



## TERMS OF REFERENCE FOR A TECHNICAL RESOURCE PERSON TO DEVELOP, ANALYSE AND ADMINISTER AN ONLINE SURVEY TOOL TO IDENTIFY ADVOCACY ISSUES

### **1.0 Background**

Uganda Network on Law Ethics and HIV/AIDS (UGANET) is a national non-governmental organization that was established to bring together organizations and individuals who are interested in advocating for the development and strengthening of an appropriate policy, legal, human rights and ethical response to Health and HIV/AIDS in Uganda. For the past 20 years, UGANET's mandate lies in promotion of social justice on the foundation that the law, legal policies and human rights are critical enablers in influencing the success of Health, Gender equality and HIV interventions intended to prevent further spread and also mitigate the adverse social impact and suffering caused by gender inequality, HIV and other Health conditions.

UGANET in a consortium with International Community of Women Living with HIV East Africa Chapter (ICWEA) and HRAPF is implementing the Global Fund RSSH and Human Rights project "*Strengthening community systems and reducing human rights related barriers to HIV/TB services in Uganda.*"

### **2.0 Justification**

The burden to bring justice for PLHIV and the marginalized communities is so great that it can never be done by a single stakeholder. This is mostly because the people that need to be supported are so many, while the issues at hand are even more, ranging from stigma to discrimination and among others. This is why UGANET with the support of TASO is conducting an online survey to identify advocacy issues from the different constituencies. This will help all stakeholders have a joint voice of advocacy and have the numbers needed to fight against all such violations.

A technical resource person will be contracted by UGANET to develop and administer an advocacy survey tool on the different advocacy issues that will be identified by the different constituency members, with 30 participants. With partners representing the different constituencies of the key population, PLHIV, AGYWs and PWDs, all the advocacy issues will properly be captured and documented and thus worked upon by the relevant stakeholders.

UGANET will thus contract technical resource person who will develop, analyze and administer the online survey to 30 participants.

### **3.0 Objective of the assignment**

1. To develop an online survey tool to identify key advocacy issues.
2. To administer the online survey tool to the intended participants.
3. To analyze the online survey tool and pick out the key advocacy issues and come up with an activity report.

### **4.0 Scope of work**

UGANET is working with CSO partners in the different constituencies of KP, AGYW, PLHIV, TB and Malaria and 50 participants will take part in the online survey to bring out the key advocacy issues in their constituencies. The survey will cover broad areas of HIV access to treatment and other related services, SRHR, Legal and policy frameworks among others. It will clearly illustrate the different advocacy issues from the different constituencies that are to be included in the broader CSO report.

The resource person will;

- a) Design an online survey tool that will cover all thematic areas in relation to all the constituencies of PLHIV, KP, AGYW, PWDs, TB and Malaria and which will clearly bring out the different key advocacy issues in all the constituencies.
- b) Administer the online survey tool to the selected 50 participants representing all the constituencies to clearly bring out the key advocacy issues therein.
- c) Analyse the contents of the survey tool and come up with a well thoughtout report which indicates all the identified key advocacy issues with the different recommendations.
- d) Share the findings from the online survey tool in the online meetings of the broader CSO stakeholders.

### **1. Key Deliverables**

The following deliverables are expected from the assignment.

- a) Online survey tool documented
- b) Survey tool administered to 50 respondents
- c) Tool results analyzed to come up with a report that captures all the advocacy issues identified and their recommendations.
- d) Disseminate the key findings in the online meetings with the broader CSO stakeholders.

## 5.0 Methodology

In order to document the key advocacy issues from the online survey tool, the resource person will personally develop the survey and administer it to the selected 50 participants.

The consultant will then analyze the responses from the survey and come up with a detailed report that clearly brings out the advocacy issues identified and recommendations therein.

A CSO stakeholders meeting will then be called and the resource person will be tasked to disseminate the findings to the wider CSO community.

The consultant will then develop a policy brief which then captures the issues identified from the survey, the CSO online meetings and the wider stakeholders' meetings.

## 6.0 Outputs and deliverables

An acceptable report of the issues from the online survey, the CSO stakeholder's meeting and the wider CSO group developed by 30<sup>th</sup> September 2021.

## 7.0 Experience & Expertise required of the Consultant

The consultant must have experience and skills in conducting this exercise. The consultant must be able to identify issues, form reports and pitch them for advocacy across all CSO stakeholders. Not limited to, Analytical, Research, Communication and Writing skills are technical for this Assignment.

## 8.0 Indicative timeframe

### 2. Duration of Consultancy and Key Deliverables

The assignment is scheduled for 20 (Twenty) Person Days according the chronogram below:

Activities	Timeframe	Key Outcomes and/or Deliverables
1. Develop the online survey tool.	5days	▪ An online survey tool covering all thematic areas and issues developed.
2. Administer the online survey tool to the 50 participants selected.	5days	▪ The 50 participants taken through the survey and their advocacy issues clearly brought out.
3. Analyse the findings from the advocacy survey tool and make report.	10 days	▪ A well detailed report highlighting the advocacy issues made.

**Further to note:** The assignment to develop, analyze and administer the online survey tool is expected to last not more than 20 working days. Given the short timeframe of project implementation, developing and administering the survey shall be done in 15 days and the report shall be finalized and submitted in 5 days in order to ensure subsequent activities like the online meetings, agenda setting meetings and the journalists' meeting be conducted in time.

### **9.0 Management and supervision**

The consultant shall report to the Head of Advocacy and Strategic Litigation.

### **10.0 Terms of payment**

UGANET shall pay the first instalment upon presentation of draft online survey tool and second installment will be upon completion of the Assignment. **In case more work beyond this assignment arises, new terms shall be generated.** Both UGANET and the resource person shall agree to the terms prior to the assignment.

### **11.0 Application process**

The ideal consultant is to share their CV/ CVs with a cover letter of expression of interest with UGANET via email [applications@uganet.org](mailto:applications@uganet.org) copying [owmugishab@gmail.com](mailto:owmugishab@gmail.com) or through hand delivery to Plot 19 Valley Road, Ntinda. The successful candidate shall be selected based on their competences and budgets.

And only successful applicants will be contacted