



**Federation of
Uganda Employers**
The Voice of Employers

CALL FOR PROPOSALS

**CONSULTANCY SERVICES TO DEVELOP
CONTENT FOR
FEDERATION OF UGANDA EMPLOYERS
(FUE) DIGITAL SPACE**

Call Launch Date: 18th October 2022
Submission Deadline: 27th October 2022

1.0 Introduction

The Federation of Uganda Employers (FUE) is the premier employers' organization in Uganda advocating for the social and economic interests of employers. With over 60 years of experience, FUE has built its expertise in labour and employment matters nationally and globally. With a database of well experienced employment relations and labour law practitioners, FUE has been involved in advisory services with reference to the employment laws of Uganda, awards of the industrial court and renowned best human resource (HR) practices in the world of work – which has precipitated the need to develop and provide services online, including self-help guides and tools.

The Federation of Uganda Employers with support from NHO started its digitalization journey by developing an online portal. We also developed some start up content in the form of employment relations and Human Resource guides for our digital space.

As we plan to activate the member services portal before close of 2022, we therefore want to scale up our content in the areas of Employment Relations & Legal and Human Resources as key "categories" but get into various sub topics by developing content in various sub topics as clarified in the objectives section below.

It is on this background that the FUE intends to utilize the services of consultants to provide services of content development for its digital space.

2.0 Objective

The objective of this assignment is to develop content for FUE digital space.

2.1 Overall Objectives

The overall objectives for the assignment will include:

1. To develop Employment Relations and Legal services content on the following sub themes;
 - Practical approaches in implementing ER
 - Grievance & Conflict resolution
 - Employment contracts
 - Working with Trade Unions
 - Working with labor unions
 - Terms & conditions of employment
 - OSH Protocols
2. To develop Human Resources content on the following sub themes;
 - Coaching & mentorship
 - Developing & updating HR policies manual
 - Talent acquisition
 - Terror threats

2.2 Specific Objectives

To develop the above ER and HR content specifically as;

- Checklists
- Templates
- Step by step guides
- Question & Answer guides

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- Articles
 - Digital tools
 - Key highlights on the law

3.0 Deliverables

1. An inception report with clear methodology including implementation plan and time plan monthly Status reports.
2. Make presentations on content developed to management of FUE for approval
3. Final project report to be submitted in the four months of the assignment

4.0 Duration or Time Plan

This assignment should be implemented within a period of 8 (Eight) weeks including report writing.

The consultancy is open for proposals from 18th October to 27th October 2022

The consultancy will start on 1 November 2022

The submission of the inception report is due on 10 November 2022

The final report is due on 20 December 2022.

5.0 Evaluation Criteria:

The bidders or potential specialized institution, organization, individual consultant or company for this task shall be evaluated based on the following criteria;

- Institutional/company expertise; a prove of relevant organization/institutional/individual experience delivering the expected assignment
- Relevant qualifications in Legal and experience of technical Staff in the subject matter.
- Relevant master's degree within the team will be an added advantage;
- Strong background and experience in content development in the said areas.
- A proof of relevant organization/institutional/individual experience in coordinating or managing activities related to the above specified assignment; and
- Relevancy of the proposed methodologies to the assignment.

7.0 Working Relation and Supervision

The consulting institution(s)/organization(s) or companies will work under the direct supervision of FUE as follows;

- For content on ER – FUE Head of Employment Relations & Legal Services
- For content on HR – FUE Head of Human Resource Training and Consultancy.
- Technical support will be provided by Head of Membership Development and ED

8.0 Application Process

Interested applicants shall submit the following documents to info@fuemployers.org by 27th October 2022

- Letter of Expression of Interest
- Updated Curriculum Vitae for the Consulting Team
- Brief Technical Proposal On The Methodology and Approach For Executing The Assignment
- Financial Proposal and Work Plan

9.0 Disbursement of Funds

Disbursement of fees shall be by bank transfer from FUE's bank account to the institution/organization or company bank account. The disbursement will be effected as follows:

1. A first disbursement of 60% will be upon signing of the contract
2. Last Disbursement of 40% will be upon submission of the final deliverables

Note: All developed materials will be a legal property of FUE.

Employment Relations and Legal Guides

1	Guidelines on Grievance Handling and Conflict Resolution	<ul style="list-style-type: none"> • One Template on Grievance Reporting • One Checklist for Effective Grievance Handling Procedure • One Q&A on Conflict Resolution Procedure/Process • One Step by Step Guide on Conflict Management • Two Precedents of the IC
2	Guidelines on Employment Contracts	<ul style="list-style-type: none"> • One Q&A on Probation Employment • One Article on Legal consequences of Fixed Term and Permanent Employment Contract • One article on "What Every Employer Should Know About Casual Employment" (Highlight the law) • One Sample/Template for an Employment Contract • One Sample/Template of a Contract for Services • Four Precedents of the IC
3	Employers' Guide on Working with Labour Unions	<ul style="list-style-type: none"> • Guideline on Registered Labour Unions in Uganda • One Step by Step Guide on Conducting Effective Negotiations • One Template of a Recognition and Procedural Agreement • One template of a CBA • One Pictorial Guide on Processes of CB Negotiations • Q&A: Workplace Committees and Labour Union at the Enterprise • Four Precedents of the IC
4	Terms and Conditions of Employment	<ul style="list-style-type: none"> • 9 Templates • 9 Q & A on Terms and Conditions of Service (these aren't necessarily in the EA 2006) including; <ul style="list-style-type: none"> • Transfers/Acting Appointments • Promotions • Transports and Reimbursements/Mileages • Study Leave, Bonding (sample bonding agreement) • Compassionate Leave • Medical Treatment/Insurance • Salary Advances • Staff Loans • Pay Slips ETC • Four precedents of the IC

5	Practical Approaches for Implementing ER at the Workplace	<ul style="list-style-type: none"> • One Article on Social Dialogue and the Law • One Q&A Guide on ER at the Workplace • One Checklist on 'What You Need to have Harmonious ER at the Workplace' • Four Precedents of the IC • Guide on Company Policy versus CBA
6	OSH	<ul style="list-style-type: none"> • One Q&A • Guide on Establishing OSH Committee at the Workplace • One Template for OSH... • Two Precedents of the IC

Human Resource Guides

1	Coaching and Mentorship	<ul style="list-style-type: none"> • One Template for Mentorship • One Checklist for effective Coaching and Mentorship • One Q&A on Coaching and Mentorship • One Step by Step Guide on Coaching and mentorship
2	HR Management Guides	<ul style="list-style-type: none"> • One Q&A on HR Management • One Q&A on HR Talent Management • One Q&A on Performance Management • One Q&A on HRMIS • One Q&A on Staff Pay and Benefits • One Q&A on Organisation Restructuring • One Q&A on Organisation Development
3	Talent Acquisition	<ul style="list-style-type: none"> • One Checklist for Professional Talent Acquisition • One Step by Step Guide on Talent Acquisition Process
4	Strategic Planning and Business Continuity	<ul style="list-style-type: none"> • One Q&A on Strategic Planning • One Step by Step Ask ERIC guide on Business Continuity

- i. Checklists
- ii. Templates
- iii. Step by Step guides
- iv. Question and Answer Guides
- v. Articles
- vi. Digital Tools
- vii. Key Highlights From The Law/Industrial Court Precedents