



**MAKERERE UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF MEDICINE**



CHILD HEALTH AND DEVELOPMENT CENTRE

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Terms of Reference.

TERMS OF REFERENCE TO CONDUCT A MAPPING OF PARENTING PROGRAMMES IN UGANDA.

The planned procurement schedule for this procurement (subject to changes) is as follows:

Activity	Date
a. Issue of ToR and Request for Proposals	25 th June 2020
b. Bid closing date	10 th July 2020
c. Evaluation process	11 th 13 th July 2020
d. Notification of the best Evaluated Consultant.	15 th July 2020
e. Contract Signature	20 th July 2020
f. Performance period (from time of award)	2 months from signing contract - 25 th Sept 2020

Please prepare your proposal in accordance with the instructions provided in this ToR.

Instructions to Consultants.

Preparation of Proposals.

You are requested to submit separate technical and financial proposals. You are advised to carefully read the complete ToRs before preparing your proposal.

Preparation of Technical Proposals.

Technical proposals should contain the following documents and information:

1. Inception report detailing your understanding of the task and issues to be addressed.

2. A description of the methodology for undertaking the task
3. A work plan, showing the deliverables at each stage
4. CV's of key staff
5. A summary of your experience in similar assignments

Preparation of Financial Proposals.

Financial proposals should contain the following documents and information:

1. Budget Proposal indicating total sum requested for the assignment
2. Budget should indicate breakdown of Lump Sum Price for each phase, showing all costs for the assignment, broken down into fees, meetings with a few experts, and reimbursable and other innovative approaches.

Submission of Proposals:

The proposal which will be sent after the deadline for submission of proposals shall be declared late and rejected. The technical and financial proposals should be separate, and each clearly titled with the Consultant's name and full address, and either "**Technical Proposal**" or "**Financial Proposal**" as appropriate.

Proposals should be submitted to Dr. Godfrey Siu (gsiu@chdc.mak.ac.ug) and copied to Carolyn Namutebi (carolynnamu@gmail.com) by **5th July 2020 by 11:59 PM**, from Makerere University- Child Health and Development Centre (CHDC). CHDC's mission is to promote the wellbeing of children and women in Uganda through multidisciplinary research, training and strengthening of partnerships between the university, communities and government. Besides university students, CHDC's programs target health providers, social workers, and health-related NGO workers.

Evaluation of Proposals:

The evaluation of Proposals will involve the **Quality and Cost Based Selection Methodology** as detailed below:

1. Detailed Technical Evaluation to assess:
 - (a) responsiveness to the terms and conditions of this TOR document; and
 - (b) the technical quality of the proposal against the criteria below, to determine the technical score for each proposal and to determine which proposal reaches the minimum technical score as defined in this ToR.
2. Financial comparison to determine the financial score of each proposal, to weight the technical and financial scores and to determine the total score of each proposal.

Proposals failing any stage will not proceed to the next stages.

Technical Criteria: Proposals shall be awarded scores out of the maximum number of points indicated below for each of the following criteria:

1. Experience of the consultant.	20Points.
The consultant/firm should show that they have undertaken a similar assignment. The firm/consultant will be required to show evidence of previous engagements by providing letters of engagements/contracts.	20
2. Methodology Proposed.	60 Points.
Demonstrate understanding and knowledge in parenting programming, processes of development of training manuals, and delivery of parenting interventions (includes what is stated in consultant and firm's CV	20
The consultant should propose how they intend to conduct the assignment as per the TOR's.	40
3. Qualifications and competence of the consultant.	20 Points.
The consultant should have an advanced degree in social work, social science, communication studies, and has done extensive work in evaluation of family strengthening, parenting, development of parenting training manuals	10
The consultant must have at least 3 years' experience in undertaking similar work	5
The consultant must have experience in participatory consultative processes of engagement with parenting agencies, including ethics of engagement and reporting	5
Total.	100

Technical Proposal Submission Sheet.

[Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your technical proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this ToR

prevail over any attachments. If your proposal is not authorized, it will proceed to the next stage.]

Proposal Addressed (Name of Organisation).	
Date of Technical Proposal:	
Subject of Procurement:	

I offer to provide the services described in the terms of reference, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

Technical Proposal Authorised By:

Signature: _____ Name _____

Position: _____ Date: _____

(DD/MM/YY)

Authorized for and on behalf of:

Company: _____

Address: _____

Financial Proposal Authorized By:

Signature: _____ Name _____

Position: _____ Date: _____

(DD/MM/YY)

Authorized for and on behalf of:

Company: _____

Address: _____

MAPPING OF PARENTING PROGRAMMES IN UGANDA

Background:

Uganda is a path finder country and has adopted the INSPIRE Global strategy to end violence against children. Strategy number 4 addresses parenting. The Ministry of Gender, Labour and Social Development developed the National Parenting Guidelines 2018, with the aim of helping parents, caregivers and guardians to acquire key parenting practices to reduce child maltreatment. The National Parenting guidelines provide general standards for those engaged in parenting work.

In recent years, there has been a proliferation of parenting initiatives in Uganda some of which are evidence based but most are not. Existing evidence highlights the importance of programme design, staff training, and standardized manuals in ensuring fidelity and high quality implementation of parenting programmes. However, in Uganda, to date there is no consensus on recommended parenting programmes in the country and there is fragmentation of parenting work, with a lack of clarity about the role different actors and sectors could potentially play in developing parenting. As a result, there is of variation in how different actors approach the design and delivery of parenting programmes, with some using structured manuals and others not. Reviews are therefore needed in the country to map existing parenting programmes and generate evidence on how they have been developed and describe the extent to which there are evidence based. Given the variability in parenting programmes there is need for a consensus building process in this area, involving clarifying and resolving some key questions relating to parenting work:

1. Which interventions to improve parenting have the strongest evidence of effectiveness within Uganda and where were they evaluated?
2. Which interventions do the key stake holders in different sectors in Uganda think should be scaled up?
3. What are the most important outcomes to pursue through parenting interventions?
4. Is there need for one generic parenting manual or should there be manuals for different actors and users, and who should be targeted by the manuals
5. Which programmes are cost-effective and scalable
6. Through which organisations or institutions should they be delivered?

Purpose and objectives of the consultancy

Guided by the key questions above, the Ministry of Gender, Labour and Social Development, in collaboration with her partners, has embarked on the Parenting Agenda Initiative, which is a consensus building process for a national strategy for parenting work in Uganda. Three specific strategies are involved (i) mapping and preparing an inventory of existing programmes in the country (ii) developing a national parenting manual (s) and (iii) agreeing and drafting a national parenting strategy/ agenda. These three processes are interlinked and form three phases of Parenting Agenda initiative.

The purpose of this call is to engage a consultant to undertake activities contributing to strategy 1 **mapping and preparing an inventory existing parenting programmes in the country**. This is expected to be a participatory consensus building process that involves identifying existing organisations doing parenting work and obtaining documents relating to their parenting programming and reviewing them for evidence on effectiveness (3 months). This process will involve conducting a limited number of clarifactory interviews. However, the exercise is NOT an Evaluation of Parenting Programmes to provide data to the agency about the shortcomings of their programme or whether their programme works. This process should be done in a participatory, transparent and respectful manner, and be informed by the principles of effective parenting programmes.

Specific objectives

1. To identify existing parenting programmes with the widest reach within Uganda
2. Review them the programmes to identify the origin and context where it was developed, focus with respect to dimensions of parenting, target group, length and dose of programme, mode of delivery and evidence with respect to effectiveness of the program
3. Make recommendations on the best programmes to be adopted

Scope of work and Methodological Approach

The consultant will work in close guidance from the Department of Culture and Family, Ministry of Gender Labour and Social Development. Makerere University Child Health and Development Centre, in collaboration with her partner the University of Glasgow, supported by the Parenting Agenda

Steering Committee, will support the consultant to prepare and clarify the questions, scope and methodology and all the deliverables. In responding to the ToR, the consultant is expected to develop the following:

- A detailed inception report based on the ToR, outlining their understanding of the task and elaborating the methodology, theory/framework to be used
- A framework, timeline and work plan for the consultancy work

Deliverables

- Inception report, with proposed methodology and work plan
- Mapping report with a summary of existing parenting interventions/ programmes, and evidence of their effectiveness
- Comprehensive annotated list of agencies involved in parenting work in the country to be kept as an inventory by the MGLSD
- At least two policy and practice briefs

Timeframe

This consultancy assignment will primarily involve desk research with a limited number of consultations with experts in and agencies involved in developing and implementing parenting programmes. It is envisaged that the assignment shall take no more than 60 days. Makerere University CHDC and MGLSD will be responsible for providing the team with the necessary support/ introduction, but the consultancy team should directly deal with the agencies/ institutions whose parenting programmes are being reviewed to obtain the materials required to execute the deliverables stated.

Roles

MGLSD

- i. Provide the list of all required documents
- ii. Provide the contacts of the community development officer
- iii. Organise meeting of the stake holders for the approval of the inception report, the draft report and final report
- iv. Submit written comments to the consultant according to the time frame

CHCD

- i. Make the call for proposals
 - ii. Receive the proposals
 - iii. Organise meeting for the review and approval of the consultant
 - iv. Communicate to all the applicants on the best applicant
 - v. Sign the contract with the consultant
 - vi. Provide space for the implementation of the assignment
 - vii. Pay the consultant as per the payment schedule
- Provide administrative support to consultant

Payment arrangements and milestones

The following payment arrangement will apply:

1. Upon signing of contract	50%
2. Draft report	30%
3. Final report	20%

Reporting

The consultant will report to CHCD for day to day operations