

TERMS OF REFERENCE FOR continuous capacity building of ACTV BOARD **MEMBERS AND MANAGEMENT**

Introduction and Background:

ACTV is a Non-Governmental Organisation (NGO) established in 1993 with a mission to advocate against torture, gender-based violence and other forms of violence and provide holistic care to survivors. ACTV has a multidisciplinary team comprising of Lawyers, Medical doctors, Clinical Psychologists, Physiotherapists, Counsellors, Nurses and Social workers who provide treatment and rehabilitation services including legal advice to torture survivors. ACTV is the only NGO in Uganda that provides no cost holistic care in Uganda to both Nationals and Non-Nationals. We do advocacy against acts of Torture among state and non-state actors. We also chair the Coalition against Torture (CAT) in Uganda. The latter was instrumental in the passing of the Prevention and Prohibition of Torture Act or Anti-Torture law through a private members bill in 2012 and the passing of the Prevention and Prohibition of Torture Regulations of 2017 by the Ministry of Justice and Constitutional Affairs.

ACTV has a 5 year strategic plan 2021 – 2025 with 06 pillars that guides her interventions and programs. Pillar 06 specifically is to **Enhance Institutional Sustainability through** improving resource mobilization, financial sustainability, human resource capacity and systems of ACTV¹. In order to achieve this strategic pillar, continuous capacity building of ACTV staff, management and the board is fundamental. In addition, ACTV developed a fundraising strategy so as to strengthen her resource mobilization approaches and this needs to be operationalized.

It is based on this background that ACTV seeks a highly competent consultant/firm that would undertake a task of continuous capacity building and skills improvement of ACTV management at all levels (lower, Middle, Top) and the Board Members based on the identified capacity building needs including resource mobilization.

Purpose of the consultancy

The purpose of the consultancy is to conduct Continuous capacity building programs for ACTV Board Members and Management including Lower, Middle and Top improvement on the identified areas that require capacity improvement

¹ ACTV 2021 – 2025 Strategic Plan

including resource mobilization skills. This will provide space for continuous learning and improvement among the ACTV Board members and Management which will contribute to enhancing the organisation sustainability.

Specific Objectives of the consultancy

- To carry out an assessment and identify the capacity needs for ACTV Management (Lower, Middle and Top) and the Board Members.
- To develop a continuous capacity building and improvement for ACTV Management (Lower, Middle and Top) and the Board Members including capacity on resource mobilization
- To carry out capacity building trainings for ACTV Management and the Board as per the identified needs including resource mobilization.
- To establish a system that will operationalize the ACTV fundraising strategy.
- To help the Board members understand their duty of care, due diligence and accountability to build trust and reputation with key stakeholders, especially potential donors.

Scope of work

The consultant is expected to;

- Carryout a capacity building needs assessment for ACTV Board and Management at all levels including lower managers.
- Design and develop a training program for the ACTV Board and Management based on the needs assessment carried out.
- Carryout continuous trainings of ACTV Management and the Board while integrating current and modern organisation management practices.
- Facilitate Management retreats as and when the need arises

Expected outputs

- Capacity building needs assessment for the Board and Management Carried out.
- Capacity development plan for the Board and Management for all levels (lower manager, mid managers and top managers) integrating modern and current organisation practices developed
- ACTV Board and Management trained as per the capacity development plan developed.

- The ACTV fundraising strategy operationalized and guidelines developed for fund raising.
- The Board are fully equipped to discharge their duties in an effective and efficient manner.

Deliverable for the Consultant

- Inception report
- Capacity building Needs assessment report
- Training plan according to the assessment
- Training materials developed
- Training of ACTV Management and Board Members
- Provide the trainees with the copy of power points presentation
- Training Reports

Consultant Qualifications

- At least 5 (Five) years of experience in developing capacity building programs for Organisations especially for Management and Board Members.
- Has experience in fundraising work especially in a Non-Governmental Organisation setting.
- Demonstrated excellent written and oral communication skills and the ability to clearly and accurately convey information.
- Ability to work collaboratively with multiple stakeholders

Application Process

Interested candidates should send their proposal both technical and financial with at least 2 references to the Chief Executive Officer – ACTV on email ceo@actvuganda.org and actv@actvuganda.org by 15th October, 2023.