



Terms of Reference (TORs) for documenting key successes under the STRENPO project Environmental Alert led Outputs

Prepare and submit your expression of interest and related technical and financial proposal to Environmental Alert.

P.O. BOX, 11259,
KAMPALA UGANDA
EMAIL: ed@envalert.org
TEL.: 0414510547

*This initiative is implemented in collaboration with **CARE International in Uganda** through, 'strengthening resilience and inclusive governance Program,' with Financial support from **DANIDA** through **Care Denmark**. The program is being implemented by CARE International in Uganda in partnership with National CSOs partners.*





1.0 Introduction

These are ToRs for a consultant to document key successes **under the STRENPO project key outcome (2) with a strong focus on Increased capacity of CSO partners to uptake resilience approaches to push for inclusive governance as well as an effective national and local CSO partners and networks capacity to undertake policy analysis and advocacy** to strengthen resilience of women, girls and refugees against the impacts of climate change. These ToRs present the overall purpose of the assignment, scope of work, the suggested methodology and approaches, the expected outputs and the required qualification and experiences of the resource person.

2.0 Background

Environment Alert (EA)¹ is implementing a project titled, **“Strengthening resilience and promoting inclusive governance for women and youth in vulnerable communities.”** that aims at ensuring that **Civil society organizations and Networks have increased capacity and expand spaces for negotiation between empowered citizens and refugees and accountable duty bearers through multi-stakeholder platforms focused on resilience.** The project is being implemented in collaboration with Care International in Uganda with financial support from DANIDA.

EA contributes to project objective 2 that aspires to ensure that ‘Civil society organizations and networks have increased capacity and expand spaces for negotiation between empowered citizens, refugees and accountable duty bearers through multi-stakeholder platforms focused on resilience.’

There are various initiatives/engagements being conducted/implemented by different actors (including STREPO project partners E.g JESE, ACODE, RICE WN, CSO networks), aimed at promoting and or influencing decisions and investments for advancing climate change resilience in the agriculture, water and environment sectors. In the case of the STRENPO project, some of these over the last 3 years, which were implemented include: capacity needs assessments, responsive capacity building; issue based & structured policy engagements; targeted awareness creation among others.

Consequently, there are various outputs, outcomes and successful case studies at the national and local levels. Unfortunately, these have not been identified and documented in a structured and participatory approach. This among others, limits effective use of these as a basis for future issue based structured engagements with the duty bearers at the national and local levels and hence forth in away compromises decisions and investments for climate change resilience at all levels in the agriculture, water and environment sectors.

It's against this background that EA is planning to profile the most significant successes brought about the STRENPO project amongst her primary targets with a strong focus on the efforts to strengthen resilience of women, girls and refugees through capacity building and policy advocacy.

3.0 Purpose of the consultancy

The overall objective of the assignment is to take stock of the most significant successes around strengthened CSO networks capacity and policy influencing with a strong focus to policy processes and spaces at national level that are aimed at strengthening the resilience of women, girls and refugees to the impacts of climate change.

4.0 Scope of work

As a resource person, you are expected and not limited to:

a) Document the STRENPO project key successes around CSO networks strengthened capacity, the Joint sector review processes, national level policy influencing for-example the Climate change bill, collaborative approaches to influence policy by the beneficiaries (i.e. CSOs network members both at national and local level).

a)

5.0 Key deliverables

¹ Further information about EA is available in **Box 1**.



The resource person will work closely with EA's designated staff and submit all the deliverables to EA.

- i. *Inception report;*
- ii. *Final booklet with at least 3 well documented successful case studies;*
- iii. *Participatory Documentation report – highlighting the methodology & process used in the participatory documentation of the successful case studies, key emerging issues and recommendations going forward.*

Notable: All deliverables shall be submitted in softcopy in an editable format.

6.0 Methodology and approaches

The methodology will be proposed by the resource persons. However, EA expects the resource person to apply participatory and interactive approaches during the documentation process.

7.0 Time frame and timelines for the consultancy

The assignment is planned to take effect from **01 July 2021** and is anticipated to take not more than 15 working days. In **Table 1**, the tasks, outputs and associated timelines within which the outputs should be delivered are presented.

Table 1: Key tasks, expected outputs and related timeframe for submission of the outputs.

Task	Output	Duration (Days)	Due date
Signing of contract	Contract signed	1	01 July 2021
A) Approval of the inception report	Inception report approved	1	01 July 2021
B) Literature review/Desk reviews and Key informant Interviews	Draft Booklet Draft <i>Participatory Documentation report</i>	5	02 July to 12 th July 2021
Compilation of final booklet	Draft booklet Participatory Documentation report	5	
C) Validation of the Participatory Documentation report and draft booklet	Feedback given	1	13 th July 2021
D) Final booklet and Participatory Documentation report	Approval of final booklet and Participatory Documentation report with the most significant successes.	1	15 th July 2021
Total days		14	



8.0 Correspondence

All contractual and implementation correspondences will be addressed to **Dr. Joshua Zake** (Ph.D.), Environmental Alert, P.O Box 11259, Kampala, Uganda, **Email:** ed@envalert.org with a copy to po.cnc@envalert.org

9.0 Payments

The resource person will be paid professional fees as compensation for his/her technical/professional expertise and time invested in the delivery of the expected outputs. This will be discussed and agreed amicably for a win-win for both the consultant and Environmental Alert.

Notable is that the resource person will be responsible for declaration of the income for income tax purposes and where applicable, *EA will make 6% statutory deductions (from the gross payment for professional fees) payable to Uganda Revenue Authority as withholding tax in accordance with the income tax regulations of Uganda. Furthermore, 10% of the professional fees will be charged as contribution towards EA management costs.*

EA will meet all the costs including the training workshop costs.

10.0 Contractual conditions

- a) The resource person shall be persons of high integrity and competence in application of the task at hand for the period required.
- b) Except with prior agreement with EA, the Consultant shall not publicize or make public through media or in private any (part) of the raw or finished material, recommendations or information provided within the framework of this contract.
- c) All reference materials belonging to EA that the Consultants may have in possession by virtue of the contract shall be surrendered to EA at the end of the contract.
- d) In case of conflict arising from the implementation or execution of this contract, the parties agree to do their best to avoid legal action, but shall seek arbitration from a third party acceptable to both parties.

11.0 Qualifications and required competencies for the team of consultants

Environmental Alert is looking for a competent resource person with the following qualifications and competencies:

- i. *Relevant academic background with a minimum qualification of a Master's degree in appropriate discipline including: Gender studies, Environmental Management, Natural Resources Economics, social sciences, Environment and Natural Resources, Agricultural Sciences, Community Based*
- ii. *Climate adaptation, Policy and Advocacy, and other related disciplines; Good understanding of the climate change resilience landscape in Uganda;*
- iii. *Demonstrated skills/competences for research in terms of data collection, analyses, synthesis and presentation;*
- iv. *Evidence of previous similar work conducted*
- v. *Excellent presentation, documentation and reporting skills;*
- vi. *Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadline.*

12.0 Application process

Applications should be submitted in soft copy or hard copies and addressed to the Executive Director, Environmental Alert P.O. Box 11259, Kampala, Uganda Or email to ed@envalert.org or hand delivered to Plot 3, Sonko Lane, Kabalagala (off Ggaba Road). Expression of interest should be sent before close of business than **30th June 2021**.



Annex 1: About Environmental Alert

Environmental Alert (EA) was founded in **1988** and has developed and transitioned into a National Non-Governmental organization contributing to an enabling policy environment for sustainable agriculture and sound environment and natural resources management at community, local, national and international levels. EA is officially registered with the NGO Board as a Ugandan non-governmental organization (NGO), incorporated as a company limited by guarantee. EA is governed by an Independent Board that is responsible for providing strategic oversight of the organization including ensuring its integrity as a voluntary service organization.

EA is a **1st prize winner of the Energy globe award for environmental sustainability-2005 under the category, earth.**

EA is a member of the International Union for Conservation of Nature (IUCN) and a Member of The IUCN National Committee for Uganda.

EA envisions, *'Resilient and dignified communities, managing their environment and natural resources sustainably.'*

EA's mission is to, 'Contribute to improved livelihoods of vulnerable communities by enhancing agricultural productivity and sustainable natural resources management'

Program and institutional Components:

1. Environment and Natural resources management;
2. Food security and Nutrition;
3. Water, Sanitation and Hygiene;
4. Finance and Administration;
5. Resource mobilization and Investment.

Scale of Implementation:

EA operates in selected districts for generation of evidence to inform policy engagements on agriculture, environment and natural resources at National and International levels. Currently EA's operations are in over 40 districts across the country. EA undertakes area wide targeted awareness on selected issues in agriculture, environment and natural resources engagements

EA is a Secretariat for following networks:

- a) The Network for Civil Society Organizations in Environment & Natural Resources Sector (ENR-CSO Network) - <http://enr-cso.org/>;
- b) Uganda Forestry Working Group - <http://ufwg.entalert.org/>;
- c) The Standards Development Group (for promotion of Sustainable Forest Management in Uganda); and
- d) Promoting Local Innovation in ecologically oriented agriculture and natural resources management (PROLINNOVA-Uganda Network) - <http://www.prolinnova.net/uganda>;
- e) The Renewable Energy CSO Network.

Further information about Environmental Alert is available at: <http://entalert.org/>