



**TERMS OF REFERENCE  
DATA COLLECTION CONSULTANCY**

**Duration:** Short term consultancy

**Place of work:** Remote, with possibility of need for in-person meeting

### **1. Introduction**

Chapter Four Uganda is an independent not-for profit non-partisan organization dedicated to the protection of civil liberties and promotion of human rights for all in Uganda. Incorporated in 2013 under the Laws of Uganda, Chapter Four Uganda is a robust and coordinated mechanism for legal response to abuse of civil liberties. The organisation's mission is to provide a robust, strategic and non-discriminatory legal response in the defense of civil liberties in Uganda. We do this through employing public interest litigation, research and legal analysis, and advocacy to advance social change for the protection of civil liberties and human rights.

### **2. About the Consultancy Assignment**

Chapter Four Uganda is seeking services of an individual consultant or an organization to provide data collection services for the Human Rights Tracker.

### **3. Aim of the Assignment**

To provide weekly reports of human rights violations in sufficient details as required by the reporting tool that will be supplied by Chapter Four Uganda. The data must be accurate, credible and verifiable. Chapter Four will review all the data submitted.

### **4. Scope of the Consultancy**

The proposed scope will cover the following:

- Develop a technical proposal outlining how the consultant intends to carry out the task.
- Develop a clear methodology for the collection of reports on human rights violations.
- Attend an inception meeting at Chapter Four Uganda to familiarize yourself with the nature of the reporting tool and expectations of the organisation. Compile and submit
- weekly reports on human rights violations.

## **5. Deliverables**

- Weekly human rights violation reports based on the tool that will be provided by Chapter Four Uganda covering October 1, 2019 to December 31, 2020.
- Sources for all events reported.

## **6. Timeline for the Assignment**

The consultant will be offered a short-term service agreement.

## **7. Payment Terms**

The consultant will be paid 80% upon signing of the agreement and 20% before the end of the contract period.

## **8. Consultant Specification**

The consultant should have the following profile:

- Demonstrated experience with curating data in human rights field.
- Demonstrated understanding of the human rights concepts.
- Consulting experience in data collection preferably in the media or NGO setting.
- Demonstrated excellent attention to detail and ability to work with Excel Spreadsheets.
- Ability to work under minimum supervision and deliver on time.

If you meet the above competencies, Chapter Four Uganda invites you to submit your Expression of Interest (Eoi) by email to [info@chapterfouruganda.org](mailto:info@chapterfouruganda.org) or hand deliver to our offices at Plot 2 Wampewo Close, Kololo not later than July 29, 2020. Please ensure your Eoi contains both the technical and financial proposals.