



## **Terms Of Reference (TORs) for a Consultant to Conduct a training of CSO partners and Networks on Budget tracking and monitoring at the local and national levels and Develop tools for tracking and monitoring budget allocations to ENR and Agricultural sectors.**

---

### **1.0 Introduction**

These are ToRs for a consultant to deliver capacity building training for CSO partners and Networks 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 training.

### **2.0 Background**

Environment Alert (EA)<sup>1</sup> is implementing a project titled, **“Strengthening resilience and promoting inclusive governance for women and youth in vulnerable communities.”** that aims at ensuring that **Civil society organizations and Networks have increased capacity and expand spaces for negotiation between empowered citizens and refugees and accountable duty bearers through multi-stakeholder platforms focused on resilience.** The project is being implemented in collaboration with Care International In Uganda with financial support from DANIDA. One of the project Objectives is to *‘Civil society organizations and networks have increased capacity and expand spaces for negotiation between empowered citizens, refugees and accountable duty bearers through multi-stakeholder platforms focused on resilience.’*

There are already initiatives that have been done to contribute to the achievement of the above project Objective, i.e. EA has already built the CSO capacity to develop their own advocacy strategies which provides a framework for the project CSOs & Networks to undertake advocacy interventions aimed at increasing resilience to climate change as well as expanding spaces for **negotiation between empowered citizens and refugees and accountable duty bearers through multi-stakeholder platforms focused on resilience.**

In addition, EA has also Conducted a CSOs and networks capacity needs assessment on budget tracking and advocacy in engaging government on the commitments in the plans, programmes and budgets (in climate Smart agriculture, resilience and natural resource) and also developed a capacity building plan. In the same vain, EA is Conducting a joint trend analysis of resource allocation towards ENR and agriculture sector at the national and local levels to come up with recommendations that will inform the CSOs and networks position on climate resilience.

It's against that background that Environment Alert is looking for a competent consultant to develop tools for tracking and monitoring budget allocations to ENR and agricultural sectors at the national and local levels and deliver a two days training to CSO partners and networks members in budget tracking and monitoring at the local and national levels.

### **3.0 Purpose of the consultancy**

The overall objective of the consultancy is to build the capacity of CSO partners and Networks members in budget tracking and monitoring at the local and national levels through developing tools for tracking and monitoring budget allocations to ENR and agricultural sector at the national and local levels and delivering a two days capacity building training of the CSO partners and networks members. A total of about 40 CSO partners are expected to benefit from the training.

### **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;*

---

<sup>1</sup> Further information about EA is available in **Box 1.**

- b) *Develop training tools/materials for tracking and monitoring budget allocations to ENR and agricultural sectors and share with Environmental Alert;*
- c) *Deliver the training to members on budget tracking and monitoring budget allocations to ENR and agricultural sector at the national and local levels; and*
- d) *Develop and submit the training reports to Environmental Alert.*

**5.0 Key deliverables**

The consultant will work closely with EA’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/s. However, EA expects the consultant to apply participatory and interactive approaches to engage members during the training. The consultant is also expected 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 September **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.

<b>Task</b>	<b>Output</b>	<b>Duration</b>	<b>Due date</b>
A) Facilitate inception meeting	Inception report and training materials	0.5 day	21 <sup>st</sup> September 2020
B) Sign contract	Signed contract	0.5 day	22 <sup>nd</sup> September 2020
C) Deliver the training	Training delivered	2 days	24 <sup>th</sup> – 25 <sup>th</sup> September 2020
D) Develop and submit the training reports to Environmental Alert.	Training reports submitted.	1 day	30 <sup>th</sup> September 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 [po.cnc@envalert.org](mailto:po.cnc@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/s 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 for professional fees) payable to Uganda Revenue Authority as withholding tax in accordance with the income tax regulations of Uganda. Furthermore, 10% of the professional fees will be charged as contribution towards EA management costs.*

*EA will meet all the costs including the training workshop costs.*

## 9.0 Contractual conditions

- a) The Consultants 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.
- e) The Standard Operating Procedures (SOPs) for COVID-19 as provided for by the Ministry of Health must be followed in the delivery of the training to ensure the safety of everybody involved in the engagement

## 10.0 Qualifications and required competencies for the team of Consultants

Environmental Alert is looking for a competent team of consultants with the following qualifications and competencies:

- i. *Relevant academic background with a minimum qualification of a Master's degree in appropriate discipline including: Environmental Management, Natural Resources Economics, social sciences, Engineering, Environment and Natural Resources, Agricultural Sciences, Policy and Advocacy; and other related disciplines;*
- ii. *Demonstrated experience (at least 5 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 Environment and Agriculture sectors 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.*

## 11.0 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 [po.cnc@envalert.org](mailto:po.cnc@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 **17<sup>th</sup> September 2020**.

**Box 1. About Environmental Alert**

Environmental Alert (EA) was founded in **1988** and has developed and transitioned into 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. 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 **1<sup>st</sup> 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:**

- a. *Environment and Natural resources management;*
- b. *Food security and Nutrition;*
- c. *Water, Sanitation and Hygiene;*
- d. *Finance and Administration;*
- e. *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 40 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](http://www.prolinnova.net/uganda;);*
- e. *The Renewable Energy CSO Network.*

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