



CONSULTANCY SERVICES FOR DEVELOPMENT ORGANIZATION RISK MANAGEMENT AND CONTINGENCY PLANNING STRATEGY AND STAFF TRAINING ON RISK MANAGEMENT

RFP N^o: - AMANI/UNW/WPHF/SERV/2021/0003

Terms of Reference 15th July, 2021

This consultancy is requested by:

Department	Programs, Finance & Administration, Business Growth & Partnership
Organization	Amani Initiative
Address	P.O. Box 11406 Kampala (U) I Plot 9A Ntinda Crescent View Road (K) Email: - procurement.amaniinitiative@gmail.com Tell: - +256 794728054

1. Purpose of the Consultancy

It is proposed to engage a short-term consultant to provide technical assistance in supporting the development of a Non-Governmental Organization risk management and contingency strategy and staff orientation on risk assessment and mitigation.

2. Background

Amani Initiative is a Ugandan local non-governmental organization founded in 2011 to prevent and respond to harmful practices against children and women through low cost-high impact community led solutions. The organization operates under four thematic areas. (1) Education, (2) Child Protection & Safeguarding, (3) Socioeconomic Empowerment and (4) Sexual & Reproductive Health and Rights.

Amani Initiative aims to determine the risks that the organization faces and what it must do if those risks are realized. This will be through developing an organization Risk Assessment & Contingency Planning Strategy and also orientating all staff on this strategy for ownership and implementation.

3. Planned timelines

2nd August, 2021- 10th September, 2021

4. Work to be performed

Under the supervision of the Head of Finance and Administration, the consultant will:

Output 1: Contribute to the development of the Amani Initiative Risk Assessment & Contingency Planning Strategy

- Deliverable 1.1 – Develop organization risk assessment indicators including both internal and external risks through engaging staff and stakeholders through virtual platforms.
- Deliverable 1.2 – Compile organization risk scores and design contingency plans.
- Deliverable 1.2 – Consolidate feedback from the risk assessment process to design organization risk assessment and contingency planning strategy

Output 2: Train and orient staff and Board Members on organization risk management and contingency planning as guided by the risk assessment and contingency planning strategy.

- Deliverable 2.1: Conduct a virtual orientation session for Board members and staff on risk management and contingency planning strategy.
- Deliverable 2.2: a comprehensive risk analysis to contribute to IASC risk matrix and global reports
- To support other relevant activities in the Unit

5. Technical Supervision

The selected Consultant will work on the supervision of the Head of Finance/Administration and Team Leader.

6. Specific requirements

Educational attainment:

- Advanced graduate degree at in Business Management, Project Planning and Management or related course.

Experience required:

- At least 5 years of relevant professional experience in conducting risk assessments, monitoring and evaluation in an non-governmental organization context.
- Experience of working with non-governmental organization in a management or Board of Director position in an added advantage.

Skills / Technical skills and knowledge:

- Data visualization programming is desirable

- Computer application competency
- Language requirements:
- Written and spoken fluency in English is essential.

7. Competencies

- Teamwork
- Respecting and promoting individual and cultural differences
- Communication
- Producing results
- Ensuring effective use of resources

8. Place of assignment

Assignment is to be done remotely.

9. Submission of proposals.

Interested individuals should send in their Curriculum Vitae (CVs), Technical and Financial Proposals to procurement.amaniinitiative@gmail.com not later than Monday 27th July, 2021 at 5:00pm.

The email should be sent with a subject line:

AMANI/UNW/WPHF/SERV/2021/0003