



ANTI CORRUPTION COALITION UGANDA

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TERMS OF REFERENCE

PROVISION OF MEDICAL INSURANCE COVER TO STAFF OF ANTI-CORRUPTION COALITION UGANDA

1.0 INTRODUCTION

Anti-Corruption Coalition Uganda (ACCU) was established in January 1999 and officially registered as an NGO in 2004. ACCU unites like-minded individuals and organizations dedicated to raising awareness, exposing and advocating for the reduction of corruption in Uganda. Since its inception, ACCU has been committed to fostering an accountable and corruption-free society through diverse initiatives, often with support from various development partners. At the national level, ACCU collaborates with Civil Society Organizations (CSOs) operating in the accountability sector while on the local front, ACCU works with and through Regional Anti-Corruption Coalitions (RACCs) distributed across the country as well as grassroots member organizations. This ensures that voices of citizens' are effectively represented across the national agenda.

2.0 BACKGROUND AND JUSTIFICATION

Anti-Corruption Coalition Uganda is implementing the 'Civic Engagement for Accountability Project', with an overall objective of contributing to improved transparency and accountability among state and non-state actors as well as enhancing the capacity of citizens to demand for accountability and address challenges of corruption. The project is implemented in a total of 8 districts that include; Yumbe, Terego, Madi-Okollo and Obongi in West Nile and Moroto, Napak, Nakapiripirit and Nabilatuk in Karamoja.

As part of this project, ACCU is seeking services of a medical insurance company to provide medical insurance to staff and their beneficiaries. Medical insurance is an important element of staff welfare and motivation. Companies and organisations around the world offer health insurance benefits in order to attract top talent, offer current employees a better quality of life, and develop mutually beneficial relationships with employees. In addition, health insurance helps protect an individual or family from financial loss for costs incurred because of sickness or injury. It is also known that a healthy workforce is a more productive workforce, employees with health insurance are out sick from work fewer days, and continue working. Research also shows that healthy workers are three times more productive than those in poor health.

3.0 GENERAL OBJECTIVE

The general objective of this assignment is to engage the services of a competent firm to offer medical insurance services for ACCU staff members and their beneficiaries.

4.0 SPECIFIC OBJECTIVES

- To obtain medical insurance cover for 42 people (ACCU staff and their beneficiaries) for a period of one year.
- To improve staff morale and motivation as a key factor towards project success.

5.0 NATURE AND SCOPE OF WORK

The scope of services may include but is not limited to the following:

- Provide comprehensive Inpatient and Outpatient insurance coverage for ACCU staff and their beneficiaries.
- Provide responsive customer service directly to ACCU staff and their beneficiaries in answering questions about coverage, assisting with securing coverage, and completion of paperwork required by ACCU.

6.0 EXPECTED DELIVERABLES

Prospective consultants are expected to provide;

- Health Insurance Cover.
- Health Insurance Cards.
- Health Advisory Services

7.0 TIMEFRAME

No.	Task	Timeline	Responsible Party
1.	Publication of the terms of reference	24/05/2024	ACCU
2.	Delivery of Expression of Interest	09/07/2024	Insurance firms
3.	Contractual processes	12/07/2024	Insurance firms & ACCU
4.	Signing of the Insurance Policy	16/07/2024	ACCU & Insurance Firm
5.	Delivery of the insurance cards	19/07/2024	Insurance firm

8.0 DURATION

- The Service contract(s) will be signed for a period of up to 12 months.
- ACCU will review the quality of services and deliverables after 12 months of provision of services.

9.0 REQUIRED DOCUMENTATION

Prospective insurance firms are expected to possess:

- Physical address and contact details of office location (email address and telephone number).
- Certificate of registration/ Incorporation.
- Quotations with a validity period of 90 days.
- Geographical insurance coverage.
- All bidders should be registered with the Insurance Regulatory Authority (IRA). (Attach proof).
- Proven experience (copy of PO/Contract) with NGOs.

10.0 SUBMISSION OF PROPOSALS

Insurance firms who meet the above requirements should submit their proposals to the Executive Director, Anti-Corruption Coalition Uganda on; info@accu.or.ug with a copy to; amarlon@accu.or.ug not later than **July 09, 2024**.