



REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR A CONSULTANT TRAINER CHILD PROTECTION AND SAFEGUARDING FOR MENTAL HEALTH UGANDA.

REF: MHU/CSLTCTY/001/CPS/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. 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.

As part of its strategic commitment to promoting dignified treatment for all particular individuals with psychosocial disabilities Mental Health Uganda (MHU) aims to strengthen child protection and safeguarding practices across its programs. This effort is intended to ensure that both clients and staff are treated with respect and dignity.

To advance this goal, MHU seeks to hire a Consultant Trainer with demonstrated expertise in child protection, safeguarding, disability rights, and mental health policy to design and deliver a tailored training for staff.

2.0 Purpose of the Assignment

The purpose of the assignment is to advance Mental Health Uganda's commitment to dignified treatment particularly for individuals with psychosocial disabilities by strengthening child protection and safeguarding practices across its programs through targeted staff training.

3.0 Objectives of the Assignment

1. Enhance staff capacity in child protection, safeguarding, disability rights, and mental health policy.

2. Promote a culture of dignity and inclusion for both clients and staff across all programmatic areas.
3. Ensure alignment with national and global standards on safeguarding and disability inclusion.
4. Develop and deliver a tailored training program that reflects the lived realities of individuals with psychosocial disabilities.
5. Foster sustainable practices that uphold rights-based approaches and trauma-informed care within MHU's operations.

4.0 Scope of Work

The consultant's engagement will be structured into two distinct phases, each contributing to the development of a comprehensive, inclusive, and sustainable capacity-building initiative.

Phase 1: Pre-Training

1. **Capacity Building Content Development**
 - Conduct a brief needs assessment to identify staff knowledge gaps in child protection, safeguarding, disability rights, and mental health policy.
 - Design training content and materials tailored to MHU's operational context and staff roles.
 - Integrate principles of dignity, respect, and non-discrimination into all training content and delivery methods.
2. **Policy and Standards Alignment**
 - Review MHU's existing safeguarding policy and related frameworks.
 - Ensure training content aligns with national legislation, global standards (e.g., UNCRPD, WHO guidelines), and donor requirements.
 - Provide advisory input on policy updates or new policy development to enhance compliance and accountability.
3. **Tailored Training Program Design**
 - Develop a training program that incorporates participatory methods, case studies, and trauma-informed approaches.
 - Ensure the curriculum reflects the lived experiences of individuals with psychosocial disabilities.

Phase 2: Curriculum Development, Delivery and Reporting

Design a 3-day participatory training curriculum tailored to MHU's safeguarding goals, putting into consideration the following.

1. **Child Protection and Safeguarding**
 - Core concepts and principles of child protection and safeguarding
 - Prevention of Sexual Harassment, Exploitation, and Abuse (PSHEA)
 - Identifying and responding to abuse, neglect, and exploitation
 - Reporting protocols and accountability mechanisms

- Data protection protocols
 - Safeguarding children with disabilities and mental health conditions
2. **Disability Rights and Inclusion**
 - Overview of the UNCRPD and national disability legislation
 - Concepts of reasonable accommodation and accessibility in relation to safeguarding.
 - Inclusive communication and service delivery
 - Addressing intersectionality: disability, gender, age, and mental health
 3. **Policy and Standards Alignment**
 - Summary of safeguarding policy review: strengths, gaps, and opportunities for reform
 - Alignment with national frameworks, donor requirements, and global standards
 - Ethical considerations and duty of care
 4. **Institutionalization and Sustainability**
 - Embedding safeguarding and inclusion into onboarding and HR systems
 - Designing refresher training and continuous learning pathways
 - Developing monitoring and evaluation tools to track implementation and impact
 - Promoting inclusive organizational culture and leadership
 5. **Reporting**
 - Submit a comprehensive final report detailing:
 - Actionable insights and lessons learned
 - Strategic recommendations for sustainability and scale-up.
 - Annexes with training materials, tools, and policy advisory notes

1.0 Deliverables

- Needs Assessment Report
- Training Content and Materials Package
- Tailored Training Curriculum
- Safeguarding Policy Review Summary
- Policy Alignment Matrix
- Monitoring and Evaluation Toolkit
- Final Consultancy Report with strategic recommendations

7.0 Timelines

The external consultant will propose a detailed workplan/calendar after contract award.

8.0 Qualifications and experience of the consultant

1. Master's degree in Social Work, Psychology, Public Health, Disability Studies, Development Studies, or a related field.
2. Specialized training in child protection, safeguarding, disability inclusion, or mental health and psychosocial support (MHPSS).

3. Certification in trauma-informed care, adult learning methodologies, or inclusive facilitation is an added advantage.
4. At least 8–10 years of progressive experience designing and delivering training programs in child protection, safeguarding, disability rights, and mental health.
5. Proven track record in policy analysis and alignment with national and global frameworks (e.g., UNCRPD, WHO guidelines, PSHEA standards).
6. Experience working with NGOs (especially Organizations for Persons with Disabilities), government agencies, or donor-funded programs that promote Mental Health and Psychosocial Support.
7. Strong understanding of intersectionality and inclusive practice across gender, age, disability, and mental health.
8. Expertise in adult learning principles, experiential facilitation, and capacity building.
9. Excellent communication, documentation, and strategic engagement skills with diverse stakeholders.
10. Collaborative, respectful, and empowering facilitation style that promotes dignity and agency.

10.0 Award criteria

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

11.0 Reporting and Supervision

The consultant will report to the Executive Director or designated program manager.

12.0 Payment Terms

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

13.0 Submission procedure:

Interested individuals/firms should submit a cover letter, 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 10th October 2025**, to: The Executive Director, Mental Health Uganda on procurement@mhu.ug with the **subject line “Capacity Building on Child Protection and Safeguarding”**.

All material for submission must be merged into one pdf file not exceeding 10 pages. 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 in order 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.