



ANTI CORRUPTION COALITION UGANDA

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TERMS OF REFERENCE

DEVELOPING AND MAINTAINING A COMPREHENSIVE ORGANISATIONAL DATABASE TO SUPPORT EFFECTIVE DATA MANAGEMENT

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 Project Background:

ACCU is implementing the Participatory Natural Resource Governance (PNRG) project, which aims at: Strengthening the capacity of CSOs to effectively advocate for rights-based, inclusive conservation and enhance their organizational maturity, operational effectiveness, and resilience; Enhancing the capacity and resilience of CSOs to effectively navigate, expand, and safeguard civic space while protecting fundamental freedoms and; Strengthening the capacity of duty bearers to enact and implement inclusive, rights-based laws and policies that empower indigenous peoples and local communities to actively lead, sustain, and participate in equitable climate and environmental governance and natural resource management.

The project is implemented in the districts of: Bushenyi, Rubirizi, Buhweju, Rukungiri and Mitooma. The project utilizes existing community structures and groups, such as Collaborative Forest Management groups and citizens adjacent to Kalinzu, Immaramagambo and Kashoya Kitomi Central Forest Reserves, as well as Collaborative Resource Management groups adjacent to Queen Elizabeth National Park, to monitor the management processes of the forests, wetlands, and wildlife resources and engage duty bearers on transparency and accountability violations within the environment and natural resources sector.

3.0 Justification for the Assignment:

Anti Corruption Coalition Uganda implements a wide range of projects and programs aimed at promoting transparency, accountability and good governance in Uganda. While implementing

these interventions, the organisation generates and manages substantial volumes of information from different activities, projects and programs.

The information includes beneficiary and membership records, stakeholder databases, monitoring and evaluation data, financial and administrative records, training and workshop reports, research findings, advocacy outcomes, media content, activity photographs and other project documentation. The effective management of this information is critical for organisational learning, reporting, accountability, decision-making and institutional growth.

Despite the increasing volume and complexity of data generated by ACCU, much of the information is currently stored in separate box files, hard copy records, spreadsheets, and individual staff laptops. This fragmented approach to information management presents significant operational challenges whereby data is often scattered across different departments, projects, and storage locations, making it difficult to retrieve, consolidate and analyse promptly. Staff frequently spend considerable time searching for documents and records, reducing productivity. In addition, the absence of a centralised system increases the risk of data duplication, inconsistencies, incomplete records and loss of critical institutional knowledge.

The current system also poses substantial risks to data security and continuity, whereby at times organisational information may be lost due to computer failures, accidental deletion, theft, or staff turnover. Additionally, limited standardisation in data collection and storage practises makes it difficult to ensure data quality, accuracy, and consistency across projects. These challenges affect ACCU's ability to produce timely reports, track project performance effectively, respond to donor information requests and generation of evidence for advocacy and policy engagement.

As ACCU continues to expand its programs and partnerships, the need for a modern, integrated, and reliable information management system is necessary. A comprehensive organisational database will provide a centralised platform for storing, organising, managing and retrieving institutional data. The system will facilitate standardised data collection processes, improve data quality, enhance information security and provide controlled access to authorised users.

The proposed system will also strengthen monitoring, evaluation, accountability and learning functions by enabling real-time tracking of project activities, outputs, outcomes, and performance indicators. Through automated reporting tools, dashboards and data visualisation features. Management and project teams will be able to monitor progress against targets, identify implementation gaps, assess trends and make timely evidence-based decisions. The system will further improve organisational efficiency by reducing manual data processing, minimising errors and duplication and simplifying the preparation of donor, management and statutory reports.

Based on the above, Anti Corruption Coalition Uganda seeks to engage a qualified service provider to design, develop, deploy and maintain a user-friendly, secure, scalable, and sustainable organisational database tailored to ACCU's operational, programmatic and reporting needs. The consultant will ensure that ACCU establishes a robust digital information management infrastructure capable of supporting current operations while accommodating future organisational growth and evolving data management requirements.

4.0 General Objective of the Assignment:

To design, develop, deploy and maintain a comprehensive, secure, and user-friendly organisational database that strengthens information management, monitoring and evaluation, reporting, accountability and evidence-based decision-making at the organisational level.

4.1 Specific Objectives:

- To design and implement a robust data management system that enhances data quality, security, accessibility and standardization through the development of harmonised data collection, storage, backup, recovery, and user access control systems, thereby minimizing data loss, duplication, and unauthorised access.
- To develop and integrate monitoring, evaluation and reporting functionalities within the database system, including automated reporting tools, interactive dashboards, and data visualisation features that enable real-time tracking of project performance and timely generation of donor and management reports.
- To support continuous maintenance and upgrades of the developed system, based on user feedback, emerging needs and best practices.

4.2 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:

- a) Conduct a needs assessment and produce an inception report.
 - Conduct a comprehensive assessment of ACCU's existing information management systems, data flows, reporting requirements, user needs and institutional processes.
 - Produce an inception report outlining the methodology, work plan, system requirements and implementation approach.
- b) Produce system requirements and design documentation.
 - Develop detailed system requirements specifications.
 - Prepare system architecture, database design, data flow diagrams, user roles and permissions framework and security protocol/ procedures.
 - Design standardized data collection, storage, validation, backup, and retrieval procedures.
- c) Develop a comprehensive organisation database.
 - Design, develop and deploy a centralised database capable of managing organisational, programmatic, financial, administrative, monitoring and evaluation, membership, stakeholder and project information.
 - Ensure the system is user-friendly, scalable and accessible to authorised users.
- d) Data migration and consolidation
 - Migrate relevant information from existing databases and other electronic records into the new system.
- e) Develop and integrate a monitoring, evaluation, and learning component.
 - Incorporate a monitoring, evaluation and learning component that captures project activities, outputs, outcomes, indicators, targets and achievements.
 - Enable real-time tracking of project performance and progress against organisational objectives.
- f) Activate automated reporting and dashboard system.

- Develop customizable dashboards and data visualisation tools for management and project teams.
 - Configure automated reporting functionalities capable of generating donor, management, statutory and project performance reports.
 - Enable data export into commonly used formats such as Excel, PDF, and Word.
- g) Conduct Staff training and capacity building.
- Conduct training for management, project staff, M&E and finance staff, and system administrators on the use and management of the database system.
- h) System maintenance and technical support.
- Provide post-deployment technical support and maintenance services for an agreed period.
- i) Final Consultancy Report
- Submit a comprehensive final report detailing activities undertaken, deliverables achieved, challenges encountered, recommendations, system specifications and sustainability measures for long-term system management and improvement.
 - Develop and share a user manual for the database.

5.0 Geographical Scope:

This assignment will be conducted at the national level, specifically at Anti Corruption Coalition Uganda.

6.0 Methodology:

Prospective consultants are encouraged to suggest the most suitable methodology that will factor in all the expected deliverables. The methodology will be discussed and finalized in consultation with ACCU.

7.0 Expected Outputs:

Prospective consultants are expected to provide a detailed technical and financial proposal detailing the Consultants' understanding of the Terms of Reference, in respect of methodology, approach, tools, financial requirements and relevant CVs.

8.0 Timeframe for the Consultancy:

No.	Task	Timeline	Responsible party
1.	Publication of the terms of reference	3rd August 2026	ACCU
2.	Delivery of Expression of Interest/Technical and Financial Proposals.	14th August 2026	Consultants
3.	Conclusion of contractual process	19th August 2026	ACCU & Consultant
4.	Submission of inception report	27th August 2026	Consultant
5.	System pre-testing	31st September 2026	ACCU & Consultant

6.	Handing over the final database and user manual.	18th October 2026	Consultant
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9.0 Level of Effort:

This assignment is expected to take a maximum of 30 calendar days.

10.0 Relevant Skills and Experience:

Prospective Consultants are expected to possess:

A master's degree in Information Technology, Computer Science, or any other related qualifications, with demonstrated grounding in Data Management.

At least 5 years of progressive experience in developing data management systems (evidence of experience including referees should be included in the technical proposal).

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, at info@accu.or.ug with a copy to amarlon@accu.or.ug not later than 14th August 2026.