



## **TERMS OF REFERENCE (TOR) FOR CONSULTANT TO DELIVER CAPACITY BUILDING TRAINING FOR RENEWABLE ENERGY CSO NETWORK (RESCO NETWORK) MEMBERS IN BUDGET TRACKING AND MONITORING AT BOTH LOCAL AND NATIONAL LEVEL**

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### **1.0 Introduction**

These are ToRs for the required consultant to deliver capacity building training for Renewable Energy CSO Network (RESCO Network) members in budget tracking and monitoring at both local and national level. These ToRs present the overall purpose of the consultancy, target group for the training, scope of work, the suggested methodology and approaches, the expected outputs and the required qualification and experiences of the consultant to conduct the study.

### **2.0 Background**

Environment Alert (EA) <sup>1</sup> is implementing a project titled '*Increasing access to sustainable and renewable energy alternatives in the Albertine Graben*' that aims at communities adopting sustainable renewable energy alternatives to reduce dependency on biomass for their energy needs. The project is being implemented in collaboration with World Wide Fund for Nature - 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 which 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 provide an indication of the performance of CSO capacity building work and what is required to improve planning and intervention strategies to build strong civil society organizations/networks. Therefore, different capacity building interventions were delivered to the Project CSOs and Networks which include: i) training in lobbying and advocacy to equip members with knowledge and skills in conducting advocacy work in renewable energy and ii) training of project CSOs and Networks on Monitoring and Evaluation as applied to lobbying and advocacy to equip members with knowledge and skills in the aspects of M & E as applied to lobbying and advocacy with practical examples on renewable energy policy engagement at both national and local level.

It's against that background that Environment Alert is looking for a competent consultant to deliver a capacity building training for Renewable Energy CSO Network (RESCO Network) members in budget tracking and

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

monitoring for application during planning & budgeting processes at both local and national level to influence allocation to the renewable energy sub-sector.

### 3.0 Purpose of the consultancy

The overall objective of the consultancy is to deliver capacity building training for Renewable Energy CSO Network (RESCO Network) members on budget tracking and monitoring for application during planning & budgeting processes at both local and national level to influence allocation to the renewable energy sub-sector.

### 4.0 Scope of work

As a consultant, you are expected and not limited to:

- a) Develop the inception report and present it to EA for discussion and consideration;
- b) Develop training tools /materials for the training and share with Environmental Alert;
- c) Deliver the training to members on budget tracking and monitoring as applied to lobbying and advocacy; and
- d) Develop and submit the training reports to Environmental Alert.

### 5.0 Key deliverables

The consultant will work closely with Environmental Alert's designated staff and submit all the deliverables to EA.

- i. Inception report that will be discussed and considered;
- ii. Draft training materials/tools that will be validated;
- iii. A training report

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

### 6.0 Methodology and approaches

The methodology will be proposed by the consultant. However, EA expects the consultant to apply participatory and interactive approaches to engage members during the training in respect to budget tracking and monitoring as applied to lobbying and advocacy in renewable energy. EA also expects the consultant to use group work and scenario setting sessions to give an opportunity to the members to share their experiences.

### 7.0 Time frame and timelines for the consultancy

The assignment is planned to take place during the month of July 2020 and is anticipated to take not more than 4 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	Due date
A) Facilitate inception meeting	Inception report and training materials	0.5 day	6 <sup>th</sup> July, 2020
B) Sign contract	Signed contract	0.5 day	8 <sup>th</sup> July, 2020
C) Deliver the training	Training delivered	2 days	9 <sup>th</sup> – 10 <sup>th</sup> July 2020
D) Develop and submit the training reports to Environmental Alert.	Training reports submitted.	1 day	13 <sup>th</sup> July 2020
<b>Total days</b>		<b>4 days</b>	

## 7.0 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](mailto:ed@envalert.org) with a copy to [pa.enr2@envalert.org](mailto:pa.enr2@envalert.org)

## 8.0 Payments

The consultant 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 Consultant 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) payable to Uganda Revenue Authority as withholding tax in accordance with the income tax regulations of Uganda.*

## 9.0 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 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.

## 10.0 Environmental and Social Safeguards

WWF being a signatory to the 2009 Conservation Initiative on Human Rights, and thereby committing itself to respecting internationally recognized human rights and ensuring that WWF projects do not result in human rights violations. Therefore, as a consultant, you are required to commit to uphold and implement the principles of the 2009 Conservation Initiative on Human Rights in the course of this assignment.

The consultant will commits that, in the entire course of this assignment, in all direct and indirect dealings and activities, the consultant will take all appropriate measures to maintain social and environmental value, prevent undue harm and enhance positive impacts of all their tasks for the assignment. Specifically, the consultant shall ensure that the following principles are consistently upheld:

**Respect Human Rights.** Respect internationally proclaimed human rights and make sure that we do not contribute to infringements of human rights while delivering our assignment.

**Promote Human Rights Within Conservation Programs.** Support and promote the protection and realization of human rights within the scope of our conservation assignments.

**Protect the Vulnerable.** Make special efforts to avoid harm to those who are vulnerable to infringements of their rights, and to support the protection and fulfillment of their rights within the scope of our conservation assignments.

**Encourage Good Governance.** Support the improvement of governance systems that can secure the rights of indigenous peoples and local communities in the context of our work on conservation of sustainable natural resource use, including elements such as legal, policy, and institutional frameworks, and procedures for equitable participation and accountability.

### 11.0 No plastics

By signing this contract and thereby entering into this partnership, the consultant commits to intentionally and deliberately, make all reasonable effort during the course of this assignment, to limit, reduce and eventually eliminate the negative and harmful practices in the usage and disposal of plastics and plastic waste respectively, by the year 2023, in line with **WWF UCO's NO PLASTICS Policy**.

Specifically, the consultant shall ensure that all reasonable effort is made to influence a change in attitudes and practices in respect to plastic usage so that less single use plastic products are used, but instead encourage and promote use of alternative products or **"re-usable** plastic products, thereby having less plastic waste being generated, and ultimately take responsibility in plastic waste management and disposal, through **waste sorting, recycling and re-using**.

### 12.0 Qualifications and required competencies for the Consultant

Environmental Alert is looking for a competent consultant/s with the following qualifications and competencies:

- i. *Relevant academic background with a minimum qualification of a Master's degree in appropriate discipline including: Environment, Natural Resources/Energy Economics, social sciences Engineering, Environment and Natural Resources, Policy and Advocacy; and other related disciplines;*
- ii. *Demonstrated experience (at least 3 years) in carrying out similar assignments.*
- iii. *Strong analytical, facilitation, training and communication skills;*
- iv. *Good understanding of lobbying and advocacy in the Ugandan context;*
- v. *Good understanding of the energy sector in Uganda;*
- vi. *Excellent presentation, documentation and reporting skills;*
- vii. *Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadline.*

### 13.0 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 [pa.enr2@envalert.org](mailto:pa.enr2@envalert.org) with a copy to [ed@envalert.org](mailto:ed@envalert.org) or hand delivered to Plot 3, Sonko Lane, Kabalagala (off Ggaba Road). Applications should be delivered to the above address not later than **30<sup>th</sup> June, 2020**.