



Terms of Reference for Development of a documentary about Environmental Alerts' 30 years celebrations.

1.0 Introduction

This is the Terms of Reference for development of a documentary for airing/viewing during the 30 years celebration event for Environmental Alert at Kyevunze in Luweero district. It presents the object, general methods and approach for development of the referred documentary. Thus, it provides the guiding framework for identification and commissioning of the eligible and interest consults to undertake this assignment.

Environmental Alert will be holding her 30 years celebrations on *23rd October, 2019*. The planned activities will give an opportunity for Environmental Alert and its partners to share experiences, lessons, good practices but also showcase achievements made during the period. Further information about Environmental Alert is available in Box 1.

The celebrations will be held under the theme, *“Uganda on the path to a Green Economic Status; Where are we? How do we get there?”*

The participants for the commemorations will include but not limited to Civil Society Organizations, private sector, government agencies, development partners and communities at local, regional and national level. Participation in the event will be by invite.

The event will be held at Kyevunze, Kikoma parish, Katikamu sub county in Luweero district, where Environmental Alert secured 10 acres of land and intends to establish an Agri-business and Incubation centre.

2.0 Background

Environmental Alert was found on **18th April 1988 and last year (2018) it marked 30 years** of contribution to improved livelihoods and development in Uganda through several interventions in key thematic areas of sustainable agriculture, environment, natural resources management, water, sanitation and hygiene. Previously, EA has commemorated its existence in a time interval of 10 years with previous commemorations held in 1998 and 2008 after every decade (i.e. 10 years), thus Environmental Alert at 10 and 20 years of existence, respectively. These events have enabled Environmental Alert share experiences, lessons learnt, and seek win-win recommendations/solutions towards emerging issues. The year 2018 marked Environmental Alert's 3 decades of existence and service delivery in the agriculture, water & environment, and the energy sectors in Uganda.

2.1 Rationale for marking 30 years anniversary

During the 30 years of existence, Environmental Alert's has been engaging with rights holders and duty bearers at local, regional and national level on aspects of food security, environment and natural resources management. Through various livelihood and policy lobbying interventions, Environmental Alert has accumulated wealth of achievements, experience, lessons and good practices which require dissemination/sharing with various stakeholders at all levels.

Additionally, Environmental Alert acquired 10 acres of land in Kyevunze Luweero district, on which the Environmental Alert Agri-business and Incubation Centre will be established. The 30 years celebrations therefore provide a platform to share Environmental Alert's contributions and achievements in the agriculture, water & environment and energy sectors in Uganda with partners as well as conducting the ground breaking ceremony for establishment of the agri-business and incubation centre.

The Environmental Alert Agri-business and Incubation Centre at Kyevunze overall targets at enhancing the intellectual life and professional development of graduate students and the surrounding communities through practical Agri-entrepreneurship skills development in Uganda. Furthermore, the center will also support capacity building for students so that when they graduate, they have the skills to empower and transform their communities.

Besides it provides an opportunity for demonstration best practices and innovations in sustainable agriculture and sound natural resources management. For instance, the center already has about 4 acres of eucalyptus plantation that is well managed. Hence, this one of the practical ways through which Environmental Alert offsets its carbon foot prints during implementation of her programs, there contributing to climate change mitigation.

Overall the best practices depicted through enterprise demos will training and awareness points for the graduates, neighboring community, young peoples and the public at large so that they can emulate similar practices and knowledge on their farms and in the landscapes.

3.0 Theme and objectives for marking the 30 years celebrations

3.1 Theme for Environmental Alert 30 year's celebration:

The theme for the event is 'Uganda on the path to a Green Economic Status; Where are we? How do we get there?' The specific objectives:

- a) To reflect and share Environmental Alert's 30 years story;*
- b) To recognize stakeholders and Partners who have supported EA along the 30 years path in promotion of sustainable agriculture/food security; sustainable Environment and Natural Resources management in Uganda;*
- c) To launch the Environmental Alert 30 years plus agenda as a contribution towards delivering Uganda's transition into a green growth economic status;*
- d) To conduct the ground breaking ceremony for the establishment of the Environmental Alert Agri-business and incubation Centre.*

3.1 Objectives of the assignment

- a) To generate/develop a 10 minutes documentary highlighting key messages in respect to Environmental Alert achievements of the past 30 years, and focus for the 30 years plus.

4.0 Methodology and approach

By large the methods and approaches to be used in the delivery of the assignment will be highly participatory and interactive to generate the required information to tell and document the Environmental Alert's 30 years story. This will be based on a simple script and narration by the consultant. The consultant will be provided with the required information to be brought up to speed about Environmental Alert's expectations in terms of output. Reference will be made to existing documentation of Environmental Alert's 20 years celebrations to account for the 20 years achievements. This information will be provided to the consultant.

All the information generated in light of Environmental Alert's 30 years will be consolidated into a draft 10 minutes documentary by the consultant. This is will be reviewed for comments and inputs by Environmental Alert staff, management and the board for integration to generate the final output.

The consultant will work closely with the Environmental Alert Knowledge management Unit (*under Monitoring Evaluation, and Learning department – particularly with the Program Officer, Knowledge Management*) on this assignment.

5.0 Expected outputs/deliverables

- i. *Inception report with detailed methodology and script for the documentary;*
- ii. *Draft 10 minutes documentary about Environmental Alert 30 years;*
- iii. *Final 10 minutes documentary of Environmental Alert 30 years.*

6.0 Timeframe:

The assignment is planned to take not more than **6 man days**. With due consideration that the documentary will be aired on Environmental Alert’s 30 years celebration, it’s important that documentary is finalized and delivered to Environmental Alert by 16th October 2019. The detailed timelines for delivery of the outputs under this assignment are described in **Table 1**.

Table 1. Time lines for delivery of outputs under the assignment

Output/deliverable	Number of man days	Due date
a) Inception report with detailed methodology and script for the documentary	2	11 th October, 2019
b) Draft 10 minutes documentary about Environmental Alert 30 years	2	13 th October, 2019
Final 10 minutes documentary of Environmental Alert 30 years.	2	16 th October, 2019
Total days	6	

7.0 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 Payments

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.

b) Statutory deductions

The Consultant will be responsible for declaration of the income for income tax purposes. (***I.e. 6% from the total professional fees***) 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.

Furthermore, **10% will be charged on the total professional fees** as contribution towards Environmental Alert management fees.

9.0 Contractual conditions

- a) The best consultants will be awarded a contract to implement the study.
- b) The consultants shall be persons of high integrity and competence in application of the task at hand for the period required.
- c) Except with prior agreement with Environmental Alert, the Consultants 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.

- d) All reference materials belonging to Environmental Alert that the Consultants may have in possession by virtue of the contract shall be surrendered to Environmental Alert at the end of the contract.
- e) 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.

10.0 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 cinematography and Videography (documentary, video editing);*
- b) *Demonstrated previous experience in carrying out similar assignments, thus evidence of certificate of completion or equivalent for similar assignments is a key requirement;*
- c) *Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.*

11.0 Application and submission of expression of interest

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 **27th September, 2019**.

Box 1. About Environmental Alert

Environmental Alert (EA) was founded in **1988 and this year (2018) marks 30 years** of contribution to improved livelihoods and development in Uganda through several interventions in sustainable agriculture, environment and natural resources management. EA is officially registered with the NGO Board as a Ugandan non-governmental organization, 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 20 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) Renewable Energy CSO Network

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

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