



Terms of Reference for a Consultant to develop a Capacity Building Plan for Project CSOs and Networks based on the findings of the advocacy capacity needs assessment using WWF capacity assessment tool.

1.0 Background

Environment Alert (EA) is implementing a project titled '*Increasing access to sustainable and renewable energy alternatives in the Albertine Graben*' that aims at communities adopting sustainable and renewable energy alternatives to reduce dependency on biomass for their energy needs. The project is being implemented in collaboration with the Wild Wide Fund-Uganda Country Office (WWF-UCO) with financial support from NORAD. One of the project outcomes is '*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*'

There are already initiatives that have been done to contribute to the achievement of the above project outcome, i.e. EA has already developed a CSOs and Networks advocacy strategy. The strategy provides a framework for the project CSOs & Networks to undertake advocacy interventions aimed at increasing access to sustainable and renewable energy options in the Albertine Graben to reduce the demand for biomass there by contributing to conservation of high value forest ecosystems to benefit people and nature in Uganda.

In addition, WWF developed a capacity needs assessment tool that was used to assess Project CSOs and Networks in terms of the level of internal capacity and the results achieved by the CSOs in relation to WWF and other donor support in becoming effective managers, advocates and agents of change for sustainable development. The results of this assessment of each CSO provide an indication of the performance of CSO capacity building work and improve planning and intervention strategies to build strong civil society organizations/networks¹.

Against that background, EA is seeking for a competent consultant to develop a Capacity building plan for Project CSOs and Networks

¹ A strong Civil society organization/ Network has ethical standards and actively participates and contributes to change as a service provider and/or by acting as an advocate and agent for improvement in a range of areas such as good governance and sustainable development.

2.0 Objectives of the consultancy

The purpose of this assignment is to, '*develop a Capacity building plan based on the findings of the advocacy capacity needs assessment using WWF capacity assessment tool.*'

4.0 Expected Outputs

The consultant is expected to develop a Capacity building plan for project CSOs and Networks on advocacy for sustainable and renewable energy development in Uganda, which will be validated during the stakeholders' validation meeting.

5.0 Key deliverables

The consultant will work closely with Environmental Alert and all deliverables will be submitted to Environmental Alert on the date as mutually agreed during the inception meeting. The draft and final reports/ documents will be submitted as soft copies for review by EA. The consultant should submit following key deliverables,

- a) Inception report: Outlining details/ process of developing the capacity development plan for project CSOs and Networks and timeline/ delivery dates;
- b) Schedule of inception and validation meeting
- c) Draft capacity building plan for feedback and comments during the validation meeting
- d) A final capacity building plan
- e) Training manual
- f) Training workshop report

6.0 Methodology

The consultant will review and use the information collected/ findings of the advocacy capacity needs assessment for project CSOs and Networks to develop a capacity building plan out of the identified gaps using WWF capacity assessment tool.

In addition, the Consultant will work closely with EA and project CSOs in exchanging and providing information and clarification where need be. The assignment will be concluded with a validation meeting where a draft Capacity building plan will be presented to the project CSOs and Networks for their comments and input.

7. 0 Timeframe

The assignment i.e. development of the Capacity Building plan for CSOs and Networks is planned to be undertaken between the month of October and November, 2017. The following are the proposed time lines that may be revised after discussions between parties.

Task	Output	Duration	Due date
Signing of contract	Signed contract	1 day	22 nd October, 2018
Presentation and submission of inception report to EA, and kick-start the work	Inception report	1 days	23 rd October, 2018

Development and submission of the zero draft capacity building plan to EA	Presentation to EA	8 days	7 th November, 2018
Validation of draft capacity building plan	Presentation to project CSOs and Networks	1 days	15 th November, 2018
Final capacity building plan submitted	Final report	1 day	20 th November, 2018
Development of the training manual for training national level project CSOs and Networks on advocacy for sustainable and renewable energy development in Uganda	Training manual	3 days	21 st -23 rd November, 2018
Conduct a three days training for national level project CSOs and Networks on advocacy for sustainable and renewable energy development in Uganda	Training report	5 days	28 th -30 th November
Total days		20 days	

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

8.0 Facilitation

a) The total amount for this shall be agreed upon by both parties upon understanding of the task at hand.

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 consultant

EA is looking for a consultant with the following skills and competencies

- a) *Relevant academic background in energy, social sciences, Natural sciences, engineering and environment;*
- b) *Knowledge and experience in Natural resources*
- c) *Experience in policy analysis, lobbying and advocacy and evidence with a certificate in this respect is an added advantage;*
- d) *Demonstrated experience in carrying out similar assignments, thus evidence of certificate of completion or equivalent for similar assignments is a key requirement;*
- e) *Extensive work experience and proven record in Capacity development, advocacy, Organizational/institutional developments and strategic management;*
- f) *Strong analytical and excellent writing and reporting skills;*

- g) *Familiarity with NGO context;*
- h) *Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.*

10.0 Application process:

Applicants should submit both their technical and financial proposals in soft and 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 **15th October, 2018**. **For more information contact:** Ms. Racheal Nalule on Mobile: **0776365595** email: po.energy@envalert.org with a copy to Dr. Joshua Zake on email joszake@gmail.com, ed@envalert.org

About Environmental Alert

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 is officially registered with the NGO Board as a Ugandan non-governmental organization (NGO), incorporated as a company limited by guarantee. Environmental Alert envisions, ***'Resilient and dignified communities, managing their environment and natural resources sustainably.'***

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 20 districts across the country. EA undertakes area wide targeted awareness on selected issues in agriculture, environment and natural resources engagements

Environmental Alert hosts the secretariat for the following national networks;

- a) The Network for Civil Society Organizations in Environment & Natural Resources Sector (ENR-CSO Network);
- b) Uganda Forestry Working Group;
- 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).

Further information about Environmental Alert: www.envalert.org