



Terms of Reference for a Consultant to Conduct Capacity Building Trainings on M & E, Advocacy and Lobbying for CSO Networks on Renewable Energy at National and Sub-national Levels in Uganda

1.0 Introduction

This is the Terms of Reference (ToRs) for the required technical support towards conducting capacity building trainings for ***CSO Networks on Renewable Energy at National and Sub-national Levels in Uganda***. The training will be in lobbying and advocacy with practical examples on CSO engagement in policy and legislative processes at national and local levels.

These ToRs therefore provide information on the overall objectives of the consultancy assignment, the general methodology, tools and approaches, expected outputs/deliverables and the required qualification and experiences of the consultant to conduct the trainings.

2.0 Background

Environment Alert (EA)¹ 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 the Norwegian Agency for Development Cooperation (Norad). One of the project outcomes is '*Project CSOs have capacity to engage government and private sector on adoption of policies, legislation and best practices for sustainable and renewable energy access.*'

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/networks. Furthermore, some of the Project CSOs and Networks were trained in advocacy and equipped with knowledge and skills in conducting advocacy work in renewable energy.

¹ Further information about Environmental Alert detailed in the profile available at: <http://envalert.org/wp-content/uploads/2018/07/EA-profile-Updated.pdf>



Against that background, EA is seeking for a competent consultant to conduct capacity building trainings for project CSOs on lobbying and advocacy to raise their capacity to engage government and private sector on adoption of policies, legislation and best practices for sustainable and renewable energy access in Uganda to Level 3 (***informed by the results of the WWF CSO Level of Engagement Tool***).

2.1 Target groups for the trainings:

The trainings target members of the:

- **'National CSO Network on Renewable Energy in Uganda'**² i.e. 20 members including national and sub national CSOs.
- **'Northern Albertine Sustainable Energy Network'** i.e. 30 CSO members.
- **'Mid-Albertine Sustainable Energy Network'** i.e. 32 CSO members.

3.0 Purpose of the assignment:

The overall objective for this consultancy is to train and equip members of the ***National and Sub-national CSO Networks on Renewable Energy in Uganda*** in aspects of M & E, advocacy and lobbying - with practical examples of CSO engagement in policy and legislative processes at national and local levels.

As a resource person, you are expected to undertake the following for three planned capacity building workshops (one at national level and two at sub-national level):

3.1 Capacity Training Workshop for National CSO Network on Renewable Energy in Uganda

- a. Develop training schedule and tools for the training to be delivered;
- b. Deliver training on:
 - i. *Basic M&E principles and reporting—what's important to be measured (M&E), tracking of changes and impacts as a result of lobbying and advocacy, the parameters to be collected and reported;*
 - ii. *M&E for the National Renewable Energy Civil Society Organizations (CSOs) Network for lobbying and advocacy - with practical examples on renewable energy policy engagement at national and local level;*
 - iii. *How to develop an M&E frame work.*
- c. Share training tools developed with Environmental Alert prior to the training date;
- d. Develop and submit high quality training report.

3.2 Capacity Training Workshop for the Northern Albertine Sustainable Energy Network

- a. Develop training schedule and tools for the training to be delivered;
- b. Deliver training with focus on:
 - i. *Basics of advocacy and lobbying;*
 - ii. *Budget advocacy at district local government level;*

² Further information about the network is provided in sub-Section 11.0.



- iii. *Influencing planning processes at district local government - Mobilizing citizens/constituents to play an active and informed role in assessing energy issues and identifying strategies to address them which reflect the needs of different groups (such as women, youth groups, etc.);*
 - iv. *Lobbying and engaging local private sector actors working on sustainable and renewable energy access in the districts;*
 - v. *Generation and dissemination of evidence-based documents (position papers, petition and case studies) to facilitate civil society advocacy and lobbying at key events in the districts, within working groups and meetings on **planning and budgeting** as well as **consultations** on key issues on sustainable and renewable energy.*
- c. Share training tools developed with Environmental Alert and Rural Initiative for Community Empowerment – West Nile (RICE-WN) prior to the training date;
 - d. Develop and submit high quality training report.

3.3 Capacity Training Workshop for the Mid-Albertine Sustainable Energy Network

- a. Develop training schedule and tools for the training to be delivered;
- b. Deliver training on advocacy and lobbying with focus on:
 - i. *Basics of advocacy and lobbying;*
 - ii. *Budget advocacy at district local government level;*
 - iii. *Influencing planning processes at district local government - Mobilizing citizens/constituents to play an active and informed role in assessing energy issues and identifying strategies to address them which reflect the needs of different groups (such as women, youth groups, etc.);*
 - iv. *Lobbying and engaging local private sector actors working on sustainable and renewable energy access in the districts;*
 - v. *Generation and dissemination of evidence based documents (position papers, petition and case studies) to facilitate civil society advocacy and lobbying at key events in the districts, within working groups and meetings on **planning and budgeting** as well as **consultations** on key issues on sustainable and renewable energy.*
- c. Share training tools developed with Environmental Alert and Kitara Civil Society Network (KCSN) prior to the training date;
- d. Develop and submit high quality training report.

4.0 Methodology and approaches

The consultant/ resource person will use participatory approaches and methods. It is expected that group work sessions will be conducted to develop advocacy and lobby documents, M&E frameworks using the skills from the training delivered.

5.0 Expected outputs/Deliverables

- a. Inception report: Outlining details/ process of how the **three (3)** two-day trainings will be conducted;
- b. Develop and submit the training schedules and tools with the training themes to Environmental Alert, KCSN and RICE-WN as specified above;
- c. Conduct **three (3)** training workshops for the selected members of the National and Sub-national CSO Networks as specified in 2.1;



- d. Compile and submit quality training reports to Environmental Alert, KCSON and RICE-WN for the training conducted.

6.0 Timeframe

The assignment is planned to be undertaken mainly in the month of June, 2019. The following are the assignment tasks, related deliverables and proposed timelines is presented in **Table 1**.

Table 1: The assignment tasks, related deliverables and timelines.

Task	Number of days	Deliverables	Timelines
A) Development, presentation and submission of inception report to EA.	1	Inception report: Outlining details/ process of how the two days training will be conducted.	10 th June, 2019
B) M & E capacity training workshop for National CSO Network on Renewable Energy in Uganda			
i) Develop and submit the training schedule and tools with the different the training themes to Environmental Alert.	2	Training schedules and tools having the different training themes.	17 th June, 2019
ii) Conduct a two days training in M&E for the National Renewable Energy Civil Society Organizations (CSOs) Network for lobbying and advocacy - with practical examples on renewable energy policy engagement at national and local level.	2	Deliver a two days training to 20 project CSOs and Networks.	24 th -25 th June, 2019
iii) Compile and submit a quality report to EA from the training conducted.	2	A quality training report	1st July, 2019
Sub total days	6		
C) Advocacy and lobbying capacity training workshop for the Northern Albertine Sustainable Energy Network			
i) Develop and submit the training schedule and tools with the different the training themes to RICE.	2	Training schedules and tools having the different training themes.	19 th June, 2019
ii) Conduct a two days training in advocacy and lobbying	2	Deliver a two days training to 30 CSO members	27 th -28 th June
iii) Compile and submit a quality report to RICE from the training conducted.	2	A quality training report	3 rd July
Subtotal days	6		
d) Advocacy and lobbying capacity training workshop for the Northern Albertine Sustainable Energy Network			
i) Develop and submit the training schedule and tools with the different the	2	Training schedules and tools having the different training	21 st June, 2019



training themes to KCSON.		themes.	
ii) Conduct a two days training in advocacy and lobbying	2	Deliver a two days training to 30 CSO members	1 st -2 nd July
iii) Compile and submit a quality report to KCSON from the training conducted.	2	A quality training report	3 rd July
Subtotal days	6		
Overall total days	19		

7.0. Correspondence

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

8.0 Facilitation

Environmental Alert, KCSON and RICE-WN will provide resources (*i.e. both professional fees and logistical costs*) to facilitate implementation of the assignment.

The following is worth noting:

- 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 and environment;*
- b) *Knowledge and experience in monitoring and evaluation and evidence with a certificate in this respect is an added advantage;*
- c) *Experience in lobbying and advocacy;*
- d) *Demonstrated experience in carrying out similar assignments*
- 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. Contractual conditions

- a) The Consultant 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 Environmental Alert., 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 Environmental Alert that the Consultant may have in possession by virtue of the contract shall be surrendered to Environmental Alert 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 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 **2nd June 2019**. **For more information contact:** Ms. Racheal Nalule on Mobile: **0776365595** email: po.energy@envalert.org with a copy to Dr. Joshua Zake (PhD) on email joszake@gmail.com, ed@envalert.org

11.0 About the National CSO Network on Renewable Energy in Uganda

The **National CSO Network on Renewable** is a loose semi-formal Network that brings together civil society organizations, academic institutions, individuals and Networks engaged in the promotion and development of activities and practices in the Renewable energy sub sector at all levels (i.e. national, local, sub-regional and community). These CSOs and Networks are currently being mobilized and coordinated by EA for structured engagements with Government through the Ministry of Energy and Mineral Resources. This process started September 2017 with the identification, mapping and profiling of the CSOs and Networks in renewable energy for purposes of potential partnerships and effective coordination. However, in September, 2018, the Network was formalized where members agreed to have it as a loose semi-formal Network. Currently, the Network has an interim committee responsible for its governance issues. The Network is currently being hosted by Environmental Alert.

11.1 Objectives of the network

- i) To advocate for promotion, compliance and accountability of government with respect to its policy commitments and private sector activities;
- ii) To ensure that individuals, institutions, CSOs and Networks engaged in Renewable energy progressively develop capacity in policy analysis, advocacy and independent monitoring;
- iii) To engage in policy lobbying for conducive policy environment for renewable energy access and sustainable utilization.

11.2 Scale of Network outreach

Currently, the Network has a total of 36 profiled CSOs and Networks at national level and 90 NGOs and CBOs are engaging at the sub-regional level across 20 districts in the Albertine Rift including: Kasese, Bushenyi, Rubirizi, Mitooma, Rukungiri, Kabarole, Kisoro, Bundibugyo, Masindi, Hoima, Buliisa, Kagadi, Kyenjojo, Ntoroko, Arua, Nebbi, Koboko, Moyo, Adjumani and Maracha district.

11.3 Some of the key outputs of the Network since its inception

The CSOs at national and sub regional level under their umbrella- The **National CSO Network on Renewable Energy in Uganda** in partnership with WWF-JCO with financial support from NORAD are currently implementing the 2nd phase of the Clean Energy Project with a goal of, "Communities living in the Albertine Graben adopting to sustainable and



renewable energy alternatives to reduce dependency on biomass for their energy needs.” With the above support, the Network achieved following outputs:

- a. CSOs and Networks Position paper on the Renewable Energy Policy for Uganda;
- b. A CSO and Networks advocacy strategy which is being implemented;
- c. A Study report and position paper on the current financing and investment in the energy sector in Uganda;
- d. A Consolidated Renewable Energy CSOs and Networks Annual Performance Report, FY 2017/18 and Position Paper, FY 2017/18 were finalized and are due for publication moving forward;
- e. A CSOs capacity building plan;
- f. Establishment of a 5 member Task Committee to oversee the network’s transition towards full establishment and operationalization of its governance structures.

11.4 Steps for Network development moving forward

- a. Development of the Network’ memorandum of principles and operationalization of its governance structures i.e. Steering Committee, Thematic Working Groups and General Assembly;
- b. Development of the Network’s strategic plan;
- c. Pursuing structured collaboration with strategic partners and like-minded institutions at the local, national and international levels;
- d. Development of the network’s logo and website;
- e. Implementation of the advocacy strategy;
- f. Implementation of the Capacity building plan;
- g. Continuous engagement in policy processes through advocacy in available spaces.

12.0 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

EA 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);*
- e) *The National CSO Network on Renewable Energy in Uganda (NACREU-Network)*

Further information about EA: www.entalert.org

