



## **ANTI-CORRUPTION COALITION UGANDA**

Plot 9B Vubya Road, Ntinda

P.O. Box 34238 Kampala

Tel: +256-200-903479; Email: [info@accu.or.ug](mailto:info@accu.or.ug), Website: [www.accu.or.ug](http://www.accu.or.ug)

### **TERMS OF REFERENCE**

#### **DEVELOPING A USER MANUAL FOR YOUTH INTEGRITY CLUBS**

##### **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.

##### **2.0 BACKGROUND**

ACCU is implementing the Strengthening Youth and Civil Society Engagement with Government in Uganda project. The project seeks to address 3 major challenges that is: Weak capacity of youth in monitoring public services and engaging the government on transparency and accountability issues; Limited access to information by youth, resulting in a lack of reporting and engagement of leaders on transparency and accountability and; Limited capacity of grassroots youth, women, and accountability-focused CSOs to coordinate and spearhead youth accountability initiatives at the grassroots level.

The overall objective of the project is to reduce corruption in Uganda through enhanced youth and civil society engagement with the government on transparency and accountability. This objective will be achieved through enhancing the capacity of civil society and citizens to engage the government on key accountability issues, community monitoring and reporting, establishment and strengthening of anti-corruption groups, and strengthening partnerships with state actors at the national and sub-national levels.

This project is implemented in three regions and 9 districts: Bugweri, Iganga, and Namutumba districts for the Busoga region; Terego, Arua, and Maracha districts for the West Nile region; and Kampala, Wakiso, and Mukono districts for the Kampala Metropolitan region. This project focuses on tackling corruption in critical delivery sectors like health, education, and livelihoods.

### **3.0 JUSTIFICATION FOR THE ASSIGNMENT**

Youth Integrity Clubs (YICs) play a critical role in promoting ethical values, accountability, leadership, and active citizenship among youth. Over the years, valuable experiences, innovative practices, and lessons have emerged from the establishment and operation of these clubs across different schools and associations within the communities. In addition, findings from ACCU studies have generated important evidence on factors that contribute to club effectiveness, continuity, and long-term impact.

Despite these achievements, there is currently a need for a consolidated, practical, and standard reference document that captures proven approaches, best practices, governance structures, operational procedures, and sustainability mechanisms. Such a resource would support both new and existing patrons, club leaders, and members in effectively establishing, managing, and sustaining integrity clubs.

This assignment therefore aims at reviewing and documenting successful club models, analysing evidence from the endline survey and sustainability assessments, and translating these findings into a comprehensive and user-friendly user manual for YICs. The manual will provide standard guidance, practical tools, and operational procedures while incorporating real-life success stories and lessons learned from the field. Furthermore, stakeholder validation will ensure that the manual is relevant, practical, and responsive to the needs of users.

Ultimately, the development of the manual will strengthen the quality, consistency, and sustainability of integrity clubs, enhance leadership and governance practices, and contribute to the long-term success and impact of integrity promotion initiatives in schools and communities. Therefore, ACCU is seeking services of a consultant to develop a comprehensive, user-friendly manual for YICs, aimed at strengthening the sustainability of these clubs.

### **4.0 GENERAL OBJECTIVE OF THE ASSIGNMENT**

The general objective of this assignment is to develop a comprehensive and practical manual for YICs that will guide patrons in schools, club leaders, and members in establishing, managing, and sustaining effective clubs by incorporating what has been learned from endline survey, sustainability assessment and successful field experiences.

#### **4.1 SPECIFIC OBJECTIVES**

1. To review existing documents (guidelines, tools, reports) and develop a user-friendly club manual that provides practical guidance, inspiration, and reference material for new and existing patrons and club leaders.
2. To review and document successful club models, operational practises, best practises, success stories, and lessons learned from club operations and leadership approaches implemented across different clubs.
3. To analyse findings from the endline survey and sustainability assessment, and identify key sustainability practises and mechanisms that have supported the continuity and long-term success of clubs.
4. To develop standardized guidelines, tools, and procedures for integrity club establishment, governance, leadership, monitoring, and sustainability.
5. To validate the manual with key stakeholders and incorporate their feedback to ensure its relevance, usability, and effectiveness.

## 5.0 NATURE AND SCOPE OF WORK

The Consultant is expected to develop a clear methodology detailing how the assignment will be accomplished. Specifically, the Consultant is expected to:

- Undertake the necessary consultations and review of relevant materials, and generate standardized guidelines, tools, and procedures for integrity club establishment, governance, leadership, monitoring, and sustainability.
- To develop and produce a user-friendly club manual that provides practical guidance, inspiration, and reference material for new and existing patrons and club leaders.
- Validate the manual with key stakeholders and incorporate their feedback to ensure its relevance, usability, and effectiveness to the Youth Integrity clubs

## 6.0 METHODOLOGY

Prospective consultants are encouraged to propose the most suitable methodology for this assignment. They should outline a clear methodology, the strategy, and methods to be used in collecting and analysing data to inform the development of the manual. The final methodology will be refined together with ACCU to ensure alignment with project objectives.

## 7.0 KEY DELIVERABLES

The successful consultant is expected to produce the following:

- An inception report detailing understanding of the terms of reference and statement of methodology as well as financial breakdown.
- A first draft of the manual.
- Final draft of the manual incorporating all stakeholders' comments.

## 8.0 TIMEFRAME FOR THE CONSULTANCY

No.	Task	Days	Responsible Party
1.	Publication of the terms of reference	June 5, 2026	ACCU
2.	Delivery of Expression of Interest/Technical and Financial Proposals.	June 11, 2026	Consultants
3.	Submission of the inception report & Conclusion of contractual process	June 15, 2026	Consultant & ACCU
4.	Delivery of the draft manual & validation	June 25, 2026	ACCU & Consultant
5.	Submission of the final manual	June 30, 2026	Consultant

## 9.0 LEVEL OF EFFORT

This assignment is expected to take 6 days.

## 10.0 RELEVANT SKILLS AND EXPERIENCE

Prospective Consultants should possess:

- a. A Degree in Communications, Media, Education, Social Sciences, Development Studies or any other related qualifications.
- b. At least 5 years' experience in designing and developing training manuals and materials, assessment tools, particularly on accountability and anti-corruption.

- c. Experience in developing content tailored for youth audiences is an added advantage.
- d. Demonstrated understanding of the anti-corruption legal framework and accountability institutions at national, regional, and international levels.
- e. Strong research, analytical, and report writing skills.
- f. Excellent written and verbal communication skills.

## **11.0 SUBMISSION OF PROPOSALS**

Consultants 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](mailto:info@accu.or.ug) with a copy to [amarlon@accu.or.ug](mailto:amarlon@accu.or.ug) not later than June 11, 2026