

## **TERMS OF REFERENCE FOR 2018 LEADERSHIP ACADEMY NATIONAL TECHNICAL ADVISOR.**

### **1.0 Background**

Uganda Youth Network (UYONET) is a leading national umbrella of youth organization in Uganda, with a current membership of 157 youth focused organizations across the country. UYONET started its work in 2003 as a platform for collective research, training and policy advocacy for young people by young people. **Our mission** is *To build, empower and sustain a vibrant youth movement that fosters sustainable economic development and champion's accountable governance*, and **Our Vision** is *A peaceful and prosperous society led by an accountable Governance system*.

The Leadership Academy is an initiative of the Uganda Youth Network (UYONET), being implemented through the support of the Democratic Governance Facility (DGF). The program is designed to respond to leadership challenges in the country through ensuring structured and meaningful youth leadership training programme aimed at enhancing the capacity of youth leaders in the formal and informal sector to demonstrate improved leadership principles and practices of effective meaningful engagement in governance processes, and become change agents using the transformative leadership model. Youth from formal and informal sector are identified through a transparent competitive process, trained, and supported to lead social action projects in their home communities and continue engaging in the leadership Academy alumni activities.

### **Objectives of the Leadership Academy**

The mission of the academy is “to guarantee positive generational leadership change through a purposeful tailored training and mentoring that will culminate into a Uganda with more pluralistic, representative and accountable governance”.

The specific objectives are;

- Identify, train and mentor young Ugandans to the full extent of their leadership responsibilities and duties.
- Produce and deliver relevant leadership content that will prepare young people for transformative leadership at the community and national levels.
- Initiate a forum for committed leaders to meet and build alliances and networks for individual and professional support.

### **2.0 Purpose of the assignment**

To provide overall oversight on the delivery of the program: from content development, adaption of the training manual to suit the needs of youth in the informal sector, recruitment process, program delivery, program process management, reflection with trainees, facilitators and staff to ensure that the training meets the needs of participants. The advisor also serves to connect the experiences and lessons overtime in the academy, including the participants' leadership journal. The technical advisor will also focus on both the process and outcomes including review progress towards achievement of The Leadership Academy objectives. He/She will continually assess the leadership academy's relevance, efficiency, effectiveness, and outcomes and its sustainability in order to improve and inform decisions by providing a better understanding of operational constraints and opportunities.

### **3.0 Scope of Work**

The Technical Advisor (TA) will be in charge of overseeing the technical operations at the leadership academy linking the academy based running activities to the overall programme design. He/she shall deal directly with program teams, partners, facilitators, youth beneficiaries of the program and other key stakeholders highlighted as strategic allies in programme delivery of the leadership academy

Under this assignment and period of engagement, the Technical Adviser will perform the following function;

- Provide overall oversight on the delivery of the program: from content development, design of the training manual and related tools, recruitment process, program delivery, program process management, reflection with, trainees, facilitators and staff to ensure that the training meets the needs of participants.
- Provide leadership to all the facilitators and to ensure consistent interaction.
- Develop guidelines and tools for internship, Social Action Project (SAP) and mentorship as well as ensure the effective implementation of the guidelines. The developed guidelines will be used by the programme officer and regional coordinators to, identify mentors and link the trained youth respectively.
- Review all evaluation forms from time to time to ensure that the programme benefits the participants
- Compile the prospectus of the TLA and submit the same to UYONET for printing and to identify areas for improvement on all fronts of the programme.
- Participate in the planning meetings with the leadership team to ensure the effective management of the Leadership Academy.
- Be in charge of producing overall Training Evaluation report for the leadership academy at the end of the programme.
- In collaboration with the leadership component Programme Officer to ensure that the programme is run effectively and efficiently at all times.
- Recommend to the Programme Officer national relevant guest speakers

### **4.0 Outputs**

#### **Expected deliverables**

- Ensure that Leadership academy running programme calendar is drawn and implemented in a timely manner.
- Produce the standard prospectus / training outline of the TLA
- Provide the guidelines for internship, SAP and mentorship.
- Overall training Evaluation report produced for discussion by the stakeholders after the training period
- Liaise with the secretariat to ensure that the TLA Alumni network is set up and is run by the Participants in liaison with the UYONET Secretariat.

### **5.0 Timeframe and estimated working days**

The Technical Advisor shall be hired on a retainer basis for a period of 3 months, and the expected start date is **1<sup>st</sup> August, 2018**.

### **6.0 Payment**

Payments: Terms of payment are as follows;

- 30% upon UYONET's approval of implementation plan
- 70% upon UYONET's approval of the final report.

The proposal should include all costs required to do this assignment.

## 7.0 Reporting:

- The Programme Manager policy leadership and Rights is the main contact person and will ensure that all expected support from UYONET team members is adequately provided. The advisor will provide technical input and ensure timely sharing of training reports, Quarterly reports and End of year programme reports for the leadership Academy

## 8.0 Qualification and Experiences:

The technical advisor should have;

- Skills and proven background in delivering youth leadership and governance programmes ;
- Experience working across the 4 regions of Uganda is an added advantage
- Be able to demonstrate understanding of youth leadership and governance issues at National and Regional level
- Expert experience in conducting similar type of work
- Proven skills and experiences on material development, training, presentation skills, and strong writing ability.
- Evidence based expert reporting and documentation skills.
- Demonstrate adequate capacities to organize and complete the assignment within the time frame specified.

## 9.0 Submission process:

Submission process: A combined technical and financial proposal should be submitted in soft copy.

All proposal documents shall be provided in English language.

Proposals should include the details on methodology, activities and milestones, budget details, time frame, CVs and profile.

Interested candidates should send their proposals electronically to [info@uyonet.or.ug](mailto:info@uyonet.or.ug) by **COB 26th .07.2018**

Ensure to send your attachments as one document in PDF and the title of your attachment should be your full names.

Only Shortlisted candidates will be contacted.

Posting Date: **21<sup>st</sup> July 2018**

Closing Date: **26<sup>th</sup> July 2018.**