



**FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER  
TERMS OF REFERENCE (TOR)**

**CONSULTANCY SERVICES TO CONDUCT A SCHOOL TO WORK READNESS PROGRAMME FOR THE  
ALUMNI AND CONTINUING PROGRAM PARTICIPANTS FROM THE HIGHER EDUCATION ACCESS  
PROGRAM**

**4th February 2026**

## **Introduction and Context analysis.**

Forum for African Women Educationalists (FAWE) Uganda Chapter is one of the 35 National Chapters of FAWE, a pan African Non-Governmental Organization (NGO) founded in 1992 by five women ministers of education to promote girls' and women's education in Africa. FAWE Uganda was established in 1997 with the goal of accelerating female participation in education and closing the gender gap within the education system at all levels in Uganda. FAWE Uganda's vision is "A Ugandan Society where Girls and Women Lead Dignified Lives." The mission is "To Enhance Opportunities for Girls to Attain Quality Education and Skills through Sponsorship, Social protection, Institutional Strengthening and Advocacy."

The overall Goal is "Girls across Uganda are able to access quality education." This is supported by the strategic objectives of; improved level of gender responsiveness in Education Sector policies for girls and women, enhanced adoption and integration of positive gender pedagogy practices at school level; improved access, retention and completion rates for girls in school and all levels of education; strengthen research and knowledge management systems to inform policies, new approaches and set the pace for girls' agenda in Uganda in addition to strengthening institutional development to efficiently and effectively deliver its mandate. The organization's work is embedded in four thematic areas of; policy influence for girl-child education, fostering positive practices and attitudes, FAWE Uganda evolving into a one center for girl-child education and transform into a strong learning and gender responsive organization.

Forum for African Women Educationalists (FAWE) Uganda Chapter with support from Mr. Forberg is implementing the Higher Education Access Program (HEAP), to support academically talented students from economically disadvantaged communities in 9 districts across Eastern, Northern and Western Uganda, to access and complete higher education with the main objectives of the program to;

The program targets 75 students (70% female and 30% male) targeting students aged 18 to 25 years, towards degree courses and 40% towards diploma courses in the fields of Agricultural sciences, medical and health, and education with a focus on science and literature.

The Higher Education Access Program is being implemented partnership with five (5) learning institutions of; Mbarara University of Science and Technology (MUST), Busitema University, Gulu University, Medical Laboratory training school Jinja and Jinja School of Nursing and Midwifery and Uganda Technical College-Elgon.

The main goal of the Program (HEAP) is to enable young women and men from the disadvantaged regions of Uganda to access, stay in school, complete and transition through higher education and secure employment in those sectors that contribute to personal economic empowerment and development of their home communities.

## **The Assignment.**

To facilitate the School to Work Readiness Programme for the Alumni and continuing program Participants from the Higher Education Access Program.

## **Aim of the Training.**

The training specifically aims to:

- I. To prepare the students with skills to effectively compete in the labor market.

- II. To train the students on how to research potential employers.
- III. To equip students with job retention skills.
- IV. To equip the students with knowledge and skills in psychosocial support for personal mental wellbeing, adaptation and adoption during the competitive job research environment

Consequently, FAWE Uganda is looking for an experienced consultant/ firm to facilitate trainings and equip the participants with improved skills and knowledge in job acquisition and job retention in the competitive and dynamic employment world to contribute to the program **outcome 3.1.” Students are inspired, empowered and groomed to face the world of employment and to give-back through attending to the social and economic challenges at household and community levels.”**

#### **Scope of the training.**

The workshop is targeting 75(48 female, 27 Male) program participants participants and will take place **from 19th to 21st February 2026**. The training will be residential, with the participants expected to report at the training venue on the 18th February 2026. The consultant/ trainer is expected to discuss with FAWE Uganda Education department team to agree on the key topics and programme for the training in relation to the activity specific objectives. The topics should help improve skills and knowledge in job acquisition and retention.

#### **Purpose of the Assignment.**

The trainer/Consultancy firm will be expected to professionally deliver the training, adequately covering all the earmarked topics ensuring contextualization of the school readiness programme in the Uganda setting, resulting into increased program participants’ transition to the world of employment.

#### **Profile of the Consultant(s):**

##### **For Individual trainers/Consultants.**

##### **The consultant will demonstrate the following:**

- Academic qualifications, a minimum of master’s degree in human resource management, Business Administration, curriculum studies, Development studies among others. A Post Graduate Diploma in Human Resources Management is an added advantage.
- Working experience, at least 5-10 years working experience in the above academic fields.
- Formal training and extensive experience conducting trainings and direct interventions in mainstreaming psychosocial support, Career guidance, entrepreneurship and Agri-business and girl child/women empowerment.
- Proven experience in developing training manuals on career development, psychosocial support and mental health.
- Strong knowledge of child protection, gender issues, and human rights and how they affect the current job market.
- Previous knowledge of FAWE Uganda’s work and its operations would be an added advantage.
- Good facilitation and communication skills with proficiency in English at advanced level.

##### **For Organizations/Firms.**

The organization will demonstrate the following:

- Be legally registered to operate under the laws of Uganda.

- Be a recognized organization, at a national level with not less than 5 years' experience in training, development of training manuals and if an NGO, proven evidence of youth economic empowerment operations.
- Must provide trainers who are at the level of consultant i.e. with a minimum of Master's Degree in youth economic empowerment, Human Resource Management, Development studies among others.
- Formal training and extensive experience conducting trainings and direct interventions in youth economic empowerment, Agri-business and mental health in community development, emergency settings and girl child/women empowerment.
- Strong knowledge of financial literacy, self-esteem, career development, entrepreneurship, and Agri-business.
- Previous knowledge of FAWE Uganda's work or partnership would be an added advantage.
- Good facilitation and communication skills with proficiency in English at advanced level.

**Compliance.**

Firms will be assessed if they have submitted all the following requirements: Certificates of registration (evidence of legal status), CVs of at least two key personnel including the Team Leader and Evidence of the firm's previous work.

Technical and Financial Proposals should be submitted by Tuesday **10th February 2026 before 5:00 PM** to the following email address; [procurement@faweuganda.org](mailto:procurement@faweuganda.org)