

Terms of Reference for consultancy services for the development of a privacy policy and general terms and conditions for the use of the Pulani Ki mobile application.

Background and overview

Uganda Youth and Adolescents Health Forum is developing a mobile application platform dubbed the Pulani Ki Mobile application. Pulani Ki is a mobile-based application that brings essential sexual and reproductive and maternal health products, services, and information closer to the urban population 15 - 35 years.

Pulani Ki's overall goal is; *“to widen access, build demand and enhance uptake for essential Sexual, Reproductive and Maternal Health commodities, services and information for the urban population especially young people by challenging and bypassing key barriers that for a long time have hindered demand, access and uptake”*

Specifically, Pulani Ki App will;

1. Address social stigma, discrimination, provider biases, lack of privacy and confidentiality, lack of accurate information, and affordability.
2. Address limitations in choice to a range of services, by giving clients sufficient information and a wide range of choices and options for reproductive health commodities and services to guide their decision-making.

Functionality and key features of the Pulani Ki app.

1. Make an online order

With Pulani Ki mobile app, clients will be able to use the comfort of their smartphones to make online purchases of essential sexual reproductive health commodities and services like; male and female condoms, self-test kits for pregnancy and HIV, contraceptive commodities like emergency pills among others, and these will be delivered to the client's doorstep. Pulani Ki clients have the pleasure to choose and make an online order of their preferred sexual reproductive health products from a wide range of commodities and from hundreds of our trusted agents that are accessible within our platform.

2. Make an appointment for family planning and maternal health care services.

For family planning services like; IUDs and implants, and maternal health care services like; ANC, post-abortion care support, and cervical cancer screening among others whose use requires the help of a health care provider, clients will have the opportunity to freely book an appointment with a skilled provider from a wide range of our partner health facilities (agents). After confirming the appointment, the client will receive an instant SMS and email alert notifying them that the appointment has been confirmed. The alert will also specify the date, time, name of the agent, and the contact number of the contact person.

3. Maternal health services



Pulani Ki mobile app also provides maternal health care services like; instant message alerts with relevant information for pregnant mothers, and book an appointment from a wide range of our skilled health care providers (Agents) for antenatal care, delivery, or postnatal care services like; post-abortion care. Using our platform, clients will have the option to sign up for regular Maternal Health Care tips. Clients who sign up for the MCH tips will receive regular information on MCH issues like; early warning signs for pregnancy, reminders to attend ANC, nutrition, immunization, and family planning among others. These tips will be shared regularly through emails and SMS.

4. **The information hub.**

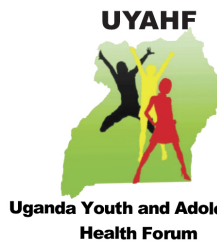
Pulani Ki mobile application offers an information hub, which is a one-stop center for all accurate information on SRHR issues like Contraceptives, MCH, HIV/STIs, support for SGBV, and Drugs & substance abuse. The information hub also has a 24-hour active chat service manned by qualified counselors to support our clients with any questions.

Where Pulani Ki will work

The Pulani Ki app has specifically been designed for urban adolescents and young people majorly due to their comparative advantage of access to internet connectivity and access to smartphones.

Partnerships and agents

The Pulani Ki app has been designed to use a partnership approach which will require working with various stakeholders like agents, and transport/delivery agents among others. To become an agent, one will have to be a fully and legally registered entity (business and None for Profit) operating in Uganda. The agents will be clinics, pharmacies, dispensaries, hospitals, NGOs, shelter homes, and small, retail, and wholesale shops that offer essential sexual reproductive health commodities and services, maternal health care services, and HIV/AIDS services and information. Agents will have only one option for delivering orders which is using Boda boda riders/motorcyclists and hence the client will have to meet these costs. The selected Boda boda riders/motorcyclists preferred by the Pulani Ki app are those that are reliable, safe, and efficient.



UGANDA YOUTH AND ADOLESCENTS HEALTH FORUM

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Descriptions of the consultancy assignment

UYAHF is looking to hire a legal consultant to offer legal consultancy services to support the Pulani Ki project with AD HOC legal services through its development phase for one month.

Specifically, the consultant will facilitate and support the project with the following scope of work;

1. Drafting terms of use for the Pulani Ki App.
2. Drafting a privacy policy for the Pulani Ki App.
3. Providing general legal advice on the Apps features and use.
4. Developing, reviewing, and aligning the apps data protection features and assurances to its beneficiaries

In executing the scope of work, the legal consultant will regularly keep in consultation with the UYAHF team and the App developers to ensure that the app's terms of use and the privacy policy align with the design nature and functionality of the app. The legal consultant is free and has the right to determine the method, approach, and means by which the services will be performed. For the avoidance of doubt, the legal consultant may undertake his/her consultancy tasks by telephone, electronic mail, or at such other places as necessary to execute the mandate granted under this engagement. However, regardless of the methodology/ approach used to undertake the task, the consultant must deliver within the agreed timeline.

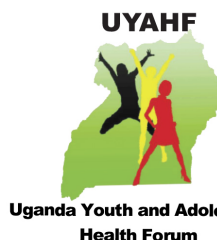
Expected outcome.

As part of the expected outcome is;

1. Reviewed, approved, and completed terms of use for the Pulani Ki App.
2. Reviewed, approved, and complete the privacy policy and data protection terms for Pulani Ki App.
3. Pulani Ki App meeting all necessary and relevant legal needs.

Consultancy outputs

1. Regular virtual or in-person consultation and coordination meetings between the legal consultant, PtY consortium partners, and UYAHF to discuss plans, develop joint thinking, and review progress for the scope of work. At least 2 meetings during the assignment undertaking.
2. A final copy of the terms of use of the Pulani KiApp.
3. A final copy of the privacy policy for the Pulani Ki App.
4. A simple and precise document with specific legal issues and needs that Pulani Ki must meet and documented guidance on how to address them.



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Obligations of UYAHF.

1. Provide the legal consultant with all the required information and key resource promptly.
2. Regularly plan for and convene coordination and consultative meetings with the legal consultant.
3. Review and provide approval of different drafts of the terms of use and the privacy policy for the Pulani Ki App that are developed and shared by the legal consultant.
4. Swiftly and timely discuss, agree, and execute all key legal advice provided by the legal consultant to facilitate the functionality of the app.
5. Pay legal fees to the legal consultant as agreed and enshrined in this Terms of Reference.

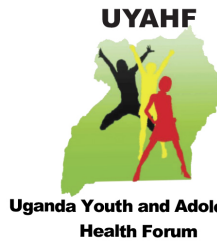
Timeline and Expected Outputs

The assignment is expected to take place from **3rd July to 28th July 2023** and is estimated to require a total of approximately **20** working days.

Breakdown of assignment into expected outputs	Timeline & estimated time investment
Hold discussions with the UYAHF team about what should be included in the draft privacy policy and terms of use and how the mobile application works	3 rd July 2023 to 19 th May 2023.
Hold discussions with the young people, consortium partners, and UYAHF team around the draft privacy policy and terms of use.	21 st July 2023
Share the final copies of the developed privacy and terms of use legal documents with the UYAHF team	28 th July 2023

Qualifications and Experience

- **Education:** A bachelor of law degree and/or professional training in LDC. Expertise in public health, public policy, development studies, social sciences, human rights, and/or sexual reproductive health rights is a strong asset. A post-graduate degree in MPH, project planning, and management is an added advantage.
- **Professional Experience:** At least 3 years of work experience in the area of research for development. Experience designing programs for the government is an added advantage. The candidate should also have experience in project management, with a focus on sexual and reproductive health rights. The candidate should have at least 4 years of experience in the area of meaningfully working with young people and creating spaces for them to exercise their rights.



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Remuneration:

1. The total fees for the consultation services will be inclusive of a 6% withholding tax. The fees will be paid in two installments of 70% at the signing of the contract and 30% upon delivering on all agreed scope of work and expected outcomes.

Expression of Interest

Candidates should submit a detailed expression of interest highlighting a refined methodology for the assignment and risk mitigation strategy, as well as relevant credentials, a budget for consultancy fees using daily fees and other relevant expenses related to the task, and a CV or CVs if more than one consultant in the team, examples of similar work done and clear breakdown of the financial proposal for the assignment.

Deadline for submissions: The submissions must reach the following address infouyahf@gmail.com and copied to jnakato@uyahf.com by 30th June 2023.

Kindly, note that the submission of a proposal does not give any guarantee of the award of this consultancy. Any person who calls or solicits the financial details of the assignment will be disqualified.