BACKGROUND

The University of New South Wales

The University of New South Wales (UNSW) is one of Australia’s leading research and teaching universities. UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia’s global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

The Institute for Global Development

UNSW’s Institute for Global Development (IGD) acts as a catalyst for the UNSW community to deliver on the UN Sustainable Development Goals, working in partnership to positively transform lives and advance a just society. The Institute enables the UNSW to deliver the Global Impact pillar of the University’s 2025 Strategy by providing leadership through development of global transformative partnerships, using UNSW research to create positive impact on the world’s most disadvantaged communities, and championing the University’s global profile & reputation.

The Institute for Global Development focuses on four ‘pillars’ of activity: Knowledge Development, Knowledge Exchange, Overseas Partnerships and Australian Partnerships.

Uganda Initiatives

UNSW’s Institute for Global Development first began working in Uganda in 2016, with a view to establishing long term strategic partnerships with selected local universities. At present, the IGD is engaged in several collaborations with Gulu University, Gulu, Northern Uganda, and Makerere University, Kampala. Collaborations focus on curriculum development, staff exchange, student mobility, cooperative research, and exchange of academic materials across a diverse range of themes and faculties. (See a brief Project Overview in Annex 1)

PURPOSE

The primary purpose of this consultancy is to provide short term in-country logistics and administration support for a number of upcoming UNSW staff and student visits to Uganda. The consultant will work closely with the Senior Project Officer of the Institute for Global Development (IGD) to provide support to the wider IGD Team and senior UNSW representatives undertaking a mix of project delivery activities and strategic engagement meetings between October – December 2018. It is expected that over 22 UNSW staff and students will visit

LOCATION: Gulu & Kampala, Uganda

DATE WRITTEN: August 21, 2018

APPLICATION DEADLINE: 9 September 2018

(Midnight, Uganda)

INTERVIEWS: 14-18 September 2018

DURATION: Up to 11 weeks

START DATE: 1 October 2018

END DATE: 14 December 2018
Uganda during this period as part of five separate delegations (groups). These visits will take place primarily in Gulu Town and the surrounding areas, however some activities will also take place in Kampala.

**SCOPE OF SERVICES**

Provide support to UNSW professional and academic staff who are delivering IGD activities in Uganda in November and December 2018. Specifically;

- Supporting general coordination and administration for IGD project activities
- Managing local travel and accommodation bookings for UNSW staff and students
- Undertaking project financial administration activities
- Delivering timely and accurate financial reporting from each project visit, including end of trip financial reports for each delegation with associated scanned invoices and receipts, in line with UNSW financial acquittal guidelines
- Accompaniment of UNSW staff and students as required
- Implementation of UNSW Health and Safety Management Protocols

(See a detailed breakdown of tasks in Annex 2)

**ACTIVITY SCHEDULE**

The anticipated duration of the contract is 11 weeks, beginning Monday, 1 October, and concluding Friday, 14 December 2018, as per the schedule below. The start and end date, and duration of the engagement, may be adjusted to reflect changes in workload or visit schedules.

<table>
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<tr>
<th>Schedule (2018)</th>
<th>Key Activities</th>
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<tr>
<td>1 October – 8 November</td>
<td><strong>Home based - Preparatory Logistics and Planning</strong></td>
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<td>This may include the preparation of visit schedules, scoping car hire services,</td>
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<td>arranging airport transfers, making car hire and accommodation bookings</td>
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<tr>
<td>9 – 24 November</td>
<td><strong>Gulu – IGD Project Teams Accompaniment &amp; Support</strong></td>
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<td>Accompany IGD project teams on Gulu Town and regional activities, providing daily</td>
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<td>logistics, financial administration and ad hoc support.</td>
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<tr>
<td>27 November – 14 December</td>
<td><strong>Home based – Documentation and Reporting</strong></td>
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<td></td>
<td>Prepare financial reports and associated paperwork.</td>
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<td></td>
<td>Support additional delegations as required.</td>
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**BASE LOCATION**

UNSW does not currently have an office space in Uganda. The Consultant may be primarily home-based or hosted by one of our partner institutions in either Gulu Town or Kampala. It is expected however that the Consultant will accompany UNSW IGD project teams and leadership delegations during their visits, which will take place from 9-24 November, and possibly continue into early December. Unless the Consultant is already based in Gulu, travel to and accommodation in Gulu town with the UNSW delegation will be provided.

**TRAVEL**

Some travel within Uganda is expected. UNSW project visits will take place primarily in Kampala and Gulu Town (and surrounding areas within the Gulu District. As noted above, it is expected that the Consultant will accompany the UNSW Project teams during their visits to Gulu in November/December.
REQUIRED EDUCATION, SKILLS, EXPERIENCE & COMPETENCIES (SELECTION CRITERIA)

Education
• A relevant tertiary qualification (undergraduate or graduate) or equivalent level of knowledge gained through any combination of education, training and experience with project management.

Skills & Competencies

Essential
• A high level of organisational and coordination skills.
• A high level of attention to detail.
• Highly developed communication, inter-personal and relationship management skills.
• Intermediate Microsoft Word and Excel skills.
• Motivation and ability to work independently as well as in a team environment.
• Ability and capacity to implement required UNSW health and safety policies and procedures.

Experience

Desirable
• Experience in financial administration, managing a budget and in reporting on expenditure against the budget.
• Experience setting up and troubleshooting mobile payments and mobile data collection technology and processes will be well received.
• Experience working with international organisations in a financial administration (accounts payable) and/or logistics support capacity will be well received.
• Experience supporting overseas guests/delegations will be well received.

UNSW Behaviours
The behavioural expectations for employees and consultants engaged by UNSW are below.
The Consultant will be required to read, sign and conduct her/himself in a manner consistent with the UNSW Code of Conduct.

Demonstrates Excellence
Delivers high performance and demonstrates service excellence

Drives Innovation
Thinks creatively and develops new ways of working. Initiates and embraces change

Builds Collaboration
Works effectively within and across teams. Builds relationships with internal/external stakeholders to deliver outcomes

Embraces Diversity
Values individual differences and contributions of all people and promotes inclusion

Displays Respect
Treats others with dignity and empathy. Communicates with integrity and openness

SUPERVISION
The Consultant will be accountable to the Senior Project Officer, Africa and Australia Programs, Institute for Global Development.
APPLICATION PROCESS
Interested parties are requested to submit an Expression of Interest by Friday, 7 September 2018.

Submissions should include:
1. A cover letter regarding how you meet the selection criteria (no longer than 1-2 pages)
2. A short Curriculum Vitae (no longer than 2-3 pages)
3. A financial proposal that provides an all-inclusive weekly rate (inclusive of taxation, insurances, etc.)
4. The names and contact details of two referees.

All submissions should be sent via email to: IGD@unsw.edu.au

SELECTION PROCESS
Due to the short turnaround time for this selection process, only shortlisted applicants will be contacted.

It is expected that interviews will be held in person in Kampala on Friday, 14 September, and/or Gulu on Monday 17 and Tuesday 18 September 2018. (Remote interviews may also be conducted via Skype)

KEY CONDITIONS

Equipment
The Consultant will provide their own equipment necessary to perform the services (primarily a laptop computer and mobile phone) and is responsible at her/his own cost for insuring the equipment and maintaining it in good working order during the contract period.

Expenses
If the IGD determines that the Consultant needs to travel during the engagement period, the Consultant’s travel, accommodation and meals during the travel will be paid by the IGD, provided the travel and budget is pre-approved in writing by the IGD Senior Project Officer. Other reasonable consumables expenses may also be covered, pending written pre-approval by the IGD Senior Project Officer.

Insurance
The Consultant is fully responsible for arranging, at his or her own expense, such life, health and other forms of insurance covering the term of this contract as he or she considers appropriate.

PAYMENT SCHEDULE
Payment will be made in three instalments, on receipt of an invoice:
• Instalment 1: 9 November 2018. Covering the period 1 - 26 October.
• Instalment 2: 23 November 2018. Covering the period 29 October – 23 November.
• Instalment 3: 21 December 2018. Covering the period 26 November – 14 December.
Annex 1 – IGD Uganda - Sample Project Overview

**Academic Development Project**

**UNSW Project Lead:** Professor Prem Ramburuth, UNSW Business School  
**GU Project Lead:** Dr Christine Oryema

The academic development project involves the training of academic staff in higher education strategies to enhance the quality of learning and teaching. In 2018, Professor Ramburuth will deliver UNSW’s ‘train the trainers’ courses (including ‘Foundations of University Learning and Teaching’ and ‘Beginning to Teach’) for lead GU staff who will be enabled to upskill junior staff across disciplines. Professor Ramburuth will also provide a leadership course for senior academic and management staff at Gulu University.

**Health Project**

**UNSW Project Lead:** Professor Robyn Richmond, Faculty of Medicine  
**GU Project Lead:** Dr Felix Kaducu, Dean of Medicine

In partnership with the Dean of Medicine, Dr Felix Kaducu, Dr Peter Akira, James Obol and other colleagues from the Faculty of Medicine at Gulu University, Professor Robyn Richmond, UNSW colleagues and students are helping advance the health of women and children in Northern Uganda. In 2017 the team surveyed women about their reproductive health and experiences of domestic violence in rural settings. Together with Gulu University and the Uganda Women’s Health Initiative, the project also established new cancer screening services at five local health centres. In 2018 the team, including 14 UNSW representatives, will consolidate this women’s health initiative and undertake further research relating to the experiences of women living in urban environments.

**Library Project**

**UNSW Project Lead:** Martin Borchert, University Librarian  
**GU Project Lead:** Dr Raphael Aregu, University Librarian & Director Information Technology

University Librarians Dr Raphael Aregu (GU) and Martin Borchert (UNSW) are developing a multi-year and multi-phase collaboration plan, aimed at developing the GU print and online library collections and automation of library’s systems. The first phase of this collaboration is the sharing of over 6000 + print resources and associated shelving.

**Land Conflict Mitigation Project**

**UNSW Project Lead:** Associate Professor Anne Bartlett, Dr Sarah Walker, & Dr. Paul Munro, Faculty of Arts and Social Sciences  
**GU Project Lead:** Stella Apecu Laloyo and Sebastian Oguti Oswin

Through a survey in 2017, Associate Professor Bartlett and the team identified deforestation as a major cause of land conflict in northern Uganda. They are currently engaged in remote sensing to estimate the amount of forest loss, and they are planning for a number of interventions including a Payment for Ecosystem Services (PES) project, energy efficient charcoal kilns and the use of high yield beehives to deter elephant-human conflict.
Annex 2 – Breakdown of Tasks (Indicative Only)

Transport & Travel Logistics
- Arrange airport transfer/s
- Book and manage vehicles & drivers
- Ensure vehicles are roadworthy & have seatbelts
- Ensure both vehicles & drivers are appropriately licenced
- Book hotels (Entebbe, Kampala, Gulu)

Finance Administration
- Track project expenditure against project budgets
- Prepare financial report/s detailing all in country project expenses for each project
- Scan all receipts and send to UNSW in line with UNSW finance policies
- Provide support for digital mobile payments to project participants if required

Project Administration
- Printing and photo copying as required by Project Leads
- Print and frame student participation certificates
- Photograph and document project activities if required

Research
- Conduct online research to support IGD strategy development and mapping exercises if required

Project Technology Support
- Procure sim cards, mobile phone/internet credit for UNSW staff & students
- Support mobile data collection processes and tools

Events Support
- Liaise with in country partner representatives and UNSW staff regarding setting up meeting schedules in Kampala and Gulu
- Liaise with in country partner representatives and UNSW staff regarding any locally based events