

## **Terms of Reference**

**Subject: Analysis on utilization of the capitation grant in targeted Universal Primary Education (UPE) schools.**

### **Introduction**

Transparency International Uganda (TIU) is a national chapter of Transparency International – the Global Coalition against corruption. It was founded in 1993 and it is registered as a non-governmental organization (NGO). TIU works to address all forms of corruption with a specific emphasis on improved service delivery and good governance.

TIU with support from USAID Civil Society Strengthening Activity is implementing a project titled “Strengthening Citizen’s Engagement in Service Delivery in the Education sector” in Lira district. The project seeks to strengthen community engagements with government to promote accountability in selected primary schools; improve accountability of the education sector funds at local government level and strengthen feedback and complaint mechanisms.

### **Background**

In 1996, Uganda introduced Universal Primary Education (UPE) with the primary goal of providing free primary education to all the children in the country. Being a major government programme, government spends substantial funds annually in form of Capitation and Education Development Grants in the implementation of UPE. For example; For the Financial Year 2022/23, government released UGX 143.35B as capitation grant to support the UPE programme (Auditor General’s Value for money audit report on delivery of UPE, December 2023). The capitation grant is released by the government to purchase scholastic materials, handle emergency expenditures, facilitate co-curricular activities, administration and school management.

Through TIU district engagements and literature reviews, it is noted that in some primary government aided schools, the capitation grants are not effectively and efficiently utilized. If this challenge is not addressed, it may affect the country’s ability to attain Sustainable Development Goal (SDG) objective 4 of inclusive and equitable quality education and promotion of life-long learning opportunity for all by 2030.

Such inefficiency and ineffectiveness manifests in scenarios like: school head teachers failing to fully account for the capitation grants; misuse of funds by using them on non-capitation grant mandatory activities; failure to display capitation grant accountabilities beyond grant releases; limited knowledge in financial management among members of the School Management Committees (SMC) and the technical staff especially in rural schools and limited evidence on discussions related to issues of management of capitation grants being deliberated on in the district Public Accounts Committee (PAC) reports by council and administrative actions taken in response to corruption queries.

It is against this background that TIU is inviting proposals from highly motivated consultants (individuals, groups or consultancy firms) to undertake an analysis of the capitation grant in

order to ascertain whether the funds disbursed to the targeted UPE schools are utilized effectively and efficiently. The analysis will also involve documenting the existing gaps in the utilization of the funds, challenges and make recommendations for addressing the gaps. This will be conducted in 8 target UPE schools in Barr and Aromo sub counties, Lira district.

## **Objectives of the study**

**Objective 1:** Assess the utilization of the capitation grant in targeted UPE schools. This objective focuses on examining how effectively the capitation grant is being utilized in targeted UPE schools. This involves evaluating how the funds are utilized in supporting various aspects of the school system, such as teaching and learning materials, handle emergency expenditures, facilitate co-curricular activities, administration and school management.

**Objective 2:** Identify strengths and weaknesses in capitation grant utilization. This objective aims to identify both the strengths and weaknesses in the utilization of the capitation grant in targeted UPE schools. By conducting a comprehensive analysis, the study can identify areas where the grant is being effectively utilized and commend best practices. Additionally, the study will also identify areas of weakness, such as potential inefficiencies or mismanagement, to recommend improvements and strategic interventions.

**Objective 3:** Recommend strategies for maximizing capitation grant utilization. Based on the findings from the analysis, this objective aims to propose strategies for maximizing the utilization of the capitation grant in targeted UPE schools. These recommendations may include: capacity building for school management committees, training for teachers on effective resource utilization, and the establishment of monitoring mechanisms to ensure transparency and accountability in the use of grant funds. By providing actionable recommendations, the study can support policymakers, education authorities, and school stakeholders in optimizing the utilization of the capitation grant to achieve desired educational outcomes in targeted UPE schools.

## **Specific Tasks**

1. Review existing literature: Conduct a review of reports related to capitation grants in UPE schools to provide a foundation of knowledge and help identify any study gaps or areas of focus for the study.
2. Develop data collection tools: Design data collection tools such as interview guides, to gather relevant information from school administrators, teachers, pupils, and relevant stakeholders. The tools should focus on aspects such as: utilization practices, and perceived impact on the school system.
3. Collect data: Administer the data collection tools to the identified stakeholders in the target UPE schools. This may involve conducting, interviews, focus group discussions, and document analysis to gather comprehensive data on capitation grant utilization.
4. Analyze data: Analyze the collected data to identify patterns, trends, and key findings. This will enable the extraction of meaningful insights and facilitate comparisons across different schools.

5. **Identify strengths and weaknesses:** Identify the strengths and weaknesses in the utilization of the capitation grant based on the data analysis. This may involve evaluating the efficiency of capitation grant utilization processes, transparency in financial management, and effectiveness in addressing the identified gaps.
6. **Develop recommendations:** Based on the findings, develop practical and evidence-based recommendations for maximizing capitation grant utilization. These recommendations should address areas of improvement, such as streamlining administrative processes, among school administrators, and strengthening monitoring and evaluation mechanisms.
7. **Compile and present findings:** Prepare a comprehensive study report and present to TIU and relevant stakeholders.

## **Deliverables**

The consultant will submit the following deliverables:

1. An inception report that includes a “SMART” plan of actions outlining the detailed approach and methodology to this assignment which will be discussed and agreed with TIU.
2. Draft study report based on the data analysis for comments and input from TIU.
3. A well-designed power point presentation of the study findings to be presented to key stakeholders during a validation meeting in Lira district..
4. Submit a final comprehensive report summarizing the current situation of the targeted schools, challenges and recommendations in all the perimeters of the capitation grant.
5. Records and transcripts of all interviews to be given to TIU staff at the completion of the work.

## **Time frame**

The entire exercise of conducting the research including interviewing, gathering information, analyzing and production of the final report will take a maximum of One and half Months (1.5 Months): the research will take 1 month and writing the report half (0.5) a month.

## **Competencies**

### *Qualifications and experience*

- A Master’s degree in education, or other relevant field.
- Demonstrated understanding of UPE guidelines, resource flows, reporting and accountability structures
- Demonstrated understanding of the concept of social accountability
- Proven experience in conducting similar assignments.



## Contact information and proposal information

Expressions of interest should be sent via email to [info@tiuganda.org](mailto:info@tiuganda.org) not later than 1<sup>st</sup> March, 2024 **with the subject line TIU-Education Consultant.**

Applications should include the following:

- A financial proposal with a breakdown of costs outlining the number of days that will be spent on each task as well as professional and reimbursable costs.
- A technical proposal. This should clearly outline the proposed approach/methodology to undertaking the consultancy.
- Detailed CV of the lead consultant.
- References to similar assignments with contact details.