



Terms of Reference for short-term consultancy to generate and compile ENR-CSOs Consolidated Annual Mini-Performance Report and Position Paper for the Environment and Natural Resources Civil Society Organizations(ENR-CSOs) contribution to the ECCLWM program for 2020/2021

Prepare and submit your expression of interest and related technical and financial proposal to Environmental Alert.

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*This initiative is implemented in collaboration with **CARE International in Uganda** through, 'strengthening resilience and inclusive governance Program,' with Financial support from **DANIDA** through **Care Denmark**. The program is being implemented by CARE International in Uganda in partnership with National CSOs partners.*



1.0 Introduction

These are Terms of reference (ToRs) for the required technical support towards the generation and compilation of the ENR-CSOs Consolidated Annual Mini-Performance Report. The generated report will highlight the ENR-CSOs contributions to the Environment and Natural Resources, Climate Change, lands and water management program (ECCLWM) for the **2020/2021** ahead of the annual program review for the Environment, natural resources, climate change, lands and water management (ECCLWM) for the year 2020/2021. This consolidated report will be submitted to the Ministry of Water and Environment who is the secretariat for the Program working group for consolidation.

This assignment is implemented within the framework of the project titled, '*Strengthening Resilience and promoting inclusive governance program (STRENPO) for women and youth in vulnerable communities.*' with financial support from DANIDA through Care International in Uganda. EA contributes to objective 2 of the STRENPO project which seeks to ensure 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.

These ToRs therefore present the overall objectives of the consultancy, the suggested methodology, the expected outputs as well as the reporting format for the consultant to adhere to.

2.0 Background

Government of Uganda has adopted the one program approach as enshrined in the National Development Plan (NDP III) that was launched in July 2020. The third National Development Plan (NDPIII) whose goal is to increase household income and improve the quality of life of Ugandans has adopted a program approach to planning, budgeting, and implementation and reporting. The program approach is meant to enable formulation of national priority development objectives and to realize these objectives through corresponding national programs formulated and implemented in a coherent, coordinated and participatory manner to ensure sustainability.

Annually the MWE organizes a Joint sector review to assess her performance against the annual undertakings and milestones. However, with a shift to the one program approach, the JSR has been transformed into the Annual program review. As in the past years, Civil Society Organizations (CSOs) in the Environment and Natural Resources (ENR) organized under their ENR-CSO Network will actively participate in the Annual program review 2021 just as was the case for the JSR. This is always done through a self-assessment process of their contributions to the program and an assessment of the government's performance against the commitments that it set for itself during the ended financial year *2020/2021*.

The Program annual review has since been replaced with the Joint Sector review process and it offers an opportunity for Civil Society Organizations in the ECCLWM program to present their contributions and recommendations to the relevant stakeholders but also engage in influencing the setting of new priorities on which the government's financial resources are to be spent. Therefore, this process enhances the accountability of CSOs in the ECCLWM and offers an opportunity for them to play an active representative role (for vulnerable and voiceless rural communities) in national policy processes.

Environmental Alert, the secretariat of the ENR-CSO Network has taken a lead role in mobilizing CSOs in the Environment and Natural Resources to participate in the JSR now the annual program review by sharing their

collective contributions during the ended financial year 2020/2021, which will be documented in the annual program report and in the ENR-CSO Position paper.

2.1 Objectives of the consultancy

- a) *To align the current CSOs self-assessment tool with the one program approach to capture all the CSO contributions under the new program.*
- b) *To gather information from ENR CSOs on their contribution to the ECCLWM Program (including estimates for their financial contributions);*
- c) *To compile the consolidated ENR CSOs mini performance report highlighting their contributions to the program.*
- d) *To appraise Government's performance against the set annual undertakings and agreed actions, clearly highlighting the progress in the implementation with a focus on achievements, challenges and emerging issues.*
- e) *To generate an ENR-CSOs position paper highlighting issues and proposing targeted recommendations to duty bearers.*

2.2 Methodology

The proposed methodology by the prospective consultant should be cognizant of the currently impacted operational environment by COVID-19. The required information will be largely generated through, Email correspondences, telephone consultations, Interviews with selected CSOs and consultative meetings with all thematic working group members which may be virtual.

The collected data will further be synthesized through a validation workshop where ENR-CSO Network members will participate. *The consultant will prepare a presentation on the findings as reflected in the report for edits and authentication by members.*

The consultant together with support from Network members will consolidate key recommendations from the discussions into a position paper, based on the performance progress as provided by Ministry officials for the FY 2020/2021. These recommendations will form the key ENR-CSO Position with recommendations that will be proposed to government for consideration in FY 2021/2022.

2.3 Expected Outputs

- I. An updated CSOs self-assessment tool for both the online and offline versions.
- II. Participation in the planning meetings for preparation of the annual **ECCLWM** Program performance report.
- III. Preparation and delivery of presentation on draft performance report findings to the ENR-CSO Network members during the Validation workshop and also during MWE Program review retreat if any respectively.
- IV. ENR-CSOs Annual Performance Report that will also be included in the annual program report 2020
- V. ENR-CSO Position Paper that will be presented during the annual program review 2020.
- VI. A detailed consolidated ENR-CSO Annual Performance Report FY 2020/2021

2.4 Report format

- a. Title page, Acronyms, Acknowledgments, Table of Contents
- b. Context (Background / ENRCSOs participation and Coordination). Including the total financial contribution of ENR CSOs to the sector (for those that will reveal their contribution).
- c. Achievements and Outcomes per each component (i.e. Forestry, Environment, Wetlands, Weather and Climate and governance, land and water management)
- d. Cross-Cutting issues (e.g. good governance, HIV/AIDs, gender, community development and poverty)
- e. Sector Challenges and Recommendations
- f. Annex- list of references, ENR-CSOs contributing to the Report.

Note: Sections on achievements- should include analysis- presentation of data in figure or table form.

2.5 Time lines for the consultancy

Table 1. Key tasks, expected outputs and related timeframe for submission of the outputs.

S/N	Task	Expected Output	No of Days	Timeframe for submission
1.	Signing of contract	Signed contract	N/A	30 th June, 2021
2.	a) Alignment/updating of the of the self-assessment tool to the one program approach. b) Contact CSOs for submission of self-appraisal reports through telephone calls. c). Conduct virtual follow-up Interviews with at least 30 selected CSOs). d)Compile and document report submissions by sub-national and national CSOs	Checklist of issues and questions for analysis	5days	By 05 July 2021
3.	Draft CSOs self-assessment tool and report submitted by consultant	Presentation to EA	1 day	06 th July , 2021
4.	Presentation of draft report to network members during validation meeting	Presentation to members	1day	07 th July 2021
5.	Draft report edited and consolidated with input from EA and Network Members	Final report	1 day	09 th July 2021
6.	Development and submission of draft position paper	Draft Position paper	5 days	15 th July, 2021
7.	Draft position paper edited with input from EA and steering committee members	Presentation to EA and steering committee	1 day	16 th July 2021
	Total days		14 days	

NB: Actual timelines will be updated based approved timelines once shared by MWE!

3.0 Role of Environmental Alert

- a) *Supervision of the consultant;*
- b) *Meet obligations in terms of compensation to the consultant;*
- c) *Provide the necessary information available at Environmental Alert about Network members;*
- d) *Provide transport, communication and other logistics necessary for the assignment as will be agreed.*

4.0 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 as a secretariat for the Network.

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. Furthermore, a **10% of the total professional fees** for covering costs associated with procurement of the consultant and management of the consultancy will be charged by Environmental Alert.

5.0. 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 Consultant 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.

6.0 Qualifications and required competencies for the consultant

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

- a) *Bachelor's degree a relevant academic background in agricultural, environment and natural resources economics;*
- b) *Master's degree is an added advantage*
- c) *Knowledge of the ECCLWM program ;*
- 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) *Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.*

7.0 Submission of technical and financial proposal

The consultant is expected to interpret these ToRs and submit a technical and financial proposal highlight the technical approach for delivery of the expected outputs and the cost implications in terms of professional fees, respectively. This will be the basis for negotiation with the consultant and development of the contract for the consultant.

The technical and financial proposal should be submitted to the Executive Director, Environmental Alert through email: ed@envalert.org or joszake@gmail.com.

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 **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](http://www.prolinnova.net/uganda;);
- e) The Renewable Energy CSO Network.

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