



Terms of Reference for Hire of a consultant to write the Organization's Annual Report(s)

Location	Kotido
Type of Contract	Individual contract
Language(s) required	English
Duration of contract	20 days Annually

1. Background

Grassroot Alliance for Rural Development (GARD) is an independent not-for-profit organization that was established in 2019 and registered with the Uganda NGO Bureau. Its vision is to build empowered and resilient communities, with a mission statement of being a platform for building resilience and sustainable wellbeing. GARD operates in a non-discriminatory and non-partisan way and is recognized as one of the leading rural-based, technical, and innovative organizations working with the most vulnerable and marginalized rural communities to address social, economic, environmental, and political issues in Karamoja, Uganda. The organization's Programme focus areas include improving livelihoods, early warning systems, community resilience building, and food security; enhancing education and culture for innovation and transformation of society; youth and gender equality; addressing democratic governance, human rights, and peace building; and institutional and capacity development.

2. Objective

The objective of this assignment is to engage a professional consultant to collate, draft, and finalize the Annual Report(s) 2023 and 2024 summarizing the key achievements of GARD's Projects across its intervention districts.

The consultant will work closely with the Executive Director and Communications officer to ensure the report aligns with the organization's strategic goals and effectively communicates GARD's Annual Achievements.

3. Scope of work

GARD seeks the expertise of an Annual Report Writing Consultant with a remarkable ability to compile, structure, and narrate the organization's Annual Reports.

The consultant will complete the following tasks;

- Immerse themselves in GARD's projects by reviewing project(s) reports, financial statements, and other relevant materials.
- Using the available technical reports compiled by GARD, including project(s) updates, and impact data, the consultant will write and compile a non-technical narrative that provides information and visibility on the major results of GARD's activities.
- Structuring and drafting compelling content that includes key highlights, case studies, success stories, photos, infographics, illustrations and impact narratives.
- Incorporating feedback from GARD reviewing team and finalizing the report for publication.
- Ensuring clarity, coherence, and alignment with GARD's branding and messaging.

4. Approach and Methodology

The Consultant will propose an approach and methodology for collating, drafting, and finalizing the Annual Reports.

5. Deliverables/ Expected outputs

The Consultant will be expected to deliver the following outputs:

- A detailed outline and work plan presenting the structure for the report
- A draft version of the Annual Report(s)
- Revised and final versions of the report(s), incorporating GARD's input and feedback, enriching the narratives further.

6. Timeline

The Assignment will be undertaken between October and December 31st, every year. The first draft of the report should be ready within four (4) weeks after the commencement of the contract, for subsequent iterations and finalization following an agreed upon schedule.

7. Roles, Responsibilities

During the assignment process the primary role of the GARD staff will be informants and reviewers of the report(s). They will review and provide comments on the report (s), and all other deliverables before they are finalized. The following delineates the key roles and responsibilities of GARD staff and the Consultant during the process.

GARD Staff will be responsible for;

- Providing technical oversight to the execution of the assignment to ensure the quality of report(s) including approvals of the deliverables.
- Share all necessary documents with the Consultant to finalize the report (s) writing processes.
- Provide input for the report(s), case studies, success stories, photos, infographics and illustrations.

The Consultant will be responsible for the following;

- Developing and presenting an inception report detailing how the assignment will be carried out
- Providing an approach to guide timely and quality attainment of the desired Annual Report.
- Using the available technical reports compiled by GARD, including project updates, and impact data
- The consultant will write and compile a non-technical narrative that provides information and visibility on the major results of GARD's activities.
- Structuring and drafting compelling content that includes key highlights, case studies, success stories, photos, infographics, illustrations and impact narratives.
- Incorporating feedback from GARD reviewing team and finalizing the report for publication.
- Ensuring clarity, coherence, and alignment with GARD's branding and messaging.

8. Confidentiality Statement



- All data and information received from GARD for the purpose of this assignment are to be treated confidential and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to GARD.

9. Qualification and Experience of the consultant

- A strong background in Journalism and Humanities with a minimum of ten (10) years' experience.
- A proven track record in developing annual reports for international development organizations or iNGOs.
- Strong writing, editing, and storytelling skills.
- An in-depth knowledge and understanding of livelihoods, early warning systems, community resilience building, food and nutrition security and related development issues will be an added advantage.
- Excellent ability to synthesize complex information into clear, succinct, and engaging content.

10. Contract Supervision

The Consultant will be reporting to GARDUG Executive Director who will be providing the overall oversight and administration of the contract.

11. Submission of technical and financial proposals

Interested Consultants that meet the requirements should submit letter of interest, technical and financial proposals not later than **Friday October 3rd 2025 05:59** to the address info@gardug.org