



Terms of Reference for short-term consultancy to compile an assessment report and the position paper for the civil society organizations & networks in Renewable energy and their contribution to the Renewable energy sub-sector Development for the FY 2017/18

1.0 Background

Every year, the Ministry of Energy and Mineral Development (MEMD) undertakes the Joint Sector Review (JSR), a process composed of government line departments, ministries, agencies, institutions, development partners, private sector and CSOs among other stakeholders. The Joint sector review is an annual event that provides a forum for performance assessment, planning and policy guidance, allowing a broad spectrum of stakeholders to get an insight into, discuss and influence sector developments. The JSR is organised along five (5) thematic areas, namely: Sector Governance, Power Sub-sector (Supply, Access, Financing, Regulation, Dispute Resolution); Biomass Resource Management (Demand and Supply); Oil and Gas Sub-Sector (Upstream, Midstream and Downstream); Mineral Sub-Sector (Geological Surveys and Mineral Exploration; Inspection and Mineral Production; and Geothermal Energy Development, Value Addition and Regulation).

The main purpose of the JSR is to assess progress in achieving sector strategic objectives, identify strengths and weaknesses of policy implementation and assess the extent of the achievement of the undertakings for the last financial year (MEMD, 2016). Each of the thematic area presents its agreed undertakings which feed into the Planning and Budgeting process for the next financial year.

As in the past, the JSR process of the Ministry of Energy and Mineral Development for FY 2017/18 will be conducted by MEMD in October 2018. Previously, CSOs have been participating by attending the main event - two days meeting. However, this year, Environmental Alert (EA) plans to mobilize CSOs & Networks in the Renewable energy sub-sector to actively participate in the JSR process. This will be through self-assessment of their contributions to the sub-sector and an assessment of the government's performance against the commitments that it set for itself during the ended financial year 2017/18. This assessment will be compiled into a CSOs and Network's annual performance report and Position paper which will be published and shared with MEMD, other stakeholders and the general public.

This initiative is part of several other engagements under the project titled, ***'Increasing access to sustainable and renewable energy alternatives in the Albertine Graben.'*** The goal of the project 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 is being implemented by EA in partnership with the World Wide Fund for Nature – Uganda Country Office and with financial support from the Norwegian Agency for Development Cooperation (Norad)

Since project inception, CSOs & Networks in Renewable energy sub sector have actively engaged in some of the government processes such as policy review process of the Renewable energy policy; where a CSOs and Networks position with recommendations has been develop and submitted to the Ministry for consideration.

Notable is that CSOs complement the implementation of Government plans and programs. They further play a watch dog role as stipulated in the constitution. Thus, conduct value adding policy, lobbying and advocacy engagements to review/appraise government performance in respect to commitments as stipulated in policies,

programs and approved plans. It is further envisaged that CSOs & Networks participation in the JSR process will also contribute to the project outcome 1 (*Civil society in partnership with other agents of change is transforming government and private sector decisions and practices towards sustainable and renewable energy development to the benefit of women, men and youth*).

It is against this background that EA is commissioning a consultant to compile reports from CSOs and Networks in Renewable energy sector into a consolidated report for the FY 2017/18.

1.2 Objectives of the consultancy assignment

- a) To conduct a participatory appraisal of the renewable energy sub sector performance against its annual commitments/targets for FY 2017/18;
- a. To consolidate information from CSOs & Networks in Renewable energy on their annual contribution to the Renewable energy sub-sector including financial contributions. (at least estimates);
- b. To generate a draft position paper for CSOs & Networks with alternative policy and practice recommendations to advance access and sustainable utilization of renewable energy resources.

About EA

Environmental Alert (EA) is 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 **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*'

1.3 Methodology

Environmental Alert (EA) is taking lead in mobilizing CSOs & Networks in Renewable energy both at national and sub regional levels to share information on their contribution to the Renewable energy sub sector through their performance reports using an agreed performance measurement template/tool derived from the Renewable sub-sector outcome targets and related indicators. A consultant who will be commissioned will have face to face interactions/interviews with the mobilized CSOs and Networks to gather information using a checklist which will be aligned to the targets in the sector development plan. Further interactions for the required information will also be through email correspondences, telephone consultations and consultative meetings with the private sector in renewable energy.

The consultant will further synthesize the data to inform a draft Renewable energy CSOs & Networks annual performance report and position paper. The draft report and position paper will be further discussed during the CSOs and Networks validation workshop. This report will present the CSOs & Networks contributions to the outcome targets and related indicators in the renewable energy sub-sector development plan.

1.4 Expected Outputs

- i. A detailed consolidated CSOs & Networks Performance Report FY 2017/18;
- ii. A CSOs & Networks Position Paper that will be presented to Ministry of Energy and Mineral Development Joint Sector Review 2018. The position paper will also be disseminated targeting other stakeholders and the general public.

1.5 Draft Report format

- a. Title page, Acronyms, Acknowledgments, Table of Contents
- b. Context (Background / CSOs & networks participation and Coordination) including the total financial contribution of CSOs & networks to the sector (for those that will reveal their contribution).
- c. Achievements and Outcomes linked to the sector outcome targets and indicators
- d. Cross-Cutting issues (e.g. climate change, governance, HIV/AIDs, Youth & gender, community development and poverty)

- e. Sector emerging issues (i.e. both opportunities & challenges)
- f. Policy and practice recommendations
- g. ANNEX- list of references, CSOs & Networks contributing to the Report.

Note: Sections on achievements- should include analysis- presentation of data in figure or table form.

1.6. Timeframe: The assignment is planned to take not more than **12 working days**.

The consultant will work closely with Environmental Alert designated staff. All deliverables will be submitted to Environmental Alert on date as mutually agreed during the inception meeting. The report will be reviewed by Environmental Alert and all draft and final documents will be submitted as soft copies.

Time lines for the Consultancy

Task	Output	Duration	Due date
1. Development and presentation of a performance measurement tool/template to EA team		1.5 days	13 th August, 2018
2. Data/information collection from CSOs & Networks in Renewable energy i. Conduct follow-up face to face Interviews with at least 15 selected CSOs& Networks ii. Contact CSOs & Networks for submission of self-appraisal reports iii. Data analysis and synthesis of information iv. Compile and document report submissions by sub-national and national CSOs & Networks	Checklist of issues and questions for analysis	7 days	31 st August, 2018
3. Present and submit the draft report for internal review to EA	Draft report submitted to EA	0.5 day	4 th September,2018
4. Facilitate a validation workshop for CSOs and Networks to validate the draft report	A validated draft CSOs and Networks assessment report	0.5 day	6 th September, 2018
5. Draft report edited and consolidated with input from EA and CSOs & Networks members addressing comments and Final report submitted		1 days	10 th September, 2018
6. Development and submission of draft position paper to EA	Draft Position paper	1 day	17 th September,2018
7. Facilitate a half day validation workshop for 15 key selected representatives of CSOs and Networks to validate the draft position paper	A validated draft Position paper	0.5 day	20 th September,2018
8. Addressing comments, integration of input from the validation workshop into the final position paper and submission of the Final position paper for publishing in popular print media		1 days	27 th September,2018
Total days		12 days	

1.7 Correspondence

All contractual and implementation correspondences will be addressed to Dr Joshua Zake, Environmental Alert, P.O. Box 11259 Kampala – Uganda, email: ED@envalert.org or joszake@gmail.com

1.8 Facilitation

a) The total amount (as professional fees for consultant) for this assignment shall be agreed upon by both parties upon understanding of the task at hand. Other expenses such as communication and transport will be reimbursed.

c) EA will directly arrange and meet all the costs for the validation workshop for the reports and related half day meetings to review and validate the position paper.

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. Thus, the Consultant must have a Tax Identification Number.

1.9 Qualifications and required competencies for the consultant

Environmental Alert is looking for a competent consultant with requisite training, knowledge, skills, proven experience in undertaking similar assignments. Applications are welcome and will be assessed on one's ability to demonstrate the following qualifications and competencies.

- a) *Relevant academic background in energy, social sciences, Natural sciences, engineering and environment;*
- b) *Experience in policy analysis, lobbying and advocacy and evidence with a certificate in this respect is an added advantage;*
- c) *Demonstrated experience in carrying out similar assignments, thus evidence of certificate of completion or equivalent for similar assignments is a key requirement;*
- d) *Strong analytical, facilitation and communication skills;*
- e) *Good understanding of the policy making and implementation process in Uganda and how it relates with sustainable and renewable energy and natural resources management;*
- f) *Good understanding of critical issues and challenges in the renewable energy-sub sector in Uganda;*
- g) *Good understanding of international processes in regards to advocacy for renewable energy development;*
- h) *Excellent writing and reporting skills (English) and ability to conceptualize renewable energy issues;*
- i) *Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.*

10. Application Submission 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 envalert@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 **10th August, 2017**.