



Terms of Reference (ToRs)

Development of an advocacy strategy for project CSOs and networks (at national and sub-national level)

1.0. Background

Environmental Alert in collaboration with the **World Wide Fund-Uganda Country Office (WWF-UCO)** is implementing a project titled, **'Increasing access to sustainable and renewable energy alternatives in the Albertine Graben to conserve high value forest ecosystems to benefit people and nature in Uganda.'** This is a four (4) year project funded by the **Norwegian Agency for Development Cooperation (Norad)**. One of the key objectives of this project is to strengthen the capacity of civil society Organizations and networks operating in the renewable energy sub-sector to advocate for and drive change towards sustainable and renewable energy access. Interventions will be implemented at national and sub-regional levels involving civil society organizations and networks that are involved in the promotion of sustainable and renewable energy as well as in issues that are interlinked with or rooted in lack of access to sustainable, clean and affordable energy. Vertical and horizontal linkages and synergies between the civil society organizations and networks at both the national and sub-regional levels will be pursued for more structured policy engagements.

The project's goal is, **'Communities living in the Albertine Graben have adopted sustainable and renewable energy alternatives to reduce dependency on biomass for their energy needs.'** The project aims to contribute to this goal by delivering on three outcomes, which include:

- a) Civil society in partnership with other agents of change is transforming government & private sector decisions & practices towards sustainable & Renewable Energy development;
- b) Government, private sector, civil society actors & local communities have adopted effective strategies & practices that support sustainable & Renewable Energy access;
- c) Government & private sector have put in place an enabling environment that supports increased financing/investment for sustainable & Renewable Energy development.

2.0. About Environmental Alert

Environmental Alert (EA) is a Ugandan Non-Governmental Organization officially registered with the NGO Board, founded in 1988, that promotes sustainable agriculture and natural resources management for sustainable livelihoods in Uganda through supporting community development and policy lobbying and advocacy. Environmental Alert envisions, **'Resilient and dignified communities, managing their environment and natural resources sustainably.'** Since its inception, Environmental Alert has been working with local communities in Eastern, Northern, Western and Central regions of Uganda linking evidence based information to national policy and advocacy processes. Environmental Alert hosts the Secretariat for the following national networks:

- a) *PROLINNOVA Uganda Country programme;*
- b) *Environment and Natural Resources Civil Society (ENR-CSO) Network; and*
- c) *The Uganda Forest Working Group (UFWG).*



3.0. Objectives of the Consultancy

The purpose of this assignment is to, *'Develop an advocacy strategy for project CSOs and networks at national and sub-national level which will guide and inform effective engagements targeted at influencing government policies and best practices for advancement of improved access to sustainable and renewable energy resources in the Albertine Graben.'*

4.0. Scope of the Assignment

The successful consultant will be required to carry out the following activities/tasks:

Task 1: Develop an advocacy strategy that provides a framework for strengthening project CSOs and networks advocacy interventions. This strategy is intended to guide and promote creative and strategic alliances, collaborations and partnerships for effective engagement and dialogue with policy and decision makers on renewable energy issues for sustainable development. The consultant will be expected to:

- a) Review project CSOs and networks current advocacy initiatives and identify gaps, potential priorities and areas of focus;
- b) Carry out consultations with Project CSOs and Networks key staff to identify advocacy capacity gaps as well as priority areas for advocacy.
- c) Carry-out consultations with some of current advocacy networks to identify areas for potential collaborations;
- d) Develop a complete advocacy strategy, outlining clear objectives, targets, activities, allies, deliverables and indicators, as well as an implementation plan.

The following aspects should be covered in the strategy:

- Identification and analysis of advocacy issues,
- Identification and analysis of stakeholders,
- Formulation of measurable objectives,
- Developing core advocacy messages,
- Developing the strategy (approaches, techniques, messages and materials),
- Developing advocacy action plan,
- Planning for monitoring and evaluation

Task 2: Facilitate a validation workshop to be attended by the key project stakeholders (especially those who were consulted during the assignment) (costs to be met by Environmental Alert). During this workshop, the consultant shall present the findings of the assignment.

5.0. Key Deliverables

The consultant will work closely with Environmental Alert and project CSOs and Networks designated staff. All deliverables will be submitted to Environmental Alert on date as mutually agreed during the inception meeting. The reports will be reviewed by Environmental Alert and partner team. All draft and final documents will be submitted as soft copies. The consultant should submit the following key deliverables:

- A) Inception report:** Building on the initial proposal submitted, the selected consultant will be expected to prepare an inception report within 2 days of being awarded the contract. The inception report must include a clear understanding of the terms of reference, budget, and description of the



methodology, including data requirements, data sources and methods of data collection, and a work plan with a clear timetable proposed to execute the assignment, illustrated where appropriate, with charts for activities.

- B) Draft Advocacy Strategy Document:** The consultant is expected to conduct a comprehensive desk review to gather data which is available from routine statistics and analysis. This must utilize reliable sources and be referenced to academic standards. In addition, the consultant will be required to carry out key informant interviews to verify literature and to get baseline information that may not necessarily have been documented.
- C) Action Plan and resourcing plan:** The consultant is expected to prepare and an action plan (with key activities, implementation schedule and resource requirements). This plan should be developed in line with in the WWF Capacity assessment tool.
- D) Final study report:** The consultant is expected to incorporate feedback and prepare a final advocacy strategy and action plan with aspects under the scope incorporated.

6.0. Methodology

The methodology will be proposed by the consultant. However, we expect that the consultant will use participatory and interactive methods and approaches. Consultant will work closely with the project CSOs coordinated by Environmental Alert as the designated contact point in setting up meetings, exchanging information, providing documentation, organizing and facilitating consultative meetings. Environmental Alert will meet the logistical costs associated with organizing and conducting of the consultative meetings as part of this initiative.

7.0. Timeframe

The assignment is planned *to take not more than 25 working days*.

8.0. Facilitation

- a) The total amount (as professional fees for consultant/s) for this assignment shall be agreed upon by both parties upon understanding of the task at hand. Other expenses such as transport, accommodation and communication will be reimbursed
- b) Statutory Deductions**

The Consultant will be responsible for declaration of the income for income tax purposes. (I.e. **6% from the gross payment**) payable to Uganda Revenue Authority in accordance with the income tax regulations of the Republic of Uganda.

9.0. Qualifications and required competencies for the consultants

Environmental Alert is looking for a competent consultant or team of consultant/s with requisite training, knowledge, skills, proven experience in undertaking similar assignments.

Applications from individuals or teams are welcome and will be assessed on their ability to demonstrate the following qualifications and competencies:

- a. *Relevant academic background (post graduate qualification as a minimum) in policy and advocacy, energy, social sciences, natural sciences engineering, and environment;*



- b. Demonstrated experience (at least 5 years) in carrying out similar assignments in relation to policy lobbying and advocacy by CSOs and networks at different levels; planning and strategy development for advocacy engagements;*
- c. Strong analytical, facilitation and communication skills;*
- d. Good understanding of the policy making and implementation process in Uganda and how it relates with sustainable and renewable energy and natural resources management;*
- e. Good understanding of critical issues and challenges in the renewable energy-sub sector in Uganda;*
- f. Good understanding of international processes in regards to advocacy for renewable energy development*
- g. Excellent writing skills (English) and ability to conceptualize renewable energy issues;*
- h. Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.*

11. Application Submission process

Both *Technical and Financial Proposal* should be submitted in soft copy. All proposal documents shall be provided in English language. *Individual consultant, consultancy firm, national NGOs or local capacity builders* are eligible to submit their technical and financial proposals.

Applications should be addressed to the Executive Director, Environmental Alert, and P.O. Box 11259, Kampala, Uganda. Or E-mail to *pm@envalert.org* with a copy to *ed@envalert.org* or hand deliver to Plot 3, Sonko Lane, Kabalagala (off Gaba Road). Applications should be delivered to the above address not later than **13th October 2017**.