



CIVIL SOCIETY BUDGET ADVOCACY GROUP

TERMS OF REFERENCE FOR A CONSULTANCY TO DEVELOP A CSBAG GRANTS MANAGEMENT POLICY AND PROCEDURES MANUAL

1.0 Background

The Civil Society Budget Advocacy Group (CSBAG) is a coalition formed in 2004 to bring together CSOs at national and district levels to influence Government decisions on resource mobilization and utilization for equitable and sustainable development. Since 2004, CSOs in Uganda under CSBAG have been engaging in influencing the budget process to ensure that both the local and national budgets incorporate the views of the poor and that they are gender sensitive. Currently CSBAG has a membership of 100 CSOs both at the national and district level, with 5 operational districts and with headquarters in Kampala.

The Vision

A Uganda with a people centered budget that dignifies humanity

The Mission

Working towards ensuring that budgets at local and national levels are designed, financed, implemented and monitored to promote prudent and transparent allocation of national resources for the benefit of marginalized groups

Objectives

- To influence Government decisions on resource mobilization and utilization for equitable and sustainable development.
- To advocate for increased transparency and accountability in national priorities, financing and public spending at all levels.
- To build and strengthen the capacity of CSBAG to carry out its mandate

2.0 Objectives of the consultancy

As part of its organization development process, CSBAG has recognized a need to develop a Grants management policy/ procedures manual to guide it in its resource mobilization efforts, management of the grants and also sub granting processes. The policies & procedures as part of the manual shall enable CSBAG and its various stakeholders involved in the process to understand their roles and management to provide leadership and promote accountability.

The primary purpose of the policies and procedures manual is to guide the implementation of the resource mobilisation strategy, providing clear procedures and guidelines for all the stakeholders

involved in resource mobilisation and utilization for and on behalf of CSBAG. The stakeholders include staff, board members, funders/ donors and other partners (CSBAG) sub grantees/ members. The manual will define the roles and responsibilities of each stakeholder and set the guiding principles.

3.0 Who is expected to undertake this work?

The consultant(s) or company will be experienced in formulation of policies and procedures for non-profit organizations in the governance sector in Uganda. The consultant(s) will have minimum qualifications of a Master degree in a relevant field and at least eight years of professional experience in grants management, resource mobilization, and policy and strategy formulation from similar assignments

4.0 Scope of work

The consultant(s) with support from the CSBAG management and membership will develop grants management policy and procedures manual clearly stating the policy guidelines that will support effective resource mobilization, utilization and reporting. The policies and procedures will spell out the relationships between key stakeholders in the development of concept notes, proposals and agreements/ contracts. Furthermore, the grants policy and procedures manual will determine internal and external relationships between CSBAG and its partners, Board members, Resource Mobilization team, contractors/consultants and other interested parties.

5.0 Specific tasks

- Consult with existing documents within CSBAG and ensure that all relevant grant management issues are identified and addressed without conflict or contradiction
- Hold interviews with CSBAG Secretariat and other stakeholders to inform the development of the Grants policy and procedures manual
- Develop the policies and procedures manual basing on existing documents and data available
- Conduct a stakeholders' workshop to validate the manual

6.0 Outputs and Time-frame

This contract is expected to be executed in a period of two months.

- A **draft** Grants management policy and procedures manual is availed 28 days after contract has been signed
- A final Grants management policy and procedures manual completed with annexes, integrating management comments from stakeholder workshop submitted 5 working days after the comments have been received.

7.0 Submission of proposals for the tasks

CSBAG is inviting Proposals for implementation of all outputs and activities as specified in this Terms of Reference. Interested consultants/firms are requested to submit separate Technical and financial proposals:

- i. Only financial proposals quoted in UGX will be accepted
- ii. The technical proposal should contain:
 - a. Description of the understanding of the tasks, including comments on the TORs;

- b. A succinct but short description of the methodology to be followed, to achieve the desired objectives;
- c. Work plan and Time scheduling of information gathering and other activities; and
- d. CVs of the consultants/firms as per provided format;

2.8 Application Process.

Interested candidates should submit their applications, addressed to the **Executive Director:** Civil Society Budget Advocacy Group (CSBAG), email: csbag@csbag.org . Put **“Grants Manual”** in the subject header of the email. Applications should reach CSBAG not later than **23rd June 2017 at 5:00pm**