



## REQUEST FOR QUOTATIONS

### TERMS OF REFERENCE FOR A CONSULTANT TO LEAD THE DEVELOPMENT OF THE FIVE-YEAR STRATEGIC PLAN FOR MENTAL HEALTH UGANDA (MHU) 2026-2030

REF: MHU/CSLTCY/003/SP/2025

#### 1.0 Introduction:

Mental Health Uganda (MHU) is an indigenous, member-based organization established in 1997 and formally registered as a national NGO in 2011. It is led by people with lived experience of mental illness, caregivers, and service providers, and operates across all regions of Uganda. With over 25,000 members, MHU is the largest organization of people living with mental health conditions in Africa.

MHU has made significant contributions in advocacy for policy and legislative reform, promotion of community mental health care, capacity building for district associations, livelihood support, rehabilitation and reintegration of homeless individuals, user-led programming, and anti-stigma campaigns. The organization also operates a national toll-free mental health counseling line (0800 212121), accessible in multiple languages.

MHU's work is aligned with international, regional, and national frameworks including the UN Convention on the Rights of Persons with Disabilities (UNCPRD), Sustainable Development Goals (SDGs), WHO Mental Health Policy Guidelines, Uganda's National Development Plans, the Persons with Disabilities Act, and the Mental Health Act.

To guide its programming, advocacy, and institutional growth, MHU develops a strategic plan every five years. The current ToR outlines the process for developing the next strategic plan for the period (2026-2030).

#### 2.0 Purpose of the Assignment

The purpose of this assignment is to develop a comprehensive, inclusive, and actionable five-year strategic plan that reflects MHU's mission, responds to emerging mental health needs, and strengthens its role as a national leader in rights-based mental health programming.

#### 3.0 Objectives

1. Review and assess the implementation of the current strategic plan.
2. Conduct inclusive stakeholder consultations across regions and sectors.
3. Analyze internal and external environments (SWOT, PESTEL, stakeholder mapping).
4. Define strategic priorities, goals, and outcomes for the next five years.

5. Develop a results framework, implementation roadmap, and MEL (Monitoring, Evaluation, and Learning) framework.
6. Ensure alignment with relevant policy and development frameworks.

#### **4.0 Scope of Work**

The consultant will be expected to:

1. Conduct a desk review of relevant documents (strategic plans, reports, policies, evaluations)
2. Facilitate strategic planning workshops with MHU staff and members.
3. Engage stakeholders through interviews, focus groups, and regional consultations
4. Draft strategic plan components include:
  - a. Vision, mission, and core values
  - b. Strategic objectives and thematic areas
  - c. Implementation and resource mobilization strategies
  - d. Risk mitigation and sustainability approaches
  - e. MEL framework
  - f. Present draft and final versions to MHU Board and partners for validation

#### **5.0 Methodology**

The process will be participatory, inclusive, and rights-based, ensuring:

1. Representation of people with lived experience, caregivers, and service providers
2. Gender-sensitive and disability-inclusive approaches
3. Use of both qualitative and quantitative tools
4. Regional diversity and cultural relevance

#### **6.0 Deliverables**

1. Inception report with detailed workplan and methodology
2. Stakeholder consultation report
3. Draft strategic plan
4. Final strategic plan (including executive summary and annexes)
5. Power Point presentation for dissemination and validation

#### **7.0 Timelines**

The consultant will propose a detailed workplan/calendar after award of contract which is expected to be done by 17<sup>th</sup> October 2025.

#### **8.0 Roles and responsibilities**

##### **Mental Health Uganda**

For the effective implementation of this exercise, Mental Health Uganda will support the external consultant/team by providing the following:

1. Organize inception meeting to among other things, provide feedback to the inception report
2. Furnish the consultant with relevant documents for review.
3. Mobilize staff and board members as key stakeholders for consultation.
4. Organize a validation meeting for presentation of the draft report
5. Meet consultancy costs as per the contract signed.
6. Offer a conducive environment for the consultant to execute the assignment
7. Regular communication with the consultant.

### **The Consultant will**

1. Develop and submit the proposal (technical and financial)
2. Review existing strategic plan and other relevant documents to offer a foundational base for the new strategic plan.
3. Conduct consultations with relevant stakeholders and
4. Analysis of the information collected and reviewed to develop the strategic plan.
5. Produce the five deliverables (listed in Section 6 above) within the agreed timelines.

## **9.0 Qualification and experience of the consultant**

1. A master's degree Organization Psychology, Public Health, Development Studies, Social Work, Business Administration, Management, Strategic Management and Planning or any other relevant field
2. A minimum of 8 years' experience in designing and developing strategic plans for organizations, especially Organizations for Persons with Disabilities (OPDs).
3. Strong knowledge of mental health, disability inclusion, and rights-based programming
4. Excellent facilitation and stakeholder engagement skills
5. Familiarity with Uganda's policy and development landscape
6. Strong writing and analytical skills
7. Strong communication and facilitation skills.

## **10.0 Award criteria**

<b>CATEGORY</b>	<b>SCORE</b>
Consultant's CV	20%
Methodology including personnel planning and timelines	25%
Providing useful comments on the ToR (Value addition)	25%
Financial offer	30%
	<b>100</b>

## **11.0 Reporting and Supervision**

The consultant will report to the Executive Director or designated program manager. Oversight will be provided by MHU's strategic planning task force, with regular updates and feedback loops throughout the assignment.

## 12.0 Payment Terms

Stage	Proportion of payment
Upon signing the contract	60%
Approval of the final report	40%

## 13.0 Submission procedure:

Interested individuals/firms should submit a technical (methodology including personnel planning and timelines; comments on the Terms of Reference) and financial proposal plus a CV for the lead consultant not later than **Friday 10 October 2025**, to:

The Executive Director, Mental Health Uganda on [procurement@mhu.ug](mailto:procurement@mhu.ug) with the **subject line “Development of MHU Five-Year Strategic Plan”**.

**All material for submission must be merged into one pdf file not exceeding 8 pages. Bidders do not have to include cover pages and or table of contents. Noncompliance to this requirement will make the offer incomparable to others and therefore lead to disqualification.**

***Note:** MHU promotes zero tolerance for discrimination/harassment based on gender, sexual orientation, sexual identity, religious beliefs etc. All staff, volunteers and contractors shall adhere to strict guidelines to facilitate “silent” inclusion. Consultants will also adhere to MHU’s safeguarding provisions – a set of procedures and practices designed to ensure that no harm comes to people as a result of contact with MHU’s programs, operations or people.*