



Office of the Auditor General

THE REPUBLIC OF UGANDA

NOTICE OF REQUEST FOR EXPRESSION OF INTEREST FOR PROVISION OF COUNSELLING SERVICES ON RETAINER BASIS; OAG/CONS/2020-21/00254

Office of the Auditor General has allocated funds to procure a consultant to provide counseling services on retainer basis.

1. Office of the Auditor General now invites eligible Individual Consultants / Companies to express their interest in providing the required consultancy services as described above.
2. The entity now invites eligible consultants to submit sealed expressions of interest for provision of counseling services on retainer basis
3. Interested consultants should provide information demonstrating that they are eligible and possess the required qualifications and experience to perform the services supported with relevant documentation in accordance with shortlisting criteria below;

a) Academic qualifications.

- An advanced university degree (Masters or equivalent) in Clinical and Psychological Counseling, Counseling Psychological, Clinical Psychiatry or any other related degree
- Membership to the Uganda Counseling Association is a Must.
- Additional training or certification is also required in a broad range of related fields, such as alcohol/substance abuse, stress management, traumatic stress, cross cultural communication, conflict resolution, etc.

b) Years of experience

- Should have demonstrated proficiency and ability to undertake the Counseling or similar work. Must have at least 10 years of Counseling experience in corporate organization and or government

c) Technical experience

- Specialist expertise in the assessment of mental health needs and the assessment of risk
- Broad knowledge of all facets of counseling services and demonstrated skills to create a trusted environment in which others can talk confidentially.
- Ability to manage crisis situations which involve diverse actors and stakeholders. Ability to identify clients' needs and suggest appropriate solutions

- Excellent communication skills (oral, written and presentation)
 - Conflict resolution and mediation skills
 - Ability to communicate effectively with people of both genders and diverse national and cultural backgrounds
 - Skills in designing and delivering trainings / information session on a number of subjects and ability to adapt those to different audience.
4. Consultants may associate with other firms in form of a joint venture to enhance their qualifications. The form of association, where applicable, should be indicated in the Expression of Interest.
5. Interested consultants may obtain further information at the address below in 6 during office hours 8:00am – 5:00pm, Monday to Friday
6. Sealed expressions of interest in **one** Original and **four** copies must be delivered to the address below at or before 11:00am of 2nd June 2021.

The Accounting Officer,
Office of the Auditor General,
Attn: Head Procurement and Disposal Unit,
Office of the Auditor General P.O BOX 7083,
Kampala.
Audit House, Floor 2

7. The notice of expression of interest is available at the Entity's website at <https://www.oag.go.ug>

8. The Planned Procurement Activity Schedule (subject to changes) is as follows.

Activity	Date
a. Publication of notice of expression of interest	6 th May 2021
b. Closing date for receipt of expression of Interest	2 nd June 2021
c. Evaluation of expressions of Interest	7 th – 11 th June 2021
d. Display of shortlist	21 st June 2021

Francis Masuba
Accounting Officer