



Terms of Reference for Consultancy to Support Seatini Uganda’s Monitoring and Evaluation Function

1.0.Introduction

The Southern and Eastern African Trade, Information and Negotiations Institute (SEATINI) is a regional Non-Governmental Organization founded in 1996 soon after the WTO Singapore Ministerial Conference, after realizing that Africa in particular and Third World countries in general were marginalized in the WTO negotiations and other global processes.

SEATINI-Uganda is part of SEATINI a sub-regional NGO, working in Eastern and Southern Africa with its headquarters in Harare (Zimbabwe) and an office in Nairobi Kenya. SEATINI-Uganda is the regional coordinating office for East Africa. Although the offices operate independently, they subscribe to the overall SEATINI vision, mission, values and broad objectives.

The main purpose of Seatini Uganda is to strengthen stakeholders’ capacity to influence trade, tax, and related policies and processes through information generation and dissemination, capacity building and advocacy, alliance building and networking.

SEATINI Uganda is currently implementing her 5 year strategic plan which is geared towards promoting pro development trade, fiscal and trade related policies for sustained equitable development and improved livelihoods in Uganda and the EAC region.

2.0.Rationale of supporting the M&E Function of Seatini Uganda

Seatini Uganda is currently implementing a 5 year strategy.2016 is the first year of implementation. Seatini Uganda recognizes the need and importance of monitoring performance and evaluating the impact of her interventions. It has been noted that Seatini Uganda does a lot of impacting work in advocating for pro people and pro poor trade and fiscal policies. However documenting some of this work and assessing the right contribution of Seatini’s work has always been a challenge. A number of Organizational Capacity Assessments have been carried out and

have identified M&E is a big gap which Seatini should address in order to have the set objectives. In 2015, Trade Mark East Africa commissioned an OCA processes and having identified M&E gaps, hired PSI Consult who developed an M&E Policy for Seatini. This is still in a draft form with comments to be addressed. There is also need to finalize the M&E framework for the 5 year Strategy, develop and M&E tool for data collection and build capacity of Staff in M&E. It is against this back ground that Seatini Uganda is seeking for services of a Monitoring and Evaluation Specialist to support in the above areas.

3.0.Objectives of the Consultancy

The main objective of the Consultancy id support Seatini Uganda in her M&E function.

3.0.1. Specific Objectives

- i. To review the current M&E policy and address the comments from the Board
- ii. To refine Seatini Uganda M&E Framework conformity with the 5 year Strategy
- iii. To develop an M&E data collection tool
- iv. To develop and M&E standard reporting template
- v. To build capacity of Seatini Uganda's staff in M&E.

4.0.Expected Deliverables

- i. An approved M&E Policy
- ii. An approved M&E Frame work for the 5 year strategy
- iii. A data Collection tool
- iv. A standard reporting template
- v. A training report

5.0.Time Frame

This assignment is expected to be accomplished in 3 weeks from the time of signing a contract.

6.0.Competence, qualification and Experience.

A Masters or a Post Graduate diploma in Monitoring and Evaluation.

Above 5 years of experience in Monitoring and Evaluation in a repetitive Non Government Organization.

7.0.How to apply

Competent consultants should submit their technical and financial proposals to the Country Director through seatini@infocom.co.ug or hand delivered to SEATINI Uganda Plot 806, Block 213 , Bukoto-Kisaasi Road, Kampala, Tel 256-414-540856 not later than 9th December 2016.