



Gender Transformation & Empowerment

TERMS OF REFERENCE

FOR THE

TRANSLATION OF INFORMATION, EDUCATION AND COMMUNICATION MATERIALS
(FACTSHEETS AND INFOGRAPHICS)

(Short Term Consultancy)

Uganda Women's Network (UWONET)
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1.0 INTRODUCTION

Uganda Women's Network (UWONET) is implementing a 2-year project focusing on strengthening the leadership and civic participation of women to promote participatory democracy, public policy and decision making for the country's prosperity. The Her Voice project is implemented with support from USAID/ Uganda Civil Society Strengthening Activity (USAID/CSSA). Uganda Women's Network (UWONET) is committed to cultivating her capacity for research, using data for development, evidence-based programming and communication. As such, UWONET is engaged in the regular production of documentation intended to facilitate the sharing of information among her stakeholders and constituencies.

Therefore, UWONET is seeking the services of a qualified consultant or firm to translate Information, Education and Communication (IEC) materials specifically fact sheets illustrating the facts and common myths on women's leadership and participation in civic processes and infographics (posters). These Terms of Reference therefore serve as guidelines to translate the factsheets and infographics in 2 local languages.

ABOUT UGANDA WOMEN'S NETWORK

Uganda Women's Network (UWONET) is an advocacy organization that exists to coordinate collective action among women's rights and gender equality stakeholders for the attainment of gender equality and equity in Uganda. UWONET was born out of the East African Women's Conference held in Kampala in 1993 in preparation for the UN World Conference on Women in Beijing, China in 1995. Uganda Women's Network's membership is comprised of 24 National Women's Rights Organizations and institutions, and 9 individuals.

UWONET is a registered Non-Governmental Organization (NGO) with a Secretariat in Uganda. UWONET envisions a Ugandan society free from gender discrimination. UWONET's mission is to transform unequal gender relations through collective visioning and action. Additional information about the organization can be accessed on the website via <https://www.uwonet.or.ug>.

1.0 BACKGROUND TO THE ASSIGNMENT

Over the past three decades, UWONET has played a pivotal role in promoting women's participation in leadership and civic processes.

Since women's active participation in leadership and civic processes is critical to the advancement of Gender Equality and Women's Empowerment (GEWE) in Uganda and the promotion of a more inclusive and equitable society. This is recognized in the country's commitment through the adoption of national, regional and international legal frameworks that advocate for equal participation and rights. These include the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), the Universal Declaration of Human Rights, the Beijing Declaration and the Maputo Protocol. Uganda's 1995 Constitution mandates equal opportunities in political, economic and social activities. These frameworks and commitments provide a strong foundation for enhancing women's active participation in elective leadership and civic processes.

Therefore, the factsheets and infographics aim at demystifying the stereotypes on women's participation in leadership/civic processes in the country which is paramount to advancing GEWE. In addition, enhancing information and positive messaging on women's participation in leadership and decision making.

2.0 PURPOSE OF THE ASSIGNMENT

The main purpose of the consultancy is to enhance women's participation in leadership and civic processes for the advancement of GEWE. Specifically.

- Through translation of a fact sheet developed illustrating the facts and common myths on women's leadership and civic participation and five (5) infographics / posters into two (2) languages including Acholi and Ngakaramajong. The materials are existing in English.

3.0 APPROACH AND METHODOLOGY

UWONET believes in innovation and as such, the consultant (s) is encouraged to suggest the most suitable methodology for this assignment. A detailed methodology must be included in the technical proposal. The methodology will be discussed and finalized in consultation with UWONET by the selected consultant(s).

The consultant shall commit to abide and protect the rights and confidentiality of informants and abide by "do no harm" principles. All data and information collected during the study will be used only for the purpose of the assignment and handed over to UWONET once the assignment has been completed.

4.0 Deliverables

Consulting firm/ consultant is to produce the following:

1. An inception report (with an interpretation of TORs and financial statement).
2. Two (2) – Four (4) pager factsheets on women's leadership and participation in civic processes translated into two (2) languages of Acholi and Ngakaramajong.
3. Five (5) infographics on guidelines and procedures for participation in the electoral process translated into two (2) languages of Acholi and Ngakaramajong.
4. Incorporate comments and changes from UWONET.
5. Submit the two final products in reference to deliverables 2&3.

5.0 Time frame

The assignment is expected to last not more than 10 (ten) days from the date of signing the contract of engagement. The consultant (s) must be available and willing to work within the stated timeframe for the assignment.

6.0 WORK ARRANGEMENTS

The consultant (s) during the assignment will report to the Executive Director of Uganda Women's Network (UWONET). Day to day support will be provided by the Program Officer, Women's Leadership and Partnership and Advocacy Officer.

9.0 EXPECTED QUALIFICATIONS, EXPERIENCE AND CORE COMPETENCES OF A CONSULTANT

9.1 Academic Qualifications

The required qualifications are a minimum of Degree in the field of linguistic, Gender, Political science, Human rights, statistics, Law, Governance, Development Studies or any other relevant field from a recognized University.

9.2 Experiences and core competencies

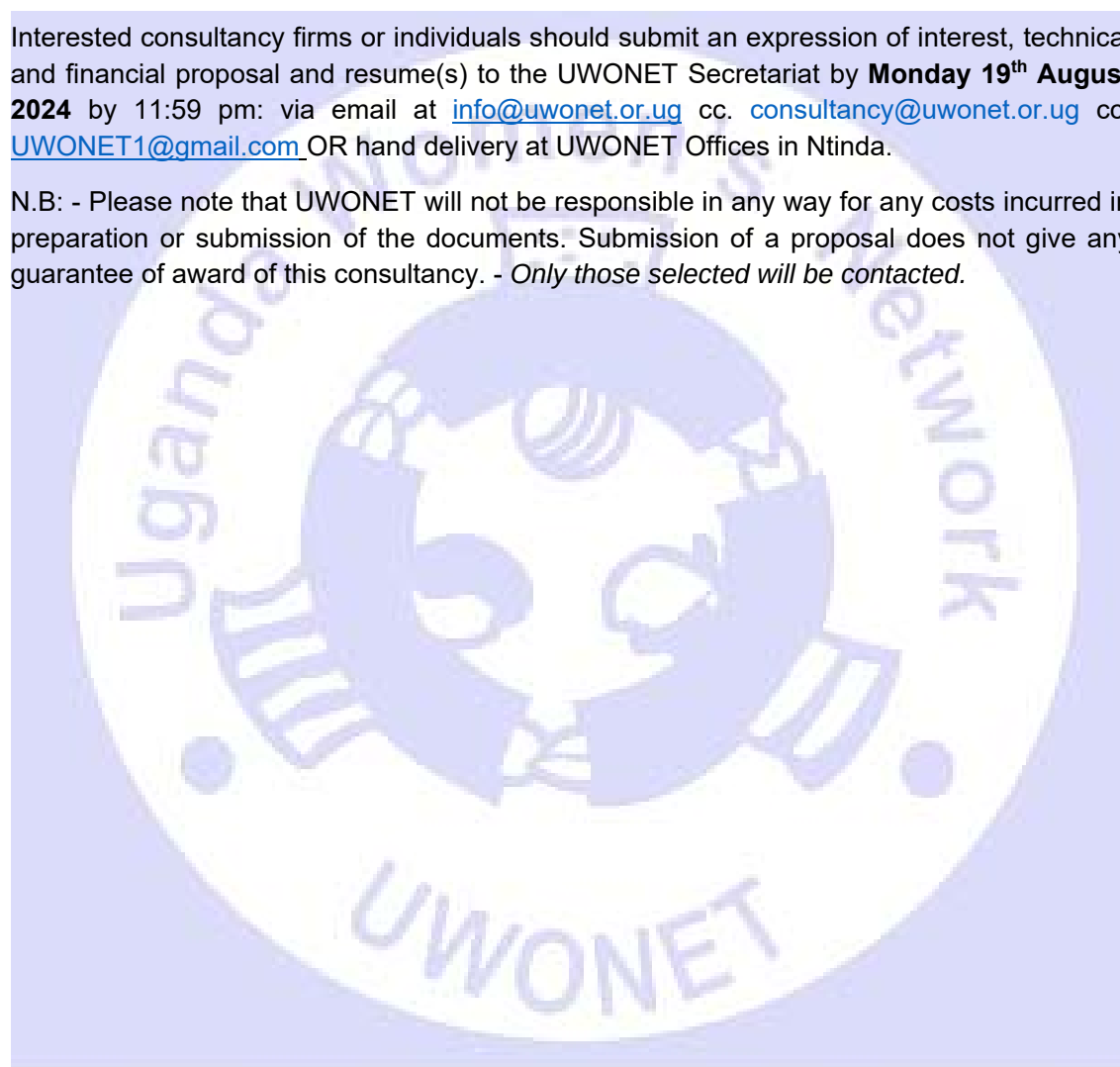
1. Experience of not less than 7 years in working on gender and women's rights.

2. A clear understanding of the Gender Equality and Women's Empowerment, leadership and national governance issues.
3. The consultancy bidder should demonstrate the capacity and experience to undertake the specified tasks for this assignment.
4. Extensive experience in conducting similar assignments.
5. Good communication and writing skills in English, Acholi and Ngakaramajong.

APPLICATION

Interested consultancy firms or individuals should submit an expression of interest, technical and financial proposal and resume(s) to the UWONET Secretariat by **Monday 19th August 2024** by 11:59 pm: via email at info@uwonet.or.ug cc. consultancy@uwonet.or.ug cc. UWONET1@gmail.com OR hand delivery at UWONET Offices in Ntinda.

N.B: - Please note that UWONET will not be responsible in any way for any costs incurred in preparation or submission of the documents. Submission of a proposal does not give any guarantee of award of this consultancy. - *Only those selected will be contacted.*



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