



ANTI CORRUPTION COALITION UGANDA

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TERMS OF REFERENCE

PROCUREMENT OF SECURITY SERVICES

1.0 ABOUT ANTI-CORRUPTION COALITION UGANDA:

Anti-Corruption Coalition Uganda (ACCU) was formed in January 1999 and formally registered as an NGO under the NGO Statute in 2004. ACCU brings together like-minded entities and individual actors whose pre-occupation is publicizing, exposing and advocating for curbing corruption in Uganda. ACCU with support from different Development Partners has been implementing interventions since 1999, with the aim of creating an accountable and corruption free society. At the national level, ACCU works with Civil Society Organizations (CSOs) engaged in the accountability sector. At the local level, ACCU works with and through Regional Anti-Corruption Coalitions (RACCs) that are spread out in the various parts of the country and of recent grass root member organizations. This approach ensures that the citizens' voices are reflected into the national agenda.

2.0 PROJECT BACKGROUND:

ACCU is implementing the “**Civic Engagement for Accountability Project (CEAP)**”. The objective of this project is ‘To improve transparency and accountability among state and non-state actors in Uganda.’

The CEAP project is implemented in the sub-regions of Karamoja and West Nile. Districts of implementation include; Yumbe, Terego, Madi-Okollo, Obongi, Pakwach, Moroto, Napak, Nakapiripirit, Kotido and Nabilatuk. The project seeks to address the problem of corruption while focusing on addressing issues including; limited citizen capacity to hold government accountable, limited citizen engagement spaces, limited access to information and low responsiveness from leaders.

The project seeks to address these bottlenecks through; capacitating Local Government actors to respond to citizens' accountability demands, engaging state actors on implementation of effective anti-corruption measures, capacity building for non-state actors to demand for accountability, supporting citizens to monitor and report on public services and expenditures, supporting engagements between citizens and state actors, increasing citizen access to information through awareness campaigns and strengthening civil society capacities to spearhead accountability interventions.

3.0 JUSTIFICATION OF THE ASSIGNMENT:

As an accountability organization, ACCU operates in an environment where security threats are unpredictable and often intensified by the sensitive nature of its mandate. Anti-corruption advocacy routinely uncovers issues that may provoke resistance, hostility, or attempts at interference from actors who feel threatened by increased transparency and accountability. This reality makes strong security systems not just desirable but essential. To safeguard its staff, visitors, and property, ACCU requires robust and reliable security arrangements that can deter potential threats, manage access to the premises, and respond promptly to emerging risks. Effective security is critical for maintaining a safe working environment and ensuring that organizational operations proceed without interruption.

ACCU's offices regularly host meetings with partners, and other key stakeholders. They also house valuable equipment and sensitive documents related to governance, public expenditure, and accountability processes. These assets make ACCU a potential target for unauthorized access, theft, or deliberate attempts to compromise information. Adequate security safeguards are therefore vital to preventing breaches, protecting organizational integrity, and preserving the confidentiality and safety necessary for ACCU to carry out its mission effectively.

In addition to internal security needs, the external environment presents several risk factors. NGOs in Kampala, and around the country, have experienced incidents of burglary, vandalism, and break-ins, which pose direct threats to these organizations. ACCU's work in exposing corruption also increases its vulnerability to targeted intimidation or interference by individuals or groups who may feel threatened by the organization's mandate. These realities necessitate the presence of trained security personnel who can deter potential threats, respond quickly to incidents, control access to the premises and provide a professional security presence that reassures staff, partners, and visitors.

Given the above, procuring a competent security firm is vital to safeguarding lives and property, protecting organizational information, and supporting ACCU's ability to deliver its mandate without disruption. Professional security services will enhance overall safety, reduce exposure to operational risks, and strengthen staff confidence as they carry out their responsibilities.

4.0 ASSIGNMENT OBJECTIVE:

To maintain a secure working environment for ACCU by procuring a competent security firm to provide trained security guards, deter threats, manage incidents, protect organisational property and provide additional security measures as agreed.

5.0 TIMEFRAME

No.	Task	Timeline	Responsible Party
1.	Publication of the terms of reference	27/11/2025	ACCU
2.	Delivery of Quotations	05/12/2025	Security Firms

3.	Contractual processes	11/11/2025	Security Firm & ACCU
4	Provision of Security Services	09/01/2026	Security Firm

6.0 REQUIRED DOCUMENTATION

Prospective Security Firms are expected to provide their quotations including the following requirements;

- TIN certificate (with ability to provide an EFRIS invoice).
- Certificate of registration.
- Valid trading license.
- Physical address and contact person.
- Prior experience providing similar services.

7.0 SUBMISSION OF PROPOSALS

Security service providers who meet the above requirements should submit their quotations to the Executive Director, Anti-Corruption Coalition Uganda on; info@accu.or.ug with a copy to; amarlon@accu.or.ug not later than **December 05, 2025**.