



*Empowering Voices: Advancing Equality!*

## **TERMS OF REFERENCE (TOR):**

### **Consultancy for Organisational Capacity Building**

#### **Rights 4 Her Uganda (R4HUGanda)**

##### **Introduction:**

Rights 4 Her Uganda (R4HUGanda) seeks to engage a qualified consultant (individual or firm) through an open and competitive process to facilitate an Organisational Capacity Building process targeting Staff and Board of Directors.

The consultancy aims to strengthen R4HUGanda's institutional capacity, governance effectiveness, program delivery systems, financial management practices, safeguarding mechanisms, and long-term sustainability. The consultant will work closely with staff and the Board to enhance internal systems, leadership capacity, and operational effectiveness to support the organisation's growth and impact.

##### **Background:**

Rights 4 Her Uganda (R4HU) is an ecofeminist women-led organisation working at the intersection of **Climate Justice, Gender Equality, and Human Rights in Uganda.**

The organisation advances transformative, community-rooted solutions through programmes under the following thematic areas: Ecofeminism, Gender Equality, Climate Justice and Environmental Security, Human Rights and Policy Advocacy, Holistic Security, Healing, and Protection, Feminist Leadership, Voice, and Agency

As R4HUGanda continues to grow in visibility, partnerships, and programming, there is an increasing need to strengthen internal systems, governance capacity, staff competencies, and organisational resilience in order to ensure long-term sustainability, accountability, and impact.

This consultancy will therefore support R4HUGanda in implementing a participatory and practical organisational capacity building process that equips staff and Board members with the skills, knowledge, and systems required to effectively lead and manage the organisation.

P.O. Box 113004 Wakiso – Uganda Tel: +256 760208851/+256393103521

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Website: [www.rights4her.org](http://www.rights4her.org)

## **Objective of the Consultancy:**

### **Overall Objective:**

To strengthen the organisational capacity of Rights 4 Her Uganda by enhancing the skills, systems, governance practices, and operational effectiveness of staff and Board members.

### **Specific Objectives:**

The consultant will:

1. Identify capacity gaps and learning needs among staff and Board members.
2. Facilitate structured capacity building workshops for staff and Board members.
3. Strengthen organisational systems and practices in governance, program management, financial oversight, and sustainability.
4. Provide practical tools and guidance to improve organisational effectiveness.
5. Document the process and outcomes of the capacity strengthening activities.

### **Scope of the Assignment:**

The consultant will undertake the following tasks

#### **Institutional Review:**

Review key organisational documents including: Strategic plans and any other organisation policy crucial for the process.

The purpose of the review is to understand existing systems and identify areas requiring strengthening.

#### **Organisational Capacity Building:**

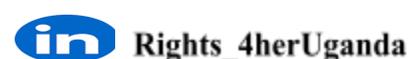
The consultant will design and facilitate training sessions focusing on key institutional areas, including: **Governance and Leadership, Organisational Management, Financial Management and Compliance, Programme Design and Management, Monitoring, Evaluation, Proposal and Report writing, Accountability and Learning (MEAL), Resource Mobilisation, Communications and Visibility, Safeguarding and Risk Management**

### **Stakeholder Consultations:**

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The consultant will facilitate consultations including: Interviews with Board members, Staff focus group discussions and Reflection sessions with the leadership team

These consultations will inform the design and delivery of the capacity building sessions.

### **Facilitation of Training Workshops:**

The consultant will facilitate **structured capacity building workshops** involving **staff and Board members**.

The workshops will use participatory learning approaches including: Group discussions, Practical exercises, Case studies and Organisational reflection sessions

### **Development of Practical Organisational Tools:**

The consultant will support the development or strengthening of practical organisational tools such as: Governance guidance tools for the Board, Internal planning and reporting templates, Risk and safeguarding checklists, Resource mobilisation guidance tools workplan and activity reporting tool.

### **Specific Tasks**

The consultant will:

1. Develop an inception report outlining the methodology and workplan.
2. Conduct consultations with staff and Board members.
3. Identify key organisational capacity gaps and training needs.
4. Design tailored training modules for the organisation.
5. Facilitate capacity building workshops for staff and Board members.
6. Provide practical organisational tools and guidance.
7. Document the outcomes of the capacity strengthening process.
8. Submit a final consultancy report with key recommendations

### **Expected Deliverables:**

The consultant will deliver:

1. Inception Report with methodology and workplan.

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2. Capacity Needs Assessment Summary.
3. Training materials and facilitation tools.
4. Facilitation of capacity building workshops.
5. Practical organisational strengthening tools/templates.
6. Final consultancy report documenting activities, outcomes, and recommendations.

### **Duration of the Assignment:**

The consultancy will be conducted over **1year**, including:

1. Document review
2. Stakeholder consultations
3. Training preparation
4. Facilitation of workshops
5. Reporting and final documentation

The consultant must demonstrate availability within this timeframe.

### **Required Qualifications:**

The consultant should have:

1. A Master's degree in Organizational Development, Development Studies, Gender Studies, Public Administration, Social Sciences, or related field.
2. Formal training in organisational development or capacity strengthening methodologies.
3. Certification in Results-Based Management (RBM) or MEAL is an added advantage.

### **Required Experience:**

Applicants should demonstrate:

1. Minimum 7–10 years of experience supporting NGOs with organisational capacity strengthening.
2. Proven experience working with women-led, feminist, or human rights organisations.
3. Experience facilitating participatory capacity building workshops.
4. Demonstrated knowledge of governance strengthening and institutional systems.

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5. Familiarity with Uganda's NGO regulatory environment.

### **Core Competencies:**

The consultant must demonstrate:

1. Strong analytical and facilitation skills
2. Excellent training and moderation abilities
3. High-quality report writing skills
4. Understanding of gender equality and human rights-based approaches
5. Strong organisational development knowledge
6. Ability to work within tight timelines

### **Reporting and Work Arrangements:**

The consultant will:

1. Report directly to the Executive Director of Rights 4 Her Uganda.
2. Work closely with the Board of Directors and Staff Team.
3. Be provided with relevant organisational documents and background materials.

### **Application Process:**

Interested consultants or firms must submit:

1. Expression of Interest (EOI)
2. Technical Proposal including:
  - a) Understanding of the assignment
  - b) Proposed methodology
  - c) Workplan
  - d) Relevant experience
3. Financial Proposal (submitted separately)
4. CV(s) of lead consultant and team members (if a firm)

### **Submission Details:**

Applications must be submitted via email to:

 [info@rights4her.org](mailto:info@rights4her.org)

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Subject Line: **Consultancy – Organisational Capacity Building**

 **Deadline:** 10th March 2026 at 5:00 PM (EAT)

Late submissions will not be considered.



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