Terms of Reference (ToR) for a Consultant to Undertake a Refugee Policy Analysis in Western Uganda

1. Introduction and Background

World Voices Uganda is seeking a qualified consultant to conduct a comprehensive analysis of the existing refugee policy framework specifically in **Western Uganda**. This analysis is crucial for understanding the effectiveness, gaps, and challenges within current policies as they apply to the Western region, and for informing future policy development and advocacy efforts aimed at enhancing the protection and well-being of refugees in this specific area. This initiative is made possible through the generous funding from Hilton and Conrad, with additional support from Oxfam Novib.

The global refugee situation continues to evolve, necessitating dynamic and responsive policy approaches. In Western Uganda, the presence of various refugee settlements and urban refugee populations highlights the need for a robust and adaptable policy environment tailored to the regional context. This consultancy will contribute to a deeper understanding of how current policies align with international standards and best practices, and their practical implications on the ground in Western Uganda.

2. Objective of the Consultancy

The primary objective of this consultancy is to undertake a critical analysis of the current refugee policy landscape in **Western Uganda** to:

- Assess the coherence, comprehensiveness, and effectiveness of existing national and sub-national refugee policies, laws, and regulations as they are implemented and impact refugees in Western Uganda.
- Identify strengths, weaknesses, opportunities, and threats (SWOT) within the policy framework specific to the Western Uganda context.
- Evaluate the extent to which national policies align with international refugee law (e.g., 1951 Refugee Convention and its 1967 Protocol, OAU Convention Governing the Specific

Aspects of Refugee Problems in Africa) and other relevant human rights instruments, considering their application in Western Uganda.

- Examine the practical implementation of these policies and their impact on refugees' rights, access to services, and socio-economic integration within Western Uganda.
- Provide actionable recommendations for policy reform, improvement, and advocacy relevant to the Western Uganda context.

3. Scope of Work

The consultant will be responsible for, but not limited to, the following tasks:

3.1. Desk Review and Literature Analysis:

- Conduct a thorough review of all relevant national laws, policies, strategies, and administrative directives pertaining to refugees, asylum seekers, and stateless persons, with a particular focus on their application and interpretation in **Western Uganda**.
- Review international and regional instruments related to refugee protection and human rights that Uganda is a signatory to or has endorsed.
- Analyze reports, studies, and assessments conducted by government agencies, UN bodies (e.g., UNHCR), civil society organizations, and academic institutions related to refugee protection and assistance, specifically those focusing on or relevant to the **Western Uganda** region.

3.2. Stakeholder Consultations and Key Informant Interviews:

- Identify and conduct interviews with key stakeholders, specifically those operating or having direct knowledge of the refugee situation in **Western Uganda**, including:
    - Relevant government ministries and departments (e.g., Ministry responsible for Refugees, Interior, Justice, Health, Education, Labour) at national and district levels within Western Uganda.
    - Representatives from UNHCR and other UN agencies with operations in Western Uganda.

- International and national non-governmental organizations (INGOs/NGOs) working on refugee protection and assistance in Western Uganda, including Oxfam Novib as a key partner.
    - Refugee community leaders and representatives from various settlements and urban areas within Western Uganda.
    - Local government officials and community members in host communities in Western Uganda.
    - Academics and researchers specializing in refugee issues in Uganda, particularly Western Uganda.
- Facilitate focus group discussions (FGDs) with diverse groups of refugees (e.g., by gender, age, origin, urban/camp settings) within **Western Uganda** to gather their perspectives on policy implementation and impact.

3.3. Policy Gap Analysis and Impact Assessment:

- Identify gaps, inconsistencies, and ambiguities within the existing policy framework as they manifest in **Western Uganda**.
- Assess the extent to which policies address critical issues such as:
    - Asylum procedures and status determination, considering regional specificities.
    - Freedom of movement and residence within Western Uganda.
    - Access to documentation (e.g., identity cards, travel documents) for refugees in Western Uganda.
    - Access to basic services (health, education, housing, water and sanitation) in refugee-hosting areas of Western Uganda.
    - Right to work and livelihood opportunities for refugees in Western Uganda.
    - Social protection and assistance specific to the Western Uganda context.
    - Protection of vulnerable groups (e.g., women, children, persons with disabilities, LGBTQI+ refugees) in Western Uganda.
    - Integration and durable solutions (voluntary repatriation, local integration, resettlement) as applied in Western Uganda.
    - Refugee participation in decision-making processes at local and regional levels in Western Uganda.

- Analyze the practical challenges and barriers to effective policy implementation in Western Uganda.
- Evaluate the socio-economic and protection impacts of current policies on refugee populations in Western Uganda.

4. Deliverables

The consultant is expected to produce the following deliverables:

- **Inception Report**: A detailed work plan outlining the consultant's understanding of the ToR, proposed methodology, timeline, and key stakeholders for consultation, with specific attention to the Western Uganda context.
- **Draft Policy Analysis Report**: A comprehensive report detailing findings from the desk review, stakeholder consultations, gap analysis, and impact assessment, with a clear focus on Western Uganda. The draft report should include preliminary recommendations.
- **Final Policy Analysis Report**: A revised and finalized report incorporating feedback from the validation process. The report should be well-structured, analytical, and include clear, actionable recommendations specific to the Western Uganda context. The final report should be 40-50 pages including annexes.
- **Policy Brief/Summary**: A concise policy brief summarizing the key findings and recommendations, suitable for advocacy purposes, highlighting the Western Uganda perspective.

All deliverables must be submitted in English, in both editable electronic format (e.g., MS Word) and PDF.

5. Methodology

The consultant is expected to propose a robust and participatory methodology for undertaking the policy analysis, emphasizing data collection and analysis relevant to Western Uganda. The methodology should combine qualitative and quantitative approaches, including:

- Extensive desk review of relevant documents.

- Key informant interviews (KIIs) with diverse stakeholders in Western Uganda.
- Focus group discussions (FGDs) with refugee communities in Western Uganda.
- Data analysis and synthesis.

The consultant should ensure ethical considerations, including informed consent, confidentiality, and protection of sensitive information, are strictly adhered to throughout the process.

6. Timeline

The consultancy is expected to be completed with all deliverables submitted by **20 August 2025**. A detailed work plan with specific deadlines for each deliverable will be agreed upon with the selected consultant, ensuring adherence to this overall deadline.

7. Consultant Qualifications

The ideal consultant should possess the following qualifications:

- **Education**: A minimum of a Post Graduate Diploma in Law, International Relations, Political Science, Public Policy, Social Sciences, Public Administration, Monitoring and Evaluation or a related field.
- **Experience**:
    - Minimum of 5 years of demonstrated experience in policy analysis, legal research, or program evaluation, particularly in the humanitarian or development sector.
    - Proven experience in refugee protection, forced migration, human rights, or international humanitarian law.
    - Previous experience conducting similar policy analyses or research in Uganda, specifically with experience in **Western Uganda**, is highly desirable.
    - Experience in stakeholder engagement and facilitating participatory workshops.
- **Knowledge**: In-depth knowledge of international refugee law, national refugee policies, and the humanitarian architecture, with a strong understanding of the refugee context in **Western Uganda**.
- **Skills**:

- Excellent analytical, research, and report writing skills.
- Strong communication and interpersonal skills, with the ability to engage effectively with diverse communities in Western Uganda.
- Ability to work independently and meet deadlines.
- Proficiency in [Local Language(s) relevant to Western Uganda, e.g., Runyankore, Rukiga, Luganda, Swahili, if applicable] and excellent command of English (written and spoken).

8. Reporting and Communication

The consultant will report directly to the Program Manager at World Voices Uganda. Regular communication and updates will be required, including weekly check-in meetings. All deliverables will be reviewed and approved by World Voices Uganda.

9. Budget

The consultant is requested to submit a detailed financial proposal outlining their professional fees (daily/monthly rate), anticipated travel costs and any other relevant expenses not exceeding USD 4,000. The proposal should be inclusive of all taxes and levies.

10. Confidentiality and Data Ownership

All data, information, and reports generated during this consultancy will be the sole property of World Voices Uganda. The consultant will be required to sign a confidentiality agreement and ensure that all sensitive information is handled with the utmost discretion. The consultant may not use or disseminate any data or findings from this consultancy without the prior written consent of World Voices Uganda.

Application Process:

Interested consultants are invited to submit their proposals, including:

1. A technical proposal detailing their understanding of the ToR, proposed methodology, work plan, and team composition (if applicable), specifically addressing how they will approach the analysis in Western Uganda.
2. A financial proposal (as per Section 9).
3. Curriculum Vitae (CV) of the lead consultant and any supporting team members.
4. At least two samples of previous similar work (e.g., policy analysis reports, research papers).

Proposals should be submitted to **johnbaptistaraali@gmail.com**, with a copy to **gardbenda@yahoo.com**, by Monday May 5, 2025