- Provide specific recommendations on how to build gender-sensitive and disability-inclusive social protection systems and programmes for all while ensuring financial sustainability and macroeconomic stability.

METHODOLOGY

The methodology adopted in this study is informed by the objectives of the research and ethical standards in research, data collection and analysis². The study is expected to cover eight (8) selected districts³ and national levels. The detailed methodology of this study will be developed as part of the inception report by the consultancy firm/institutions. However, the following are key guidelines.

² UNICEF Procedure on Ethical Standards in Research, Evaluation, Data Collection and Analysis, April 2021.

³ Kamwenge, Isingiro, Kiryandongo, Kapelabyong, Kamuli, Moroto, Napak, Tororo.

The study should utilize both qualitative and quantitative methods as well as primary and secondary data sources. Secondary data should include desk review of existing data and reports relating to shock-responsive social protection, as well as a more thorough investigation of relevant laws, reports, and policy documents related to the social protection response in Uganda. Gather more in-depth information, conduct a series of key informant interviews, and focus group discussions with relevant government officials, development partners, social protection donor working group, non-governmental organizations (NGOs), humanitarian actors, and other stakeholders.

Data will be disaggregated by relevant criteria including age, gender, marginalized and vulnerable groups, etc. and gender and disability lens needs to be applied.

DELIVERABLES AND TIMELINES

The Research is envisaged to proceed through the following phases.

- a. Preparation phase: Uganda Debt Network with guidance from Ministry of Gender Labour and Social Development and UNICEF will conduct background consultation to frame the precincts of the research; prepare the TOR; select the Institution to conduct the research.
- b. Inception phase: This phase aims to prepare the team for the research by ensuring that they have a good grasp of the expectations for the research and a clear plan for conducting it. The inception phase will include a desk review of secondary data and initial interaction with the main stakeholders. Consensus shall be drawn on the methodology including data collection tools, ethical approvals, and field data collection plans.
- c. Field Data Collection: The field work will span over a period not exceeding 15 working days and will include field visits to collect primary and secondary data from national and district level stakeholders. Both innovative traditional and remote data collection methods are encouraged. A debriefing session will be held upon completion of the field work.
- d. Reporting phase: The contractor will clean and analyze the data collected during the desk review and the field work, conduct additional consultations with stakeholders, as required, and draft the Research report. The draft Research report will be submitted to UDN, UNICEF and MoGLSD to provide comments to the Research team for their consideration before report finalization
- e. Follow-up and dissemination phase: The final Research report will be shared with the relevant stakeholders as highlighted earlier in the anticipated dissemination moments. Findings and lessons will be incorporated into a two-page Strategic Level Policy Brief which the consultancy firm undertaking this assignment is expected to develop from the executive summary of the evaluation.

Table 2: Preliminary tasks and deliverables

SN	Task	Deliverable(s)	Estimated No. of days	Estimated Completion Date*
a	Develop an inception report, which should include, but is not limited to a desk review of existing literature documents/reports related to the subject matter and interpretation of the Terms of Reference; detailed work plan schedule; detailed data collection methodology; data collection tools; data analysis plan; and detailed outline of the study report. The methodology should include a stakeholder mapping and elaborate how the contractor will ensure inclusivity and participation of key stakeholders in the Research process.	Final Inception Report (includes presentation, protocols, field work plan, Tools)	8	3
b	Participate in Inception meeting and initial briefing with UDN, UNICEF, MoGLSD and selected stakeholders			
c	Further desk review			
d	Field Data Collection	1 st draft targeting Report, and Power Point Presentation not exceeding 15 slides	32	10
e	Data analysis, exit discussions and presentation of draft report (Not exceeding 50 pages without annexes), as per agreed format			
f	Participate in 1 st review meeting with UDN, UNICEF, MoGLSD, and selected stakeholders	2 nd draft Report	5	1
g	Participate in validation workshop other stakeholders	draft a validation synopsis Report	10	3
h	Incorporate the comments/feedback received during the validation workshop	3 rd draft report (Max 30 pages without annexes), Strategic Level Policy brief (Max 2 pages), and final presentation (Max 15 slides)		
i	Final review by UDN, UNICEF, MoGLSD, and selected stakeholders	Final targeting report (Max 50 pages without annexes), Strategic Level Policy brief (Max 2 pages), and final presentation (Max 15 slides)	5	3

Final Study Report (not exceeding 50 pages), which should include but not limited to; -

Executive summary

Background, Purpose, Objectives/ Research questions.

Methodology: description of Population, sample size determination, sampling method used, data collection methods and tools, methods of analysis of data, limitations to data collection and analysis Quality assurance mechanisms,)

Discussion of Findings

Lessons learned

Conclusions

Recommendations

Annexes: All assessment instruments used including;

IRB Approval

Final Evaluation tools

List of Documents reviewed

List of agencies, implementing partners, staff consulted, and interviews undertaken during the research process

Final Power Point presentation of the Research incorporating comments from validation meeting

Observations report, documenting the Research process

Two-page Executive summary for dissemination

The above report structure will be further refined during the initial consultation with key stakeholders to consider any emerging evaluation requirements from stakeholders.

NB: All documents to be presented in English language and Key deliverables submitted electronically

Proposed Payment Schedule

Year of implementation	Deliverable	Payment Instalment
2022	Approval of Inception report	1 st payment - 25% of the contract cost
	Satisfactory 2 nd draft targeting report	2 nd payment - 40% of the contract cost
	Final Report, Validation Synopsis, and a Strategic Policy level Brief/Executive Summary	3 rd payment - 35% of the contract cost

Qualification Requirements:

The following are required:

- Institution/ consulting firms with experts who have substantive (at least 15 years) international experience in social protection programming, including the design, implementation and the development of programme monitoring systems.
- Experience with policy and programme support for targeting for social protection programmes
- Knowledge and experience of the policy environment in Uganda is a must.
- Knowledge and experience of writing policy notes and advocacy briefs to communicate with a range of stakeholders.
- Experience with building local research capacity, particularly in the realm of programme process monitoring and evaluation.

Minimum Team Leader eligibility criteria:

- Master's Degree in social-science, development studies, public administration and/or areas relevant for the assignment.
- Demonstrated experience on conduction of feasibility studies and project design for development partners including, ToCs, result and resource frameworks and budgeting.
- Minimum 10 years of professional experience working with development organizations / projects with special reference to local and national government institutions and their agencies; and sufficient understanding on Social protection system of Uganda
- Previous professional experience in Uganda, will be a clear advantage.
- Strong analytical skills.
- Excellent command of English.

Additional qualification for team members:

- Prior experience in designing projects and conducting feasibility studies on development project, public sector innovation/governance, or local governance;
- Strong knowledge in conducting political economy analysis and feasibility studies.

Competencies:

- Demonstrates commitment to mission, vision and values of UNICEF.
- Strong analytical and time management skills.
- Ability to work in a challenging and complex environment.
- Independent and flexible.
- Excellent communication skills.
- Creative and result oriented.

MANAGEMENT & OVERSIGHT

- The Research will be managed by UDN, UNICEF and MoGLSD. An abridged reference group will be established comprising of UNICEF, MoGLSD, and selected stakeholders.
- The Program Manager will serve as the primary contact for the Research Team, working closely with other team members including UNICEF Social Policy Manager, MoGLSD Monitoring Evaluation, Research and Learning section.
- During the periods in which the Consultants will be working remotely, regular remote conference calls will be held as required.
- The Research consultants will provide regular updates on the progress of the study.
- Reports are required at each payment schedule. Inception report and draft final report will be subject to a satisfactory rating by an external quality assurance facility, using quality checklists provided, before payment can be made.
- Selected Firm will implement the study using an agreed technically sound methodology in a participatory and consultative manner with delivery of quality results on a timely basis in consultation with UDN, UNICEF, and MoGLSD and key stakeholders. The Institution will also organise all logistics required for the study.
- All materials produced or acquired under the terms of this consultancy shall remain the property of UDN, UNICEF and MoGLSD. UDN, MoGLSD and UNICEF furthermore retain the exclusive right to publish or disseminate the reports and studies arising from such materials even after the termination of this consultancy.

CONTENT OF TECHNICAL PROPOSALS

1. Technical proposal should include introductory note, Institutional profile, list of projects delivered, customer references, project team, CVs of individuals proposed for the assignment, outline of the methodology to be employed, supporting certificates, financial statements, company organogram and any other relevant document
2. The consulting firm/Consultants should also include detailed plan for any unintended outcome of the interviews or disclosure including need or referral to services

CONDITIONS OF WORK

1. The assignment will not commence unless a contract is signed by UDN and the awarded institution/ consultant.
2. The resulting contract will be supervised by UDN, MoGLSD and UNICEF.
3. All materials developed are subject to Intellectual property considerations under the UDN General Terms and Conditions of contract
4. UDN will not be responsible for catering for transportation and accommodation for the consultancy team, partners, or any government representative, outside what has been included in financial proposal
5. The awarded institution will work from own premises and not UDN office.
6. The lead consultant to be the liaison between UDN and the consultancy firm
7. PSEA clause: "The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled by the Contractor to perform any services under the Contract. Any breach of the provision by the Contractor shall entitle UDN to terminate the contract with immediate effect."

CRITERIA FOR EVALUATION – INSTITUTIONS

	Item	Evaluation Criteria	Points
Technical evaluation	1.0	Overall Response	5
	1.1	Completeness of response, overall concord between TOR requirements and proposal	5
	2.0	Organizational capability and experience	30
	2.1	Track record of delivering similar programmes in recent years in Uganda and the region	7
	2.2	Organization capacity and suitability and experience of key staff proposed for this study, including local presence	15
	2.3	Strong experience of carrying out studies on targeting of various social protection programmes	8
	3.0	Proposed Approach	35
	3.1	Proposed approach and methodology for carrying out the tasks	35
Financial evaluation	4.0	Financial Proposal, including detailed and clear breakdown of personnel unit costs and time allocations (level of effort), logistical costs and management (overhead costs) for each proposed activity.	30
	5.0	Grand Total	100

EVALUATION COMPONENT	WEIGHT
TECHNICAL	70%
FINANCIAL	30%

Pass Mark: 79/100

UDN MISSION

To generate advocacy expertise that influences people-based and accountable public resource management in Uganda.

UDN VISION

A Uganda where public resources are prudently, sustainably and equitably managed.

PROGRAMME AREA

1. Policy Analysis and Governance
2. Citizens Empowerment and Engagement
3. Institutional and Organizational Development



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