

AFRICAN CENTRE FOR TREATMENT & REHABILITATION OF TORTURE VICTIMS (ACTV)

TERMS OF REFERENCE

CONSULTANCY TO DEVELOP ACTV STRATEGIC PLAN (2021 – 2025)

1. Background

African Centre for Treatment and Rehabilitation of Torture Victims (ACTV) is a Non-Governmental Organisation established in 1993 that advocates against torture and provides holistic treatment and rehabilitation to survivors of torture in Uganda and the Great Lakes Region. ACTV has been implementing her Strategic plan since 2016 which is due to end in December 2020. The organization has embarked on developing a new Strategic plan for the period 2021 – 2025 which will guide the organisation in contributing towards a world free of torture.

2. Objective of the Assignment

To develop a five year Strategic plan (2021-2025) that will guide ACTV in the fulfilment of her mandate to advocate against torture and provide holistic rehabilitation to survivors.

3. Scope of work

The scope of work for the Consultant will include but not be limited to:

- a) Review ACTV's vision and mission based on her mandate;
- b) Undertake stakeholder mapping and analysis;
- c) Undertake a situation analysis of ACTV operations to date;
- d) Through a consultative process and application of an appropriate tool of analysis, identify focus areas and develop strategic objectives and key result areas for the same;
- e) Review the institutional capacity, organizational set-up, financial and administrative systems against the ACTV mandate and the identified strategic objectives and key result areas; and make recommendations, if any;
- f) Propose a strategy for achieving the strategic objectives and key results;
- g) Develop a Results and Resources Framework for the plan period;
- h) Hold stakeholder meeting(s) to validate the draft Strategic Plan;
- i) Finalise Strategic plan and submit to ACTV.

4. Methodology

After an initial document review, the Consultant will develop a work plan to guide the assignment. The use of participatory processes to facilitate critical reflection by ACTV staff members and stakeholders is expected. As such, the Consultant will be expected to provide for active and meaningful engagement of ACTV staff members, Board members and other relevant stakeholders.

The consultant is expected to provide the following deliverables:

1. Work plan schedule clearly showing how the assignment will be carried out with clear timelines for conducting the evaluation of the strategic plan and for the development of the new strategic plan
2. Budget and appropriate assessment framework
3. Inception Report clearly highlighting how the evaluation of the Strategic plan and development of the new Strategic plan will be conducted for discussion with ACTV Board and Management.
4. New ACTV strategic plan document for the five year period; 2021 – 2025.

Please Note: Deliverables are subject to amendment based on consultation outcomes.

Consultant Qualifications

- Advanced university degree in Human Rights, Development Studies, Management Studies, Organisational Development and/or International Development
- Minimum of 10 years' experience in Organisational development, Strategic planning, Programming, Project Planning and Management, or any other related field.
- Substantial knowledge of current Human Rights issues and familiarity with Program Monitoring and Evaluation methodologies.
- Ability to work collaboratively with multiple individuals and groups.
- Excellent communication, facilitation, synthesis and organisational skills.

Duration of consultancy:

The expected timeframe for this consultancy is a maximum of **(30) days**

Qualified and interested candidates may send their:

(1). Cover letter expressing interest to undertake the assignment; (2) Curriculum Vitae; (3) a Technical Proposal and (4) a Financial Proposal by the 9th of November 2020 to **The Procurement Committee, African Centre for Treatment and Rehabilitation of Torture Victims (ACTV) ,Telephone +256 312 263918/+256 312 263620 P.O. Box 6108 KAMPALA-UGANDA E-mail: actv@actvuganda.org and ceo@actvuganda.org.** Detailed terms of reference can be accessed on www.actvuganda.org.