



## TERMS OF REFERENCE FOR THE PRODUCTION AND DISSEMINATION OF A MULTIMEDIA (AUDIOVISUAL) CLIP ON ACCOUNTABILITY ROLES AND RESPONSIBILITIES OF LOCAL GOVERNMENT STAKEHOLDERS

### Introduction

Decentralisation in Uganda was moulded to suit the delivery of better services to the people, strengthen local accountability, and ensure efficiency in resource allocation by reducing the wastage of resources. Decentralization is thought to encourage local service delivery, local leaders' accountability for government resources, and the participation of the public in local planning and the implementation of government initiatives.

Uganda's decentralization as a system and method of local governance is currently well entrenched. Its contribution to strengthening overall rural development, fostering welfare growth, and improving service delivery has received national and international recognition. This notwithstanding, the low demand for accountability by citizens has remained an endemic challenge for Uganda's decentralisation policy. The lack of citizen involvement in district-level planning and monitoring highlights the continued low level of citizen demand for local governments to be held accountable. Civic issues are generally met with hostility. This is explained by a general lack of information, especially at the district level, and citizens ignorance of their responsibilities and roles. This has partly led to the weakened downward accountability system, and by extension, negatively impacted the quality of service delivery.

ACODE's theory of change is that if the existing accountability structures, systems and processes at the local government level can be strengthened, then, this could improve the effectiveness of the local governments to deliver services to the people and attain the SDGs 1, 2,3,4,5, 6, 10 and 16 among others. Empowering citizens to hold their leaders accountable is therefore part of the strategies to strengthen accountability processes in local government. When citizens are fully empowered with knowledge about their leaders' roles, rights and obligations, they become fully aware and confident about when and to whom the right questions should be asked. It is against this background that ACODE seeks to produce and disseminate a 2-minute audiovisual clip on accountability roles and responsibilities of local government stakeholders to strengthen accountability and transparency in local governments.

### Roles of Councilors include:

Roles	Sub Roles
LEGISLATIVE	<ul style="list-style-type: none"><li>Attend meetings of the Council and committees of Council</li><li>Move/second motions in Council</li><li>Debate in Council on issues of service delivery</li><li>Use special skills to guide Council</li></ul>
CONTACT WITH ELECTORATE	<ul style="list-style-type: none"><li>Have schedule/plan for a meeting with electorate</li><li>Organize meetings with the electorate</li><li>Deliver feedback on resolutions of Council to electorate</li><li>Organize the electorate to demand for better service delivery</li></ul>

	<ul style="list-style-type: none"> <li>• Maintain an office/coordinating centre in the electoral area</li> </ul>
PARTICIPATE IN LOWER LOCAL GOVERNMENTS	<ul style="list-style-type: none"> <li>• Attend meetings of sub-county/ special interest group councils</li> <li>• Provide feedback on Council resolutions to the LLGs</li> <li>• Submit issues raised by LLGs to the District Council</li> </ul>
MONITORING SERVICE DELIVERY	<ul style="list-style-type: none"> <li>• Visit service delivery units e.g. schools, health centres, water sources, agricultural demonstration sites, environment and natural resource sites</li> <li>• Prepare reports for the monitoring visit</li> <li>• Follow up on issues raised in the report ensuring they are addressed</li> </ul>

### Roles of the Boards and Commissions

The statutory boards and commissions; District Land Board, District Service Commission, and Local Government Public Accounts Committee are created under Section 56 of the Land Act of 1998 as amended and Sections 54 and 88 of the Local Governments Act, 1997 as amended; to support local government councils in management of interest on land, recruit and exercise disciplinary control over civil servants; and play oversight to enhance fiscal accountability in local governments respectively.

Roles of the statutory boards and commissions include:

Statutory boards and commissions	Roles
<b>THE DISTRICT SERVICE COMMISSION (DSC)</b>	<ul style="list-style-type: none"> <li>• The District Service Commission is responsible for the appointment, promotion, disciplining and removal from office all employees other than the Chief Administrative Officer (CAO), Deputy CAO, Town Clerk and Deputy Town Clerk of a City and Town Clerks (TCs) of Municipalities who are appointed by the public service.</li> <li>• compliance with the law on: Composition of membership; nomination and approval of members; timely renewal of new terms of office; induction;</li> <li>• Functionality of the DSC that includes: regular meetings, recruitment of staff on recommendation of CAO; Considering staff for retention (through validation, placement, redesignation, redeployment and promotion); identify staff for retirement; Exercising disciplinary control over civil servants in the district; DSC under taking monitoring of staff performance</li> <li>• Accountability to council which includes: submission of reports to Council; taking action on council resolutions; attendance of council meetings</li> <li>• Accountability to citizens such as public display of information relating to the DSC; handling of complaints from citizens; declaration of conflict of interest</li> </ul>

	<ul style="list-style-type: none"> <li>• Compliance with the Public Service and other Service Commission guidelines ; submission of reports to the PSC; ESC; HSC; correspondence with the MoPS;</li> </ul>
<p>The Local Government Public Accounts Committee (LGPAC)</p>	<ul style="list-style-type: none"> <li>• The major function of the LGPAC is to review the chief internal auditor and Auditor General’s report and other reports of commissions of inquiry.</li> <li>• Copliance with the law in the Composition of the District Public Accounts Committee</li> <li>• Functionality of DPAC that includes: holding regular meetings; Review of internal audit reports; Review Auditor General’s Report; Follow up on actions taken by council on the basis of DPAC recommendations; Engagement with the technical team.</li> <li>• Accountability to Council that includes: Submission of DPAC performance reports to DEC; Submission of reports to council; taking action on resolutions of council; attending council meetings.</li> <li>• Compliance with Local Government Finance and Accounting Regulation such as: Submission of DPAC Report to MoLG; Monitoring visits conducted by DPAC; Action on the basis of directives issued by MoLG; Coordination with Office Auditor General; Engagement with central government;</li> </ul>
<p>District Land Board</p>	<p>The DLB is established to perform several functions such as;</p> <ul style="list-style-type: none"> <li>• Compliance with the laws in the composition of DLB including: Nomination and approval of DLB members by council; Representation of counties/ municipal/ urban councils to DLB; Timely renewal of term of office for DLB members; Induction of members of DLB</li> <li>• Functionality of DLB that includes: regular meetings; Availability of an updated Public land register ; Availability of an updated Lease Register; Removal or alteration of erections on lands held by the DLB; Land Allocation by managing interest on land through registration and transfer; Compilation, review and update of compensation rates; and a functional land office.</li> <li>• Accountability to Council that includes: submission of reports to council; taking action by DLB key resolutions of council; ` taking action by council on the basis of recommendations by DLB; Correspondence with District Natural Resources Department; Correspondence with District/Urban Physical Planning Committee;</li> <li>• Accountability to citizens that includes: Inspections for land applications; Engagement of citizens in</li> </ul>

	<p>handling land matters ; Public display of land applications; Provision of information on progress of expression of interest on land; Public display of processed/complete land application; Engagement with Area Land Committees; Engagement Local Physical Planning Committee and land tribunals.</p> <ul style="list-style-type: none"> <li>• Compliance with national laws and regulations including NEMA guidelines; Correspondences with MoLHUD/Ministerial Zonal Offices (MZOs) Uganda Land Commission; Correspondences with Uganda Land Commission; Correspondence with the National Physical Planning Board;</li> </ul>
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### **General Objective:**

- The overarching objective of the audiovisual clip is to disseminate information about the roles and responsibilities of local government stakeholders to enhance accountability.

### **Scope of work**

- Design a script for the roles of a councilor
- Design a script for the roles of statutory bodies
- Design a 2 minute audiovisual clip for the roles of a district councilor
- Design a 3 minute audiovisual clip for the roles of statutory bodies

### **Expected deliverables**

The consultant(s) will be expected to submit the following deliverables to ACODE:

- 2 Scripts for the audiovisual script
- Copy of the 2 audiovisual clips in soft and hard copy (Flash disk)
- A report on the analysis of the reach and impact of the audiovisual clip
- Presentations to the ACODE

### **Expected Competences**

- Bachelor in any Information Technology, Communication, and any other arts related field with experience in graphics and multi media desing

### **Duration of the Assignment**

The tasks to be undertaken will be completed within 10 working days effective from the signing of the contract.

### **Mode of Application**

Qualified interested candidates should hand deliver their proposal including the budget to ACODE Plot 96 Kanjokya street- Kamwokya or email them to [jmbabazi@acode-u.org](mailto:jmbabazi@acode-u.org) , [christiana@acode-u.org](mailto:christiana@acode-u.org) and copy in [ainelydia2013@gmail.com](mailto:ainelydia2013@gmail.com);

Deadline for submission of technical and financial proposals will be June 26, 2023.