



## MULTI COMMUNITY BASED DEVELOPMENT INITIATIVE (MUCOBADI)

P.O BOX 285, Bugiri, Uganda  
Tel: +256 434 660 157  
Email: [info@mucobadi.org](mailto:info@mucobadi.org)  
Website: [www.mucobadi.org](http://www.mucobadi.org)

### Request for Proposal for Consultancy Services to Develop and Disseminate a MUCOBADI Gender Policy

#### 1. Introduction

“MUCOBADI”, hereinafter referred to as "the Client," is seeking the services of a qualified and experienced consultancy firm or individual, hereinafter referred to as "the Consultant," to develop and disseminate a comprehensive Gender Strategy. The purpose of this strategy is to mainstream gender considerations into our organization's policies, programs, and operations, ensuring that we promote gender equality and empower all individuals regardless of their gender.

#### 2. Background and terms of reference

Founded in the Year 2000 by development volunteers, Multi-Community Based Development Initiative (MUCOBADI) aims to bring development to communities, but in particular to support populations affected by HIV and other adversities to be healthy, live productively, and thrive. MUCOBADI was first registered as a Community-Based organization in 2003 and later in 2008 by the National NGO Board as a Non-Government Organization (Reg No: S.5914/7569) and incorporated as a company limited by guarantee (No:7168) in 2008. MUCOBADI envisions a “Self-Sustaining Healthy Community” with a Mission “To partner with communities to identify, analyze and respond to the social economic barriers of the most vulnerable”.

During the USAID/NUPAS 2020, MUCOBADI scored an average of 3.6 out of 4 for the 15 dimensions of gender assessment. The high score is attributed to MUCOBADI’s commitment to gender equality, its efforts in addressing the basic rights and needs of vulnerable populations, and the focus on gender issues within existing organizational strategies. However, the 2020 NUPAS and GOAL Uganda 2021 Gender Organizational Capacity assessment reports identify that MUCOBADI’s gender policy document was last updated in 2013 and is insufficient in many other areas including gender budgeting, gender parity, and sexual harassment. Gender integration in all aspects of MUCOBADI’s programs was found insufficient.

Recognizing the importance of gender equality and women's empowerment, the organization is committed to integrating gender considerations into all aspects of its work. With funding from GOAL Global, MUCOBADI has planned to review the current policy.

#### 3. Objectives of the Consultancy

The primary objective of this consultancy is to develop a Gender Policy that aligns with MUCOBADI's mission, values, and goals.

#### 4. Scope of Work

The Consultant is expected to:

1. Conduct a comprehensive review of relevant documents such as the gender policy, strategic plan, and project reports
2. Carry out consultations with key stakeholders, including the board of directors, staff members, beneficiaries, and partners, to gather insights and perspectives on gender-related issues and gaps.
3. Analyse the data collected to identify specific gender-related challenges and opportunities within the organization.
4. Develop a detailed Gender Policy document, including an action plan, with clear objectives, strategies, and activities.
5. Provide orientation training and capacity-building sessions to staff members on gender mainstreaming.

6. Develop a monitoring and evaluation framework, including key performance indicators, to track the progress of the Gender policy.
7. Develop an implementation plan for the gender policy.
8. Disseminate the gender policy and reporting tools to relevant stakeholders

## 5. Deliverables

The Consultant is expected to deliver the following:

- a) **Inception Report:** A detailed work plan outlining the methodology and approach to be used.
- b) **Revised gender policy** with standard operating procedures, guidelines and protocols.
- c) **Gender policy tracking and reporting tools:** The consultant will be required to develop and test tools to be used by MUCOBADI in tracking and reporting on gender.
- d) **Monitoring and Evaluation Framework:** A framework for tracking progress and impact.

## 6. Timeline

The consultancy is expected to commence on 1<sup>st</sup> Nov 2023 and be completed by 15 December 2023. The timeline for specific deliverables will be outlined in the inception report.

## 7. Education

The consultant(s) should possess the following qualifications:

Advanced university degree in law, social sciences, social work, development studies, gender studies and other related humanities;

## 8. Knowledge and Experience

- At least 10 years of relevant professional experience, including experience in gender programming and policy, including large multi-sectoral projects, designing and appraising proposals and actively liaising with relevant and potential project partners;
- Knowledge of and experience in policy development particularly those related to gender (including GBV, including relevant international human rights standards);
- Knowledge of legal systems and the justice continuum, policy development, and justice sector engagement.
- Knowledge of Uganda's health issues, particularly sexual and reproductive health needs of women and girls.
- Prior training in gender and GBV issues and their application in humanitarian, conflict, recovery, and development settings;

## 9. Budget

Consultants or consulting firms interested in this assignment should provide a financial proposal in UGX with clear details.

## 10. Proposal Submission

Interested parties should submit their proposals, including a detailed CV or company profile, a summary of relevant experience, and a proposed methodology by 16<sup>th</sup> October 2023 at 1pm to [procurement@mucobadi.org](mailto:procurement@mucobadi.org)

## 11. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Qualifications and experience
- Methodology and approach
- Proposed budget
- Timeliness and responsiveness
- Banking details

- Proposed workplan

## **12. Contact Information:**

For inquiries or clarification on this consultancy, please contact the Procurement Manager, Email: [procurement@mucobadi.org](mailto:procurement@mucobadi.org). MUCOBADI reserves the right to accept or reject any proposal and to annul the selection process at any time without incurring any liability.