



**NATIONAL INFORMATION TECHNOLOGY AUTHORITY, UGANDA
(NITA-U)**

**UGANDA DIGITAL ACCELERATION PROJECT (UDAP)
THE DEVELOPMENT AND IMPLEMENTATION OF CAPACITY-
BUILDING ON ICT LAWS FOR PUBLIC OFFICERS AND OTHER
IDENTIFIED GROUPS – (PHASE II).**

TERMS OF REFERENCE

JULY, 2026

Acronyms

Acronym	Meaning
CQS	Selection Based on Consultants' Qualifications
CPD	Continuing Professional Development
DLAS	Directorate of Legal Advisory Services
FPC	First Parliamentary Counsel
ICT	Information and Communications Technology
JLOS	Justice, Law and Order Sector
JTI	Judicial Training Institute
KII	Key Informant Interview
M&E	Monitoring and Evaluation
MDAs	Ministries, Departments and Agencies
MoJCA	Ministry of Justice and Constitutional Affairs
MoICT&NG	Ministry of Information and Communication Technology & National Guidance
NITA-U	National Information Technology Authority, Uganda
OPM	Office of the Prime Minister
PDO	Project Development Objective
PWDs	Persons with Disabilities
TOR	Terms of Reference
ToT	Training of Trainers
UDAP	Uganda Digital Acceleration Project

Table of Contents

1. Introduction
2. Background and Rationale for Phase II
3. Objectives of the Assignment
4. Scope of the Assignment
5. Target Groups and Engagement Structure
6. Programme Structure by Beneficiary Institution
7. Expected Deliverables
8. Deliverables, Timelines and Payment Schedule
9. Consultant Qualifications and Demonstrated Track Record
10. Experience of the Firm
11. Mandatory Reference Schedule
12. Qualifications and Experience of Key Experts
13. Reporting Arrangements
14. Services and Facilities to be Provided by the Consultant

1) Introduction

As part of the Uganda Digital Acceleration Project (UDAP) – GovNet, a dedicated focus on designing and executing capacity-building programmes on ICT laws, regulations, and policies has been earmarked to enhance digital inclusion within Uganda. This initiative is anchored in the National Development Plan IV (2025/26–2029/30), the National Digital Transformation Roadmap (2023/24–2027/28), and Uganda Vision 2040, all of which position information and communications technology as a critical enabler of economic development, good governance, and inclusive public service delivery.

This Assignment arises under Sub-Component 1.3 of the UDAP-GovNet project, which is dedicated to strengthening the enabling environment, digital capabilities, and inclusiveness of digital services. Phase I of the programme focused on the Justice, Law and Order Sector (JLOS), specifically the Uganda Police Force (UPF) and the Office of the Director of Public Prosecutions (ODPP).

These Terms of Reference (TOR) govern Phase II of the programme, which aims to extend capacity building to a distinct cohort of public officers and special-interest groups identified through the Phase II Concept Note and the Phase I needs assessment. Phase II beneficiaries include the Judiciary, the Ministry of Justice and Constitutional Affairs (MoJCA), the Uganda Prisons Service, academia, refugee and displaced communities, and, women's groups and female entrepreneurs, and sector prosecution associations.

2) Background and Rationale for Phase II

The needs assessment conducted under Phase I confirmed a broader institutional landscape in which significant knowledge and skills gaps exist across a wider range of public sector actors: judicial officers who adjudicate ICT-related matters; State Attorneys within MoJCA who review and clear ICT contracts and inter-agency instruments on behalf of Government; correctional officers within the Uganda Prisons Service who apply ICT compliance obligations within their institutional digital operations; academic institutions that shape the pipeline of future legal and regulatory professionals; and refugee, displaced, and women's community groups who remain among the most digitally excluded groups in Uganda.

The World Bank's 2025 GovTech Maturity Index and the OECD's 2025 Digital Government Index both identify legal and institutional capacity as among the most consistent bottlenecks to effective digital governance across developing economies. In Uganda, this gap is compounded by the breadth and complexity of the ICT legal framework – the Computer Misuse Act, 2011, the Electronic Transactions Act, 2011, the Data Protection and Privacy Act 2019, the NITA-U Act (Cap. 200), the Electronic Signatures Act, 2011 and a growing body of subsidiary legislation that collectively governs a digital ecosystem expanding faster than institutional understanding of its legal contours.

Phase II responds to this reality by extending the programme to the priority beneficiary groups identified in the Phase II Concept Note, drawing on the curriculum, methodology, and institutional relationships established in Phase I while deepening thematic focus and extending geographic and sectoral reach.

3) Objectives of the Assignment

3.1 General Objective

The overarching objective of Phase II is to provide capacity building to public officers within targeted MDAs as well as identified special interest groups, on Uganda's ICT legal and regulatory framework to promote effective implementation, compliance, enforcement, and digital inclusion.

3.2 Specific Objectives

- I. To enhance the knowledge and understanding of public officers within targeted MDAs on Uganda's ICT legal and regulatory framework.
- II. To strengthen the capacity of public officers to effectively implement, enforce, and comply with ICT-related laws, regulations, and standards in the execution of their institutional mandates.
- III. To empower identified special interest groups with the knowledge and digital skills necessary to safely access, utilize, and benefit from digital technologies and services while understanding their rights and responsibilities in the digital environment.

4) Scope of the Assignment

To meet the objectives set out in Section 3, the Consultant shall carry out the following activities across all seven Phase II beneficiary cohorts: the Judiciary; the Ministry of Justice and Constitutional Affairs (MoJCA); the Uganda Prisons Service; Sector prosecution associations; Academia (Universities and Innovation Hubs); Refugee and Displaced Communities (via OPM); Women's Groups and Female Entrepreneurs.

4.1 Inception

Submit an Inception Report containing the Consultant's understanding of the Assignment, proposed methodology, stakeholder map, a catalogue of data and institutional access required, and a record of matters agreed at the kick-off meeting.

4.2 Institution-Specific Needs Assessment

- i. Conduct a structured needs assessment for each of the seven beneficiary cohorts, using key informant interviews (KIIs), surveys, and institutional consultations, to identify capacity gaps, coordination weaknesses, and accessibility requirements specific to each cohort's institutional function.
- ii. For the Judiciary and MoJCA specifically, the needs assessment shall map competency gaps against actual adjudicative and legal-clearance workflows – i.e. the real matters judicial officers adjudicate on and the actual categories of ICT contracts and instruments State Attorneys review – rather than generic ICT-law awareness.
- iii. For the Uganda Prisons Service, the assessment shall cover ICT compliance obligations within correctional institutional operations, records digitisation, and data protection practices.
- iv. For Academia, the assessment shall establish the baseline ICT-law knowledge and digital-rights literacy of law and ICT students. The assessment shall further establish the baseline ICT-law compliance and advisory needs of innovation hub-based founders and start-ups — including data protection, e-transaction, and cybersecurity compliance gaps affecting products and services already in development or market.
- v. For refugee and displaced communities and for women's groups and female entrepreneurs, the assessment shall identify digital-rights literacy gaps, safe-use practices, and accessibility

requirements, conducted in coordination with OPM and identified community/women's-association focal points respectively.

4.3 Needs Assessment, Curriculum and Training Materials

Design and develop institution-specific training modules and materials including the training implementation plan that identifies venues and respective dates for the capacity building for each of the seven cohorts, validated with institutional focal persons prior to finalisation.

4.4 Training Delivery

The training programme shall be delivered through a demand-driven and participatory approach to ensure relevance, practicality, and sustainability. Delivery shall be guided by the following principles:

- I. **Needs-based delivery:** A structured needs assessment shall be undertaken for each beneficiary group to inform the design and customization of the training curriculum.
- II. **Collaborative curriculum development:** Training content shall be developed in consultation with institutional focal persons and tailored to the functions, operational needs, and identified competency gaps of each target institution.
- III. **Blended learning approach:** This shall include a mix of structured in-country training, short courses both within Uganda and in comparable jurisdictions, structured knowledge exchange and affiliations to relevant professional organisations, ensuring that participants are equipped not only with knowledge of Uganda's legal and regulatory framework but with the broader professional context in which that framework operates globally.

Additionally, the Consultant shall identify, enroll, and cover the cost of at least 50 legal officers drawn from NITA-U, the Association of Prosecutors, and MoJCA on short, credentialed online courses focused on cybercrime, electronic evidence, data protection law, or such other training modules as the Consultant may identify and recommend. Course duration shall not exceed two weeks, save where a longer duration is specifically identified and approved by the NITA-U Project Implementation Team, having regard to the overall timelines within which the UDAP project must be completed. Course selection and duration shall be finalised by the Consultant in consultation with the NITA-U Project Implementation Team prior to commencement, and enrollment shall be scheduled to allow adequate lead time for registration ahead of each cohort's start date.

- IV. **Inclusive and accessible delivery:** Training shall be delivered using inclusive approaches, with appropriate learning materials, language support, sign-language interpretation, and other accessibility measures to ensure meaningful participation by all target groups.

Learning outcomes under Phase II will be assessed through a combination of pre- and post-training evaluations to measure the change in participants' knowledge of the IT legal and regulatory framework, practical exercises and case studies administered during the sessions to test application of the concepts, and participant feedback forms completed at the close of each training to assess relevance and delivery quality. Additionally, the consultant shall in consultation with NITA-U, award certificates of completion to participants who attend all sessions.

5. Target Groups and Engagement Structure

Phase II engages the following distinct beneficiary cohorts, each requiring a tailored needs assessment, curriculum track, and delivery methodology. The table below sets out the indicative population, coverage, and delivery mode per cohort, consistent with the Phase II Concept Note.

Institution / Group	Category of Beneficiary	Indicative Numbers	Delivery Mode
The Judiciary	Judges, Magistrates, Registrars, Judicial Officers	250 officers	Physical workshops + virtual follow-up
Ministry of Justice & Constitutional Affairs (MoJCA)	State Attorneys (DLAS/Solicitor General's Office), First Parliamentary Counsel (FPC), Civil Division Advisory Officers	30 officers	Physical workshops + applied ICT-contract drafting/review clinics
Uganda Prisons Service Uganda Prosecutors Association	ICT Officers, Records Officers, Senior Management, Compliance Staff	100 officers	Physical workshop + virtual reinforcement sessions
Academia (Universities & Innovation Hubs)	Law Faculty, ICT Department Staff, Students, Innovation Hub Representatives	4 regions, at least 2 LLB offering universities per region and at least 2 regional innovation hubs.	Campus-based sessions and webinars
Refugee & Displaced Communities	Refugee and Host community members, OPM coordination officers, settlement focal persons	2 communities	On-site accessible community sessions via OPM coordination
Women's Groups & Female Entrepreneurs	Women's associations and female-owned SMEs	4 regions, at least 1 group per region with at least 50 members.	Face-to-face + community-hall based sessions

Note: The list and participant numbers identified in this Target table above are indicative and may be expanded by NITA-U as deemed necessary to achieve activity objectives.

5) Programme Structure by Beneficiary Institution

The Consultant shall customise core modules to each institution's actual workflow and legal function, as follows. Modules are indicative and shall be finalised through the institution-specific needs assessment and validated with focal persons prior to delivery.

6.1 The Judiciary (in consultation with the Judicial Training Institute – JTI)

The Judiciary is a key institution in the interpretation and enforcement of Uganda's ICT legal and regulatory framework. Strengthening the capacity of judicial officers will enhance their ability to consistently and effectively adjudicate ICT-related disputes, particularly those involving cybercrime, digital evidence, electronic transactions, and data protection, thereby supporting the effective administration of justice in Uganda's digital environment.

Core modules:

The training content outlined below represents the core thematic areas proposed for this target group. These modules are indicative and shall be refined, expanded, or reprioritized based on the findings of the institutional needs assessment to ensure that the curriculum addresses the Judiciary's specific operational requirements, knowledge gaps, and emerging ICT legal and regulatory priorities.

Indicative Training Modules.

- I. Digital Evidence: Admissibility, Authentication and Evaluation.
- II. Cybercrime Investigation and Prosecution from a Judicial Perspective.
- III. Electronic Transactions and Electronic Signatures.
- IV. Data Protection and Privacy in Judicial Proceedings.
- V. Emerging Technologies (Artificial Intelligence, Blockchain, Cloud Computing, etc.) and their Legal Implications.
- VI. ICT-related Case Management and Digital Justice.
- VII. Consumer Protection and Dispute Resolution in the Digital Economy.
- VIII. Relevant ICT Laws, Regulations, Standards and Jurisprudence.

6.2 Ministry of Justice and Constitutional Affairs (MoJCA)

The Ministry of Justice and Constitutional Affairs plays a pivotal role in providing legal advice to Government, reviewing and clearing Government contracts, and ensuring that public sector transactions comply with Uganda's legal and regulatory framework. As Government increasingly adopts digital technologies, cloud-based services, data-sharing arrangements, and other ICT-enabled initiatives, State Attorneys require enhanced technical capacity to effectively identify, assess, and mitigate legal, regulatory, and data governance risks associated with ICT-related instruments. Strengthening this capacity will support legally sound public procurement, improve the quality of Government ICT agreements, and safeguard national interests in the digital environment.

The training modules outlined below represent the core thematic areas proposed for this target group. These modules are indicative and shall be refined, expanded, or reprioritized based on the findings of

the institutional needs assessment to address the Ministry's specific operational requirements, identified capacity gaps, and emerging ICT legal and regulatory priorities.

Indicative Training Modules

- I. ICT contract review and clearance, including data sovereignty provisions, cross-border data transfers, cloud computing, software licensing, outsourcing arrangements, and cybersecurity obligations.
- II. Applied legal drafting and review clinics using anonymized Government ICT contracts and agreements.
- III. Data protection and privacy compliance in Government digital projects and contractual arrangements.
- IV. Legal considerations in emerging technologies, including Artificial Intelligence, cloud services, digital platforms, and cross-border digital services.
- V. Inter-agency legal coordination and harmonization on ICT-related matters.
- VI. Public procurement and regulatory compliance for ICT projects.
- VII. Emerging developments in Uganda's ICT legal and regulatory framework relevant to Government legal advisory services.

6.3 Uganda Prisons Service

The Uganda Prisons Service is increasingly reliant on ICT systems to support offender management, institutional administration, records management, communication, and other correctional services. As the Service continues to digitize its operations, there is a growing need to strengthen the capacity of ICT personnel, records officers, compliance officers, and other relevant staff to effectively implement Uganda's ICT legal and regulatory framework. Building this capacity will enhance regulatory compliance, strengthen cybersecurity practices, safeguard sensitive institutional and personal data, and promote the secure and lawful management of digital systems within correctional facilities.

The training modules outlined below represent the core thematic areas proposed for this target group. These modules are indicative and shall be refined, expanded, or reprioritized based on the findings of the institutional needs assessment to address the Uganda Prisons Service's operational requirements, identified capacity gaps, and emerging ICT legal and regulatory priorities. To promote long-term institutional capacity, the programme will also explore opportunities to integrate appropriate training content into the curriculum of the Uganda Prisons Service Staff Training School.

Indicative Training Modules

- I. Data protection and privacy in the management and digitization of inmate and institutional records.
- II. Cybersecurity governance and cyber hygiene for institutional ICT systems.
- III. ICT compliance obligations within correctional institutions.
- IV. Information security, records management, and digital evidence handling.
- V. Compliance reporting, monitoring, and internal audit preparedness.
- VI. Incident response, cyber risk management, and business continuity.
- VII. Emerging ICT legal and regulatory obligations relevant to correctional services.

6.4 Academia (Universities and Innovation Hubs)

Institutions of higher learning and innovation hubs play a critical role in developing the next generation of legal, regulatory, and technology professionals who will shape Uganda's digital economy. Universities serve as centres for research, teaching, and policy discourse, while innovation hubs nurture entrepreneurs and emerging technology enterprises that must operate within Uganda's ICT legal and regulatory framework. Building capacity within these institutions will promote a stronger understanding of ICT law, encourage regulatory compliance by emerging innovators, and foster a culture of responsible digital innovation aligned with national legal and policy objectives.

To promote long-term sustainability, the programme will explore opportunities to integrate relevant ICT law and regulatory content into academic curricula, continuing professional development (CPD) programmes, and other institutional learning platforms.

Indicative Training Modules

- I. Foundations of Uganda's ICT legal and regulatory framework.
- II. Campus-based seminar series on ICT law, digital governance, and regulatory compliance.
- III. National webinar series on emerging ICT legal and regulatory issues for law and ICT faculties and students across participating universities.
- IV. Regulatory compliance for technology start-ups, digital platforms, and innovation ecosystems.
- V. Data protection and privacy, cybersecurity, electronic transactions, and consumer protection in the digital economy.
- VI. Emerging technologies, including Artificial Intelligence, blockchain, cloud computing, and their legal and regulatory implications.
- VII. Research, policy development, and innovation in ICT law and digital governance.

6.5 Refugee host districts and communities as well as displaced communities

The refugee host districts and displaced communities increasingly rely on digital technologies to access essential services, communicate with family and support networks, participate in education and livelihoods, and engage with Government and humanitarian programmes. However, these communities often face heightened risks associated with misinformation, online fraud, cyber abuse, privacy violations, and limited awareness of their digital rights and available redress mechanisms. Strengthening digital literacy and awareness of Uganda's ICT legal and regulatory framework will empower refugee and displaced persons to use digital technologies safely, responsibly, and confidently while promoting digital inclusion and protecting their rights within the digital ecosystem.

The training modules outlined below represent the core thematic areas proposed for this target group. These modules are indicative and shall be refined, expanded, or reprioritized based on the findings of the needs assessment undertaken in consultation with the Office of the Prime Minister and other relevant stakeholders to ensure that the training responds to the specific needs, vulnerabilities, and local contexts of the participating communities. Training will be delivered using language-appropriate, culturally sensitive, and trauma-informed approaches at accessible community and settlement locations.

Indicative Training Modules

- I. Digital rights and protections under Uganda's ICT legal and regulatory framework.
- II. Safe, responsible, and inclusive use of digital technologies and online platforms.
- III. Protection against online fraud, cyber abuse, misinformation, and other digital risks.
- IV. Data protection, privacy, and responsible management of personal information.
- V. Accessing Government digital services and other trusted online resources.
- VI. Consumer protection in the digital environment, including complaint and redress mechanisms.
- VII. Emerging digital safety issues relevant to refugee and displaced communities.

6.6 Women's Groups and Female Entrepreneurs

Women and female entrepreneurs are increasingly leveraging digital technologies, e-commerce platforms, digital financial services, and social media to access markets, grow businesses, and improve their livelihoods. However, they also face unique challenges, including online fraud, cyber harassment, misuse of personal data, digital financial scams, and limited awareness of their rights and obligations within the digital environment. Strengthening their understanding of Uganda's ICT legal and regulatory framework will enhance their confidence to participate safely in the digital economy, promote compliance with applicable legal requirements, and improve resilience against digital risks.

The training modules outlined below represent the core thematic areas proposed for this target group. These modules are indicative and shall be refined, expanded, or reprioritized based on the findings of the needs assessment to ensure that the training addresses the specific needs of women's associations, female entrepreneurs, and women-led enterprises. To maximize accessibility and participation, the programme will be implemented in collaboration with relevant associations and community structures, with at least one participating group identified in each of the four target regions for face-to-face delivery.

Indicative Training Modules

- I. Digital rights and responsibilities under Uganda's ICT legal and regulatory framework.
- II. Data protection and privacy in online transactions and digital business operations.
- III. Safe participation in e-commerce and digital marketplaces.
- IV. Digital financial literacy and secure use of digital payment platforms.
- V. Consumer protection, complaint handling, and redress mechanisms for online fraud and digital financial abuse.
- VI. Cybersecurity awareness and protection against common online threats affecting businesses.
- VII. Emerging legal and regulatory obligations for women-owned digital enterprises and online businesses.

• Expected Deliverables

The expected deliverables for this Assignment are as follows:

- **Inception Report (Week 2):** Prepare and submit a comprehensive Inception Report outlining the consultant's understanding of the assignment, proposed methodology, implementation work plan, stakeholder engagement approach, needs assessment methodology, reporting arrangements, risk management measures, and all other details ordinarily expected of a professional inception report for the successful delivery of the assignment.
- **Needs Assessment, Training Curriculum and Materials (Week 14):** Conduct institution-specific training needs assessments for all beneficiary groups and submit a consolidated Needs Assessment Report, together with tailored training curricula, facilitator and participant training materials, training kits, and an implementation plan.
- **Capacity Building Delivery and Final Assignment Completion Report (Weeks 15–36):** Deliver the approved capacity-building programme across all identified beneficiary groups in accordance with the approved Implementation Plan and the blended learning approach set out under Section 4.4, comprising structured in-country training (physical workshops, virtual learning sessions, seminars, and webinars), short courses within Uganda and in comparable jurisdictions, community-based training as applicable, structured knowledge exchange and affiliations with relevant professional organisations, and relevant professional credentialed online courses identified by the Consultant, without disregarding the number and category of beneficiaries already specified under Section 4.4. Upon completion, submit a comprehensive Final Assignment Completion Report documenting the activities undertaken, participant reach and attendance, training outcomes, monitoring and evaluation findings, knowledge assessment results, lessons learned, recommendations, and a sustainability and institutionalisation strategy to support continued capacity development beyond the assignment.

- **Deliverables, Timelines and Payment Schedule**

The Assignment shall be implemented over a period of thirty-six (36) weeks. Payments shall be made against approved deliverables as follows.

Item	Deliverable	Timeline After Contract Signing	Payment Milestone
1	Inception Report	Week 2	15% upon submission of approved Inception Report
2	Needs Assessment, Training Curriculum and Materials	Week 14	40% upon submission of approved Curriculum & Materials Package and Implementation Plan
3	Capacity Building Delivery and Final Assignment Completion Report	Weeks 15–36	45% upon approval of Training Completion Report and final Assignment Completion Report

Total Contract Period: 36 weeks. Total Payment: 100%.

NITA-U reserves the right to review, modify, or re-sequence the training programme, target groups and numbers, or delivery methodologies in response to operational realities, stakeholder feedback, or scheduling constraints. Such amendments shall neither be construed as a material change to the assignment nor trigger an equitable adjustment but as necessary adaptations to ensure effective delivery.

- **Mandatory Reference Schedule – Track Record of Similar Assignments**

The Consulting Firm shall submit, as part of its bid document a completed Reference Schedule in the format below for each of the minimum two (2) qualifying assignments cited. Each entry must be independently verifiable: NITA-U reserves the right to contact any listed reference and to disqualify a submission where a reference cannot confirm the details provided, cannot be reached after reasonable attempts, or disputes the Consultant's account of the assignment.

Field	Required Information
Project/Assignment Name	Full title of the assignment as contracted
Client/Contracting Entity	Full legal name of the client institution
Field	Required Information
Client Reference Contact	Name, designation, telephone number, and email address of a current, contactable officer able to confirm performance
Contract Value	Value in USD or UGX equivalent
Contract Period	Start and end dates; actual vs. planned duration
Nature of Assignment	Description confirming relevance: justice-sector, legal/regulatory, or digital-inclusion content
Firm's Role	Lead consultant, sub-consultant, or consortium member – specify
Key Experts Deployed	Names of experts deployed who are also proposed for this Assignment.
Deliverables Completed	List of deliverables actually completed and accepted by the client
Evidence of Completion	Client completion/acceptance letter, certificate of performance, or signed close-out report to be attached

12 Qualifications and Experience of the key experts.

It is expected that the consulting firm shall field a team of key experts and non-key experts including the following key experts on its team. The experts proposed should possess the skills and experience required for the performance of the assignment.

1. Team Leader

- a. A Master's degree in any of the following fields: Law, Information Technology Law, Economics, Monitoring and Evaluation, Education, Public Policy and Management, or a related discipline.
- b. At least 5 years' experience in ICT policy, regulation, digital inclusion and capacity building projects.
- c. Proven track record in designing curricula and delivering capacity-building programs for government institutions, private sector and development partners both regionally and internationally.
- d. Proven track record for implementing capacity building projects work with government and/or development partners such as the World Bank on ICT-related programs will be an added advantage.
- e. Experience in delivering short-term, results-oriented assignments under tight timelines.

2. Legal Expert

- a) Possess a Bachelor of Laws Degree from a reputable awarding institution, and a Postgraduate Diploma in Legal Practice.
- b) A Master's Degree in Law, Information Technology Law, or a closely related field (e.g., Cyber Law, ICT Policy and Regulation) will be an added advantage.
- c) The Legal Expert shall have a minimum of five (5) years of proven professional experience providing legal and regulatory advisory services.
- d) Demonstrated experience in advising on ICT legal frameworks, data protection and privacy, e-transactions, cybersecurity, and related regulatory issues is required.
- e) Experience in capacity-building assignments, development of training materials, or conducting legal training programs for government or private sector institutions will be considered an added advantage.
- f) Previous involvement in similar assignments within Uganda or other African jurisdictions will be an added asset.

3. ICT Expert

- a) Bachelor's Degree in Software Engineering, Computer Science; Information Systems, Information Technology, Information Technology Management, or any related field.
- b) A postgraduate qualification in any of the above fields will be an added advantage.
- c) Five (5) years of demonstrable experience in Software Engineering, Computer Science; Information Systems, Information Technology, Information Technology Management, e-Transactions or their equivalent.
- d) Proven experience supporting digital transformation initiatives, ICT system design and deployment, and/or providing technical input to legal, regulatory, or governance processes.
- e) Proven experience in providing technical input for capacity-building or institutional strengthening assignments, particularly in e-government or digital governance environments.
- f) Should have specialized experience in Fourth Industrial Revolution (4IR) technologies such as Artificial Intelligence (AI), Blockchain, Internet of Things (IoT), or related emerging technology portfolios.
- g) Experience working with government agencies, regulators, or donor-funded programmes within Uganda or other African countries will be an added advantage.

4. Monitoring, Evaluation & Reporting Specialist.

- a) Bachelor's Degree in Monitoring and Evaluation, Statistics, Law, Public Policy, or any related field.
- b) Certification or postgraduate training in monitoring and evaluation (M&E), Results-Based Management, or Project Management is an added advantage.
- c) Minimum of five (5) years of demonstrated experience in monitoring and evaluation of capacity-building programs, legal or regulatory projects, governance or public administration initiatives.
- d) Proven ability to design and implement results frameworks, performance indicators, and training evaluation methodologies.
- e) Experience in data collection, analysis, reporting, and preparation of evidence-based recommendations.
- f) Strong understanding of M&E for development partner-funded programs and public sector interventions in Uganda or similar contexts.
- g) Strong analytical, reporting, and communication skills are required.

5. Non-Key Experts and Facilitators

The Consultant shall field additional non-key experts and subject facilitators as required to deliver institution-specific modules including practice-oriented judicial trainers, corrections-sector facilitators, and academic liaison staff.

13. Reporting Arrangements

The Consultant shall report to the Activity Manager for the UDAP-GovNet Capacity Building Initiative at NITA-U, who shall in turn report to the Director, Regulation and Legal Services – the component head under Sub-Component 1.3 of the Uganda Digital Acceleration Project (UDAP-GovNet). All deliverables shall be submitted to the Activity Manager for technical review prior to onward submission for institutional approval.

14. Services and Facilities to be Provided by the Consultant

In carrying out this Assignment, the Consultant shall provide the following, at its own cost, duly provided for in its financial proposal:

- Transport refund for members of the Project Implementation Team/stakeholders, where applicable.
- Per diem and transport refund rates for the number of identified staff/stakeholders captured in the target scope.
- Fees for facilitators and subject-matter experts.
- Costs for the management and organisation of meetings and workshops across all seven beneficiary cohorts, including venue accessibility arrangements.
- Secretarial and administrative support staff.
- Transport and other facilitation for the Consultant's own staff during the Assignment, including travel to regional sites, university campuses, and refugee settlement/community locations.
- Accessible-format production costs (captioning, sign-language interpretation, large-print materials, local-language interpretation) for all sessions requiring them.
- Other applicable expenses necessary for full and compliant delivery of the Assignment.