

Scope of Work

Expert to Develop the Terms of Reference for Digitalizing the Archive of the NGO Bureau

Organization:	East-West Management Institute, Inc.
Project:	Uganda/USAID Civil Society Strengthening Activity (CSSA)
Location:	Kampala

I. Introduction

The USAID/Uganda Civil Society Strengthening Activity (CSSA) is a five-year Activity funded by the United States Agency for International Development (USAID) and implemented by East-West Management Institute, Inc. (EWMI) in partnership with the International Center for Not-for-profit Law (ICNL), Uganda's Development Network of Indigenous Voluntary Associations (DENIVA), and Common Ground Consulting (CGC). CSSA supports the capacity strengthening of Ugandan civil society organizations (CSOs) to influence and contribute to improved development outcomes in four thematic areas: (1) health, with particular attention paid to achieving Uganda's HIV/AIDS' reduction goals; (2) education, youth, and child development; (3) agriculture and food security; and (4) democracy, rights, and governance.

To achieve its aim, CSSA implements activities under three components:

Component 1: Strengthen the advocacy capacity of CSOs to influence national and local development;

Component 2: Improve the organizational capacity of advocacy and service delivery oriented CSOs to sustainably fulfil their stated missions; and

Component 3: Promote a more supporting an enabling environment that sustains a vibrant civil society.

II. Background

The National Bureau for Non-governmental Organizations (NGOs) in Uganda (NGO Bureau) is a semi-autonomous body under Uganda's Ministry of Internal Affairs established by the NGO Act 2016. The Act mandates the NGO Bureau to register, regulate, coordinate, inspect, monitor, and oversee all NGO and community-based organizations (CBO) operations in the country. The NGO Bureau estimates that it has archived in hard copy approximately 15,000 folders. Each folder contains various multi-page documents for the respective NGO or CBO, that is, the registration act, the statute, the narrative and financial reports, and other products of the organization.

As part of its Component 3 activities, CSSA plans to assist the NGO Bureau's effort to digitalize its archive, as an initial step towards preparing and disseminating a data-driven report on the contribution of NGOs and CBOs to the political, socio-economic, and cultural developments in Uganda. To that end, CSSA will hire an expert that will develop the terms of reference (ToRs) for ToR for Scanning, Indexing, Inserting, and Searching of Uganda's NGO Archive Documents and Establishing the NGO Bureau's Digital Archive, (hereinafter referred to as 'ToRs for digitalizing the NGO Bureau's archive').

III. Tasks

The Expert will carry out the following tasks:

1. Work with CSSA and the NGO Bureau to finalize the methodology and work plan for completing this assignment;
2. Assess the amount of documents that are housed in the NGO archive, their physical status, and access to these documents;
3. Provide weekly email updates on progress in completing the assignment, main findings, challenges, and approaches to address them;
4. Attend meetings with CSSA and the NGO Bureau to discuss preliminary findings;
5. Draft the ToRs for digitalizing the NGO Bureau's archive; and
6. Prepare the final ToRs for digitalizing the NGO Bureau archive to reflect feedback by CSSA.

The ToR for digitalizing the NGO Bureau archive should include the description of the digitalization process and the respective roles of the contractor that could be hired to digitalize the NGO Bureau archive, and the NGO Bureau, including but not limited to:

- Quantity of documents to be scanned;
- Condition of the documents to be scanned;
- Functional requirements for the NGO Bureau Digital Archive, that is the searchable online database that will store the digitalized NGO Bureau hard copy archive;
- Technical requirements for scanning the documents, and processing, handling, and indexing of the scanned documents in the required format(s);
- Required performance, quality control and assurance, and data safety and security standards to be observed during the processing, handling, and indexing of the scanned documents;
- Description of the services to be provided by the contractor that will implement the digitalization of the NGO Bureau's archive: timeframe for scanning, indexing, inserting, and searching of the NGO Bureau's archive documents, and establishing the NGO Bureau's digital archive; location where scanning will take place; and requirements for the contractor's capabilities.

IV. Deliverables, timeframe, and reporting

The Expert will submit the following deliverables to be completed for up to 25 days:

No.	Deliverable	Number of Days
1.	Finalized methodology and work plan for completing this assignment that address CSSA's and NGO Bureau's feedback	4
2.	Draft ToRs for digitalizing the NGO Bureau's archive	16
3.	Final ToRs for digitalizing the NGO Bureau's archive that address CSSA's and NGO Bureau's feedback	5

The assignment is expected to begin on May 1, 2023, and to be completed by June 20, 2023. (For international experts) It will require travel to Kampala, Uganda, for a section of the days allocated to completing the assignment.

The Expert will report to Fern Teodoro, USAID/CSSA's Chief of Party, and will work closely with still-to-be designated NGO Bureau staff.

V. Required qualifications and experience

- At least 8 years of experience in conducting similar assignments;
- At least BA in digital technology sciences, business management, or related fields;
- Excellent communication skills in English (oral and written);
- Excellent analytical skills; and
- Proven track record of working effectively and constructively with culturally diverse teams.

VI. Proposal submission

Qualified Ugandan and international experts are invited to submit their proposal comprised of the following document:

1. Proposed methodology and work plan for developing the terms of reference for digitalizing the archive of the NGO Bureau as per the requirements spelled out in this scope of work (up to 3 pages);
2. Curriculum Vitae, highlighting experience with similar assignments (up to 3 pages);
3. Contact addresses for three professional references who have supervised your work in similar assignments; and
4. Daily consultancy fee for the work to be conducted under the scope of work above.

For questions about this scope of work, write to cssa-uganda@ewmi.org and include in the subject line "Expert for Digitalizing the NGO Bureau Archive."

Please, submit your proposal to cssa-uganda@ewmi.org by **the end of the day on Wednesday, April 5, 2023**. Your proposal should not exceed 8 pages. Include in the subject line "**Expert for Digitalizing the NGO Bureau Archive.**"

Please do not send certificates at this stage. Due to the anticipated high volume of applications, kindly note that only shortlisted applications will be contacted.

No phone calls please. EWMI will contact applicants for interviews or to request additional information.