



## TERMS OF REFERENCE

### Consultancy for Information Technology support services for Forum for African Women Educationalists (FAWE) Uganda Chapter

#### 1. Background

Forum for African Women Educationalists (FAWE) Uganda Chapter is a Pan-African organization launched in February 1997 as part of the larger FAWE network of 34 National Chapters operating in 33 countries across Africa. FAWE Uganda exists to address the gender disparities in education and ensure that the girl-child accesses school, remains in school and completes their education.

FAWE Uganda is governed by a Board of Directors (BoD), which is constituted from among its members with representation from Ministry of Education and Sports, Ministry of Gender, Labour and Social Development, National Union of Disabled Persons of Uganda (NUDIPU) and the FAWE Uganda Alumni Beneficiaries Association (FABA).

The FAWE Uganda Secretariat headed by the Executive Director is located at Plot 328, Magulu Close in Bukoto, Kampala, Uganda, and is registered as a Non-Governmental Organization and as a Company Ltd by Guarantee without share capital.

FAWE Uganda envisages *“A Uganda envisages a Uganda in which all girls and women effectively participate in sustainable development.”*

FAWE Uganda’s **Mission:** *“To enhance gender equity, equality and inclusion in education by influencing policies, nurturing attitudes and practices and implementing interventions that influence girls’ education.”* The guiding Core Values for FAWE Uganda include; **Respect, Professionalism, Accountability, Result Oriented and Continuous Learning.**

In order to achieve its mission, FAWE Uganda operations are undertaken with an in collaboration with line Ministries, Universities, Schools and Communities. For more information, please visit the website [www.faweuganda.org](http://www.faweuganda.org)

#### 2. Background and Purpose of the consultancy

##### (a) Background to the Consultancy

FAWE Uganda Secretariat would like to hire the services of a competent IT Firm to enhance her ICT support services for efficiency. Currently, IT support is provided by one member of staff who may from time to time require the guidance and support of more experienced individuals in various IT fields for improved efficacy of the ICT function. The need is further heightened by increased use of ICT following the Covid-19 pandemic and increasing use of virtual platforms as well as remote working.

## **(b) Purpose of the Consultancy**

The purpose of the Consultancy therefore is to provide IT Support services as may be required and requested from time to time in order to enhance the FAWE Uganda ICT functionality. This will include generalized support to assessing and guidance on running the IT Function as may be required.

## **3. Duration**

The Consultancy service will run for an initial period of one year renewable subject to performance and availability of funds.

## **5. Proposal Submission**

Interested qualified consulting firms are invited to submit technical and financial proposals that include the following;

- a) An understanding of the requirements
- b) Method of work
- c) Team composition and task assignment
- d) Curriculum Vitae of the team members
- e) Detailed reference list (with contacts) indicating the scope and magnitude of similar assignments
- f) Relevant services undertaken in the past five (05) years
- g) Registration and other relevant statutory documents

Technical and financial proposals shall be submitted as separate documents. Financial proposals for non-qualifying technical proposals will not be opened

## **6. Expression of Interest**

Interested consulting firms should submit their proposals for this consultancy by **14<sup>th</sup> February 2021** to;

The Executive Director

FAWE Uganda

Plot 328, Magulu Close Off Bukoto-Kisaasi Road

P.O Box 24117, Kampala