
Terms of reference for the engagement of companies/businesses to provide short-term, contract, and temporary human resource support.

Position: Office Care takers, Casual Laborers and on-call drivers.

Location: RTV Offices (Kampala, Mbarara, Kiryadongo, Gulu, Amuru, Nwoya, Bugiri, Luuka, Kaliro, Sironko, Kapchorwa, Kween, Kassanda, Kakumiro, Kibaale, Kagadi, Kyenjojo, Bunyangabu, Kamwenge, Kyegegwa, Mubende, Mityana, Rakai, Kitagwenda, Rubanda, Kabale, Rukiga, Ntungamo, Rukiga, Rubirizi, Mitooma, Isingiro, Buhweju-To be scaled)

Reporting lines: Designated Supervisors

Duration: 2 years contract

1.0 OVERVIEW

Raising The Village (RTV) is committed to delivering impactful, community-driven programs aimed at addressing ultra-poverty in rural Uganda. To support program implementation and operational continuity, RTV periodically requires short-term, contract, and temporary human resource support.

2.0 PURPOSE OF THE TOR

The purpose of this Terms of Reference is to engage **a contractor(s)** who will be able to employ and deploy a pool of qualified individuals as office care takers, Casual laborers and on-call drivers. Who can be engaged on a short-term basis to support Raising the Village's operational, administrative, and programmatic needs across various locations. Engagements will be based on operational demand and shall not constitute permanent employment.

3.0 SCOPE OF SERVICES

Please refer to the links below to access the Scope of services for the Office Care takers, Casual Laborers, and on-call drivers.

[3.1 Office Care Takers](#)

[3.2. Casual Labourers](#)

[3.3 On-Call Drivers](#)

4.0 RTV DUTIES AND RESPONSIBILITIES, RTV shall:

- Issue work orders for the required services.
- Provide orientation on policies, safety, and safeguarding
- Facilitate tools were agreed and necessary
- Monitor performance and provide feedback
- Effect payments in accordance with approved rates and completed deliverables
- Payment to the service provider every 15 and 30 days after submission of the invoices

5.0 Duties of the service provider

- Recruiting all the desired individuals in consultation and collaboration with RTV teams
 - Maintaining a sufficient data base for the desired categories
 - Deployment of requested individuals based on a work order requested by RTV responsible staff.
 - Supervisory and contracting all the contractors deployed to RTV
 - Payment of all contracted individuals and contract management according to service provide regulations and Ugandan labor laws
 - Paying all statutory deductions and any other agreed benefits
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6.0 DURATION OF ENGAGEMENT

Engagements under this TOR shall be for a period of 2 years with yearly assessment to determine continuity subject to renewal upon satisfactory performance.

7.0 PAYMENT TERMS

- Payment shall be made monthly after services have been delivered.
- Payments will be processed upon verification of deliverables and attendance
- No payments shall be made without approved documentation

8.0 APPLICATION PROCESS

Interested company's and business entities are invited to submit:

A Technical proposal. (70%)

- Company Profile-Demonstrated company capacity, legal status, and capability to provide the required services. ***Share the company profile, certificate of incorporation, tax clearance certificate, bank statement for the last 6 months, and a trading license*** (10%)
- Relevant Experience-Proven experience in executing similar assignments over the last 3–5 years. ***Share the copies of contracts and purchase orders from the previous clients*** (25%)
- Previous and Current Clients-List of previous and current clients providing similar services, including references and contacts (20%)
- Personnel Capacity: Availability of qualified personnel to provide services on an on-call basis and ability to respond within the required timelines. ***Share the list of proposed staff and their qualifications*** (15%)

Financial Evaluation (30%) Detailed and competitive breakdown of costs for the required services

The financial proposal shall be evaluated based on:

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- Completeness and clarity of the cost breakdown.
 - Competitiveness and reasonableness of the proposed rates.
 - Value for money.
 - Consistency with the technical proposal.

You can use the table below as an example to provide the cost breakdown for causal laborers, on call drivers and office care takers (one table for each category)

No	Item Name	Description	Quantity	Unit Price
1	Office caretaker (include all other support costs to the rate)	Monthly rate	1	
2	Office caretaker (include all other support costs to the rate)	Daily Rate	1	
3	Office caretaker (include all other support costs to the rate)	Hourly Rate	1	

Please note that all Payments shall be subject to 6% withholding tax unless the service provider provides proof of exemption.

All questions regarding this call should be addressed to logistics@raisingthevillage.org.

Note: This advertisement is restricted to **ONLY** registered companies and businesses. **Individual applications will not be accepted.**

Applications should be sent to tenders@raisingthevillage.org no later than **31st August 2026 at 11:59 PM EAT**, with the subject line: **“Application for the Provision of [Category]”**

For example: **“Application for the Provision of Office Care Takers”**