



Terms of Reference For: Grants Consultant - Insurance Appeals Tribunal

1. Introduction

The Insurance Appeals Tribunal (IAT) of Uganda is seeking a qualified Grants' Consultant to support the development and implementation of a grant program aimed at strengthening the IAT's operations and improving access to justice for insurance consumers in Uganda, as outlined in the Terms of Reference: Grants for the Insurance Appeals Tribunal.

2. Background

The IAT is an independent body established under Section 136 of the Insurance Act 2017, and became operationalized on the 25th of June 2019 (Under section 137(7) of the Insurance Act, No. 6 of 2017) to adjudicate disputes arising from decisions made by insurance companies and the Insurance Regulatory Authority of Uganda (IRA). The IAT plays a critical role in ensuring fairness, efficiency, and public trust within Uganda's insurance sector. A grant program is being established to enhance the IAT's capacity to effectively fulfill its mandate.

IAT is therefore looking for a short term Grants' Consultant to develop and support the initial screening and processing of the expected applications. This is to ensure that every application is effectively screened and followed up to provide equal opportunity for every applicant.

3. Objectives of the Consultancy

The primary objectives of this consultancy are to:

- Develop a comprehensive grant program implementation plan, including detailed procedures for application, review, selection, disbursement, monitoring, and evaluation.
- Provide technical assistance to the IAT in the implementation of the grant program.
- Build the capacity of IAT staff to effectively manage grant programs in the future.



4. Scope of Work

The Grants Consultant will be responsible for the following tasks:

- **Program Development and Implementation Planning:**
 - Develop, Review and Refine the Terms of Reference for Grants for the Insurance Appeals Tribunal document.
 - Develop detailed guidelines and application forms for potential grantors, ensuring clarity, accessibility, and alignment with the IAT's objectives.
 - Establish a transparent and efficient grant proposal review and selection process, including criteria, scoring mechanisms, and committee procedures.
 - Develop a grant disbursement schedule and procedures, ensuring compliance with financial regulations and best practices.
 - Design a comprehensive monitoring and evaluation (M&E) framework to track project progress, measure outcomes, and assess the overall impact of the grant program.
 - Develop templates for grant agreements, progress reports, and financial reports.
- **Technical Assistance to the IAT:**
 - Provide ongoing technical assistance to the IAT in the implementation of the grant program, including advising on grantee selection, contract negotiation, and project monitoring.
 - Assist the IAT in organizing and conducting grantee orientation workshops and training sessions.
 - Support the IAT in addressing any challenges or issues that may arise during the grant implementation process.
- **Capacity Building of IAT Staff:**
 - Develop and deliver training workshops for IAT staff on grant management best practices, including proposal review, financial management, M&E, and reporting.
 - Provide one-on-one mentoring and coaching to IAT staff to enhance their grant management skills.
 - Develop a sustainability plan to ensure that the IAT has the capacity to manage grant programs effectively in the long term.
- **Reporting:**
 - The consultant will submit an inception report within [Number] days of the commencement of the consultancy.
 - The consultant will submit monthly progress reports.
 - The consultant will submit a final report at the end of the consultancy period.



5. Deliverables

The Grants Consultant is expected to deliver the following outputs:

- A comprehensive grant program implementation plan, including detailed procedures and templates.
- Training materials and reports for capacity building workshops for IAT staff.
- A final report summarizing the consultancy activities, outputs, and recommendations.
- The consultant will assist with checking and downloading emails for funding applications and appropriately filed into folders as directed
- Group applications received appropriately as will be directed
- Ensure that all the required supplementary documentations are appropriately downloaded together with the applications and filed appropriately.
- Download applications into their appropriate folders
- Enter key information from the downloaded applications into an excel sheet.
- Prepare required basic statistics of applications downloaded appropriately
- Support grant award processing
- Support grant award process follow up activities
- Support editing of grant processing documentations
- Follow up on supporting documents for selected organisations
- Support programme officers as they work on the grant award process
- Undertake any other appropriate task that may be assigned
- Will work closely with the Members and Chairperson of the IAT
- Will report to the Chairperson

6. Qualifications and Experience

The ideal candidate will possess the following qualifications and experience:

- A minimum of a Bachelors' degree in any relevant field with preference for a degree in business administration, social work, development studies, management studies, or other related fields.
- At least three years experience working in an office environment with responsibilities involving administration and processing of information
- Proficiency in the use of Microsoft Office tools especially Excel
- Ability to speak and write good English.
- Knowledge of the Insurance Industry.
- Meticulous administration skills and attention to detail
- Good human relations
- Capable of multitasking
- Ability to work with minimum supervision
- Ability to work in an environment of diverse cultures



- Ability to keep confidential information
- Excellent interpersonal skills and flexible attitude
- Proven ability to work under tight deadlines
- Demonstrated experience in developing grant guidelines, application forms, and M&E frameworks.
- Strong understanding of financial management principles and reporting requirements.
- Excellent communication, facilitation, and training skills.
- Ability to work effectively with diverse stakeholders, including government agencies, civil society organizations, and the private sector.
- Experience in the Ugandan context is highly desirable.
- Knowledge of the Ugandan insurance sector is an added advantage.

7. Duration of the Consultancy

The consultancy is expected to be completed within a period of Six Months.

8. Reporting Requirements

The Grants Consultant will report to the Chairperson of the Tribunal.

9. How to Apply

Interested candidates should submit the following documents:

- A cover letter outlining their qualifications and experience and a detailed curriculum vitae (CV).
- A technical proposal outlining their proposed approach to the assignment, including a work plan and methodology.
- A financial proposal, including a detailed budget breakdown.
- References from three previous clients.

Applications should be submitted to info@iat.go.ug

10. Disclaimer

The Insurance Appeals Tribunal reserves the right to:

- Reject any application that does not meet the requirements outlined in this TOR.
- Award the consultancy to the candidate whose proposal is deemed most advantageous to the IAT.
- Negotiate the terms and conditions of the contract with the selected consultant.