



REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR A CONSULTANT TRAINER POLICY ADVOCACY AND LOBBYING FOR MENTAL HEALTH RIGHTS AND DISABILITY INCLUSION.

REF: MHU/CSLTCY/002/PAL/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.

As part of its strategic goal to strengthen policy influence and stakeholder engagement for the advancement of mental health rights, MHU seeks to build internal capacity in policy advocacy and lobbying. To this end, MHU is recruiting a Consultant Trainer with extensive experience in advocacy, disability rights, and mental health policy to design and deliver a tailored training program for staff members.

2.0: Purpose of this Assignment

The purpose of this assignment is to enhance the internal capacity of Mental Health Uganda (MHU) in policy advocacy and lobbying by equipping staff with the knowledge, skills, and tools necessary to effectively influence mental health and disability-related policies and practices.

3.0 Objectives of the Assignment

1. Strengthen participants' understanding of policy advocacy and lobbying frameworks relevant to Uganda's mental health and psychosocial support and disability sectors.
2. Build practical skills in stakeholder mapping, engagement, and coalition building.
3. Equip participants with tools to develop and implement effective advocacy strategies.
4. Promote rights-based approaches to mental health and disability inclusion in policy processes.

4.0 Scope of Work

The consultant will be expected to facilitate a 3 day in-person training workshop in Kampala. He/she will;

1. Conduct a brief training needs assessment with MHU staff members.
2. Design a participatory training curriculum tailored to MHU's advocacy goals, putting into consideration the following;
 - ✓ Basic Concepts, Principles and ethics of policy advocacy and lobbying.
 - ✓ Policy Development and Analysis Process
 - ✓ Uganda's legal and policy landscape for mental health and disability rights
 - ✓ Stakeholder mapping and engagement strategies
 - ✓ Data driven Policy Advocacy and Decision Making
 - ✓ Communication and Advocacy- crafting policy messages and media engagement.
 - ✓ Collaboration and Partnerships.
 - ✓ Policy Implementation, Review, Monitoring and Evaluation.
 - ✓ Strategies for Influencing Policy decisions, building alliances and navigating bureaucratic processes.
 - ✓ Provide Practical Policy Advocacy examples from Uganda and the region (Case Studies).
 - ✓ Policy Advocacy Action Planning for MHU.
 - ✓ Submit a final report with recommendations and post-training resources.

5.0 Deliverables

1. Training needs assessment summary
2. Training agenda and materials (slides, handouts, exercises)
3. Facilitation of the training workshop
4. Final report including: Summary of sessions, Participant feedback and recommendations for future advocacy capacity building

6.0 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 if needed.
3. Mobilize staff members as key stakeholders for needs assessment and training.
4. Meet consultancy costs as per the contract signed.
5. Offer a conducive environment for the consultant to execute the assignment
6. Regular communication with the consultant.

The Consultant will

1. Develop and submit the proposal (technical and financial)
2. Prepare an inception report and present it for review.
3. Conduct a needs assessment and submit a report.
4. Prepare the training content for the training and share power point slides and other relevant tools for reference.
5. Deliver the training and submit a training report .
6. Deliver all the required deliverables in the time frame agreed upon.

7.0 Qualification and experience of the consultant

1. A Master's Degree in Law, Psychology, Public Health, Development Studies, Social Work, or any other relevant field.
2. A minimum of 8 years' experience in developing materials on policy advocacy and lobbying for organizations especially Organizations that promote Mental Health and Psychosocial Support and Organizations for Persons with Disabilities (OPDs).
3. Strong knowledge of mental health and psychosocial support, disability inclusion, and rights-based advocacy.
4. Familiarity with the global, national legal policy frameworks and development landscape especially in disability and mental health rights.
5. Strong writing and analytical skills
6. Strong communication and facilitation skills.

8.0 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

9.0 Reporting and Supervision

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

10.0 Payment Terms

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

11.0 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 Policy Advocacy and Lobbying”**.

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 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.*