



ANTI CORRUPTION COALITION UGANDA

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TERMS OF REFERENCE

FACILITATING A TRAINING FOR MEMBER ORGANISATIONS ON FINANCIAL MANAGEMENT AND RESULTS-BASED REPORTING

1.0 INTRODUCTION

Anti-Corruption Coalition Uganda (ACCU) is a coalition of like-minded individuals and organizations dedicated to promoting transparency, accountability and anti-corruption in Uganda. At the national level, ACCU collaborates with Civil Society Organizations (CSOs) operating in the accountability sector while on the local level, ACCU works with and through Regional Anti Corruption Coalitions (RACCs) distributed across the country as well as grassroots member organizations. This approach ensures that citizens' voices are effectively represented across the national agenda.

2.0 BACKGROUND

Civil Society Organizations (CSOs), Regional Anti-Corruption Coalitions (RACCs) and community-based partners play a critical role in promoting transparency, accountability, citizen participation in Uganda. Through advocacy, citizen engagement, social accountability initiatives and oversight of public service delivery, these organizations contribute significantly to strengthening democratic governance and fostering responsive institutions.

However, effective delivery of these mandates requires strong institutional systems and capacities, yet many CSOs and regional partners continue to experience challenges related to financial management, results tracking and documentation of outcomes among others. These capacity gaps can undermine organizational effectiveness, accountability and sustainability. Effective financial management is essential for ensuring prudent utilization of resources, compliance with organizational policies and sound decision-making. Equally important is results-based reporting, which enables organizations to systematically measure, document, analyze and communicate the outcomes and impact of their interventions to stakeholders.

ACCU is implementing the Civic Engagement for Accountability Project (CEAP) which seeks to strengthen the accountability of state actors in Uganda while enhancing the capacity of non-state actors to demand accountability. The project is implemented at the national level and across ten districts in the West Nile and Karamoja sub-regions, namely Obongi, Yumbe, Madi Okollo, Terego, Pakwach, Moroto, Nabilatuk, Napak, Nakapiripirit and Kotido.

As part of this project, ACCU intends to engage a qualified consultant(s) to facilitate a training for member organisations focusing on strengthening competencies in financial management

and results-based reporting and support them to develop practical action plans for improving organizational systems and practices. This will contribute to enhancing the institutional effectiveness, accountability, compliance and sustainability of member organizations by equipping them with the knowledge, skills and tools necessary to strengthen financial management and improve results-based reporting.

3.0 JUSTIFICATION

Sound financial management and results-based reporting are critical for organizational effectiveness, accountability, compliance and sustainability. However, many CSOs and regional partners continue to face capacity gaps in financial planning, budgeting, expenditure management, financial reporting, performance tracking and documentation of results. These challenges often limit their ability to demonstrate accountability, provide credible evidence of project achievements, meet donor and statutory reporting requirements.

As funding and accountability expectations continue to evolve, Civil Society Organizations (CSOs) are increasingly required to demonstrate prudent resource utilization, measurable results and value for money. This demands robust financial management systems and effective reporting practices that not only ensure compliance but also enable organizations to communicate their contributions and impact to stakeholders in a clear manner.

This assignment therefore seeks to strengthen the institutional capacities of ACCU member organisations through a practical capacity-building programme focused on financial management and results-based reporting. The intervention will provide participants with the knowledge, tools and approaches required to strengthen financial oversight and improve reporting quality.

By enhancing competencies in financial management and results reporting, the assignment will contribute to stronger organizational systems, improved accountability and compliance and more effective communication of outcomes and impact. Ultimately, it will support participating organizations to strengthen their institutional credibility, improve programme effectiveness and demonstrate meaningful results and impact.

4.0 GENERAL OBJECTIVE

To enhance the institutional capacities of ACCU and member organisations in financial management and results-based reporting for improved accountability, compliance, organizational effectiveness and sustainability.

4.1 SPECIFIC OBJECTIVES

1. To train ACCU staff and member organisations on financial management and results-based reporting.
2. To support participants to develop practical action plans for strengthening financial management and results-based reporting systems within their organizations.

5.0 NATURE AND SCOPE OF WORK

The consultant shall:

- a) Conduct a virtual training needs assessment to identify priority capacity gaps in financial management and results-based reporting among participants.

- b) Develop and submit training modules, materials and facilitation guides for approval by ACCU.
- c) Facilitate a participatory training for 29 ACCU staff and member organisations.
- d) Facilitate development of organizational action plans for improving financial management and results-based reporting systems.

6.0 EXPECTED DELIVERABLES

Prospective consultants are expected to provide;

- a) Inception report and training methodology.
- b) A 2-day training on financial management and results-based reporting for ACCU member organisations.
- c) A comprehensive training report highlighting participant action plans, recommendations and participants feedback from the training.

7.0 METHODOLOGY

The selected consultant will be expected to develop a detailed methodology for this assignment stating how the assignment objectives will be achieved. The final methodology for this assignment will be finalized in consultation with ACCU.

8.0 TIMEFRAME FOR THE ASSIGNMENT

No.	Task	Timeline	Responsible Party
1.	Publication of the terms of reference	11/06/2026	ACCU
2.	Delivery of expressions of interest	19/06/2026	Consultants
3.	Contractual processes	22/06/2026	Consultant & ACCU
4.	Development and review of training materials	23/06/2026 – 26/06/2026	Consultant & ACCU
5.	Conducting the training	29/06/2026 – 30/06/2026	Consultant
6.	Delivery of the final training report	10/07/2026	Consultant

9.0 LEVEL OF EFFORT

This assignment is expected to take 4 working days, covering the rapid assessment and delivery of the two-day training. The service contract will be signed for a period of up to 4 weeks to allow for preparation, review and submission of the final report.

10.0 QUALIFICATIONS

Prospective consultants should have the following profile:

- a) Post-graduate training in Finance, Accounting, Business Administration, Monitoring and Evaluation, Project Planning and Management, or a related field.
- b) At least 5 years' experience in financial management, results-based reporting, organizational capacity strengthening or related areas.
- c) Demonstrated experience in facilitating participatory trainings for NGOs.
- d) Strong knowledge of financial management, compliance, results-based management, and reporting frameworks, with excellent facilitation and report-writing skills.

11.0 SUBMISSION OF PROPOSALS

Consultants/individuals who meet the above requirements should submit their **technical and financial 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 **Friday 19th June 2026**.