



## Terms of Reference (ToRs) for Expert to facilitate the development of community by-law for advancement of Toilet coverage in among Tenant's community in Kansanga and Kamyokya Parishes, Kampala City.

---

### 1.0 Introduction

These TORs provide a guiding framework for identification of an Expert to guide and or facilitate processes which will result into the development of a community bylaw targeted at promoting toilet coverage in the community, especially among the tenants in Kansanga and Kamyokya parishes in Kampala. It presents the scope of work; key considerations in the methodology and approach; the expected outputs, timelines and the required qualifications and experience for the Expert.

### 2.0 Background

Environmental Alert (EA)<sup>1</sup> is a Ugandan Non-Governmental Organization, founded in 1988, that promotes sustainable agriculture and natural resources management for sustainable livelihoods in Uganda through supporting community development and policy lobbying and advocacy. EA envisions, *'resilient and dignified communities, managing their environment and natural resources sustainably'*

Environmental Alert in partnership with Water Aid is implementing a project on Water Sanitation and Hygiene (WASH) project titled **Sustainable WASH (SusWASH)** project. This project also supports Kampala Capital City Authority (KCCA) directorates for Health, Education and Strategic Planning to include elements that strengthen the sustainability of WASH services within their current plans.

This project aims to apply the learning and evidence generated from the SusWASH project to support Urban Water Sanitation and Hygiene (WASH) policy processes as well as inform sector capacity development initiatives towards sustainability of water and sanitation services. The project shall be carried out in two selected communities as confined to this assignment, and these include: Kamwokya Parish in Central division and Kansanga in Makindye division, Kampala central division and 5 schools namely; Mirembe primary school, Kansanga Seed Secondary school, Railway primary school, Natete Secondary school and Ntinda school for the Deaf.

#### The project has 3 objectives including:

- i. *Institutions mandated to provide and maintain WASH in schools are strengthened;*
- ii. *Capacity development of schools for inclusive and sustainable WASH;*
- iii. *To determine the current levels of WASH services sustainability and user satisfaction to improve accountability and conditions.*

Among other outputs the previous project interventions resulted into the development of the Landlord tenant WASH inventory tool. It involved active participation of the Local leaders, the landlords, tenants and community at large. The tool was pre-tested in Kansanga and Kamyokya parishes. Going forward this tool will inform the development of the data based at KCCA were regular information/data on the status of WASH in

---

<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>

the community will be captured and analyzed to inform responsive decision making and implementation of actions for the advancement of sustainable community WASH. This would be achieved through implementation of supportive actions/strategies such as WASH awareness creation, development and enforcement of supportive legislation inform of community bylaws, which are contextualized to meet the community concerns and needs. It's in this context that Environmental Alert intends to support the KCCA and partners WASH initiatives through facilitating processes for development of such a bylaw.

### 3.0 Objective of the assignment

The overall objective for this assignment is to facilitate processes for generation of stakeholder inputs and feedback to inform the community bylaw for promotion toilet coverage among the community, especially the tenants in informal settlements in Kamyokya and Kansanga parishes in Kampala City.

### 4.0 Methodology and approaches

- a. *The Expert to conduct the assignment will use highly participatory approaches, methods and tools involving the key stakeholders (i.e. community, leaders) to generate their views and inputs to inform the content for the draft bylaw;*
- b. *The Expert will work closely with a Technical team involving the relevant technical staff KCCA and Environmental Alert. This team will provide technical inputs and guidance on the inception report and subsequent drafts of the bylaws;*
- c. *The collected information will be synthesized and presented in the standard and acceptable format of bylaws by the KCCA;*
- d. *The draft bylaws will be validated by the key stakeholders especially the council members within the KCCA leadership structure;*

### 5.0 Expected Outputs/deliverables

- a. *Prepare and submit the detailed inception report clearly highlighting the technical and financial requirements;*
- b. *Prepare and submit the draft bylaws;*
- c. *Compile and submit the final bylaws and key stakeholder's consultations report.*

In **Table 1**, the key tasks and associated timelines within which the expected outputs should be delivered are presented.

**Table 1.** Activities and schedule for the engagements.

Task	Number of days	Deliverables	Timelines
a. <i>Prepare and submit the detailed inception report clearly highlighting the technical and financial requirements;</i>	1	Detailed Inception report	By 8 <sup>th</sup> October 2021
b. <i>Conduct consultative meetings with key stakeholders;</i>	4	Draft bylaws and Key stakeholder's consultative report	11-15 <sup>th</sup> October 2021
c. <i>Compile and submit the final bylaw and key stakeholder's consultations report.</i>	1	Final bylaws and consultation reports	By end of November 2021
<b>Number of days.</b>	<b>6</b>		

## 6.0. Correspondence

All contractual and implementation correspondences will be addressed to Dr. Joshua Zake (Ph.D.), Executive Director—Environmental Alert, P.O. Box 11259 Kampala – Uganda, email: [ed@envalert.org](mailto:ed@envalert.org)

## 7.0 Payments

A modest professional fees will be given to the Expert as compensation for his or her technical expertise, competence and time. This will be agreed upon based on the interpretation by the intending expert and available resources.

### **Please Note:**

The professional fees will be charged withholding tax (i.e. 6% of the total professional fees) and 10% of total professional fees as contribution to Environmental Alert's management costs. Other administrative and logistical costs associated with delivery of the assignment will be covered by Environmental Alert.

## 8.0 Role of Environmental Alert

- a) *Support mobilization of key stakeholders (e.g. community, leaders) to actively participate in the consultative processes on this initiative;*
- b) *Pay the Expert the agreed professional fees;*
- c) *Provide the necessary available information from previous engagements on this initiative for reference to inform the stakeholder consultations to generate the required content for the bylaws;*
- d) *Provide other required logistics to facilitate the consultative processes.*

## 9.0 Qualifications and required competencies for the consultant

- a) *Relevant academic background in Environmental Law;*
- b) *Demonstrated experience in carrying out similar assignments;*
- c) *Strong analytical, facilitation, training and communication skills;*
- d) *Good understanding of the Community WASH issues and knowledge of public policy related to water, environment and sanitation & public health is an added advantage;*
- e) *Excellent writing and reporting skills (English) and ability to conceptualize WASH issues;*
- f) *Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.*

## 10. Contractual conditions

- a) *The Expert 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 Expert 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 Expert 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. Application Submission process

Interested candidates should submit their applications or expression of interest comprising of a technical and financial proposal in soft copy and addressed to the Executive Director, Environmental Alert P.O. Box 11259, Kampala, Uganda, via Email to [po.cnc@envalert.org](mailto:po.cnc@envalert.org) with a copy to, [ed@envalert.org](mailto: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 **28<sup>th</sup> September, 2021**.