

Request for Proposal (RFP) – 23-006 / 02.24

Table of Contents

| | |
|---|----|
| 1.Introduction and background information | 2 |
| 1.1.About Join For Water | 2 |
| 1.2 About the Hilton foundation | 2 |
| 1.3. The Aswa 11 Micro catchment plan | 3 |
| 1.3.1. The challenge..... | 3 |
| 1.3.2. Plan | 3 |
| 2.0 OBJECTIVES OF THE ASSIGNMENT | 4 |
| 2.1 Overall Objective..... | 4 |
| 3.0 Methodology and Scope of the assignment | 4 |
| 3.1. Description of Tasks to be performed by the contractor | 4 |
| Task 3.1.1: Preliminary consultative / inception meetings: | 4 |
| Task 3.1. 2: Literature review and desk research:..... | 5 |
| Task 3.1. 3: Stakeholder analysis/mapping and stakeholder consultation meetings:..... | 5 |
| Task 3.1.4: Socio-economic analysis:..... | 5 |
| Task 3.1.5. Spatial data analysis and modelling: | 5 |
| Task 3.1.6: Policy analysis: | 5 |
| Task 3.1.7: Stakeholder validation meeting:..... | 5 |
| Task 3.1.8:Vision and strategic objectives (Theory of change):..... | 5 |
| 4.0 EXPECTED OUTPUTS | 6 |
| 5.0 SCHEDULE OF DELIVERIES | 7 |
| 6.0. Concept..... | 8 |
| 6.1. Strategy:..... | 8 |
| 6.2. Other specific requirements | 8 |
| 7. Project management of the contractor | 8 |
| 8. Workshops, training..... | 9 |
| 8.1. Inputs of JFW or other actors | 9 |
| 8.1.2. Duration of the Assignment..... | 9 |
| 8.2. Staffing/Personnel | 9 |
| 8.2.1.Staffing Requirements | 9 |
| 8.2.2.Staffing Qualifications..... | 9 |
| 9.0. METHODOLOGY AND STANDARDS | 10 |
| 10.PROJECT COSTS | 11 |
| 11. Requirements on the format of the bid | 11 |
| 12. Other requirements | 11 |
| 13. Other important notes | 11 |

TERMS OF REFERENCE FOR CONSULTANCY SERVICES



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|---------------------------|--|
| General Information | Terms of Reference to conduct a scoping study to assess the current socio-economic, environmental, and institutional issues related to water resource protection and management in the Aswa 11 Sub-catchment - Lira. |
| Services/Work Description | Assess the current socio-economic, environmental, and institutional issues related to water resource protection and management within the Aswa 11 Sub-catchment and a summary of intervention options to address those challenges, as well as a set of concrete recommendations that will feed into full project development |
| Project Title: | Building resilient communities and wetland ecosystems through promoting catchment-based, equitable, and sustainable management of water resources in Fort Portal City. |
| Contract type: | National consultancy |

1. Introduction and background information

1.1. About Join For Water

Join For Water is an International Organization operating in nine (09) countries with headquarters in Belgium and with over 40 years of experience with a focus on the conservation, protection and management of freshwater resources and their ecosystem services (food production, drinking water, climate regulation, etc.) across different sectors.

Our goal is to strengthen social-ecological resilience of our target areas: we increase the economic and social benefits of water resources in a sustainable and equitable way, while preserving and restoring the ecosystems of which they are an integral part. Our programmes are aligned with the national policy priorities of our beneficiary countries as well as with the United Nations Sustainable Development Goals (SDGs 6, 13, 14, 15 as well as contributing to SDGs 2, 5, 12).

We are active in Uganda since 2000, within the catchments of the Mpanga and Semliki Rivers in Western Uganda. Integrated Water Resources Management (IWRM) is a guiding principle of our work and includes activities such as designing protection buffer zones along rivers and wetlands, constructing infrastructure for water supply, nature-based solutions for water source protection, developing catchment management plans, reforestation, as well as policy influencing and strengthening knowledge.

Join For Water works within a framework of 5-year programs funded by the Belgian government, with additional tailor-made projects in collaboration with consortium partners. As we maintain a similar strategy for each of the countries we work in, we collaboratively create a common understanding on the interaction between freshwater ecosystems, the benefits they provide to people, and the mechanisms for community involvement in ecological conservation to secure access to water. With our lessons learned, we contribute to the global need and effort to strengthen the socio-ecological resilience of communities and landscapes.

In line with the above, Join For Water has received funding from the Conrad Hilton Foundation, to conduct a scoping study to assess the current socio-economic, environmental, and institutional issues related to water resource protection and management and a summary of intervention options to address those challenges, as well as a set of concrete recommendations that will feed into full project development within the Aswa 11 Sub Catchment – Lira .

1.2 About the Hilton foundation

Conrad N. Hilton Foundation is a philanthropic trust based in the USA whose mission is to “relieve the suffering, the distressed and the destitute” of communities. The Conrad N. Hilton Foundation pursues approaches that touch a diversity of people, places and needs. The foundation’s funding to the Join For Water’s activities in the Mpanga catchment area is in line with the foundation’s safe water initiative towards “Developing Reliable, Affordable and Safely Managed Water Services”.

1.3. The Aswa 11 Micro catchment plan

The Aswa is a major river in north-eastern Uganda, which originates from the hills in the north-western part of Katakwi District and flows through Lira District. The catchment is mainly characterized by subsistence agriculture and livestock grazing, with an estimated forest coverage of 18.62% of the total catchment area. The Aswa II sub-catchment is located on the southwestern side of the main Aswa Catchment. It covers a surface area of 1,588 km² and spans parts of several districts, including Lira district. This part overlaps with Lira district that will be the focus area for this project. More than half of the population in Lira has limited or no access to improved water and sanitation services, and the continuous degradation of freshwater ecosystems continues to pose a threat to availability of safe water for domestic use.

1.3.1. The challenge

The Aswa Basin faces significant socio-economic and environmental challenges that impact the availability and quality of local water resources, including rapid deforestation, land degradation and erosion, encroachment onto natural and protected areas, wetlands, and riverbanks, and growing pollution. In addition, access to basic water and sanitation is very limited (only 57% has access to improved water sources and 18% has access to improved sanitation facilities) across the Aswa 11 sub-catchment and Lira district. Furthermore, flash floods, recurring droughts and other extreme weather events are intensifying because of a changing climate, which is further exacerbating water insecurity. Meanwhile, local authorities and actors also face significant institutional challenges in water governance, such as sufficient data for decision making, weak stakeholder engagement (e.g., lack of public participation in planning and community-led water management initiatives) and limited harmonization of institutional mandates between national and local government bodies and agencies.

1.3.2. Plan

To address these challenges, JFW proposes will conduct a scoping study to address 3 guiding research objectives and associated research questions:

- (1) Conduct systematic data analysis to help understand the main water-related challenges in the Aswa 11 sub catchment:**
 1. Land: What is the status and extent of land degradation and soil erosion in the watershed, and what are their impacts on ecosystem/watershed functions and human well-being?
 2. Water resources: What is the overall availability and reliability of water resources in the watershed in terms of quantity and quality, and how are they affected by human-induced and external factors (including climate variability and change, demographics, and agricultural and industrial activities, with a particular focus on drinking water and water for productive uses)?
 3. Socio-economic context: What are the current and projected water demands and uses in the watershed, and how do they influence consumption and production patterns? What are the socio-economic factors and institutional arrangements? What are existing and potential water-related conflicts and trade-offs among different water users and stakeholders in the catchment?
- (2) Gain insights into the involvement of relevant stakeholders in water resources management (WRM):**
 1. Who are the key stakeholders in the water sector (from officials/experts in government offices to community members),
 2. What are the power and influence dynamics between them, and what are potential challenges in bringing different stakeholders together for a more coordinated WRM effort?
- (3) Contribute to the development of an integrated vision for the Aswa 11 sub-catchment:**
 1. Existing interventions: What measures or interventions are already in place to address water-related challenges within the Aswa 11 sub-catchment? Are they effective? What are major gaps and needs?
 2. Opportunities: What are the opportunities and challenges for implementing water resource protection and conservation practices and interventions in the watershed?

1.3. Rationale for Water resources Management Planning

The Ministry of Water and Environment (MWE) through its Directorate of Water Resources Management (DWRM) has developed a Catchment Management Plan (CMP) in 2017 for the Aswa Catchment with the objective of “providing information and a shared motivation to initiate interventions and/or investments towards water resource protection”. Yet, while a CMP provides a framework for water resource protection and management, it lacks detailed insights into potential drivers and pressures on water resources as well as an evaluation of the state of water ecosystems. Further, the Aswa CMP does not provide sufficient guidance on priorities and needs for coordinated and targeted water resource protection and management at a lower sub-catchment level, with recommendations at the intersection of catchments and district administrations.

This is especially the case for the part of the catchment that overlaps with Lira District (the Aswa 11 sub-catchment), a focus area for the scoping study. Therefore, there is a need to examine the state of water and other natural resources more thoroughly in the particular sub-catchment that overlaps with Lira, including the presence of existing initiatives and involvement of different stakeholders in order to identify and prioritize future water resource protection and management interventions – with the aim of enhancing future water security in the area.

2.0 OBJECTIVES OF THE ASSIGNMENT

2.1 Overall Objective

The main objective of the study is to assess the current socio-economic, environmental, and institutional issues related to water resource protection and management in order to provide a holistic view of water resource issues, so as to guide decision-making, and lay the groundwork for sustainable water management in the Aswa 11 Sub - Catchment. In other words, the study, will explore and identify opportunities related to water resources management and catchment protection, forming a knowledge base that will help to identify priorities and an action portfolio for future interventions for protection and conservation of freshwater ecosystems and equitable access to water (water resource management) in Lira District.

Specifically, the study will undertake the following:

1. Diagnosis and Understanding (Catalogue of the existing information about the sub- catchment)
2. Scientific & Economic Analysis
3. Stakeholder mapping and eengagement:
4. Intervention Planning.

3.0 Methodology and Scope of the assignment

This assignment will be conducted in Aswa 11 Sub – Catchment with a focus on two main administrative units (Lira Town and Lira City) which partly fall within the hydrological boundary of this Sub – Catchment. The consulting team will employ a participatory and other methodological approach during this assignment. The process should consider gender inclusiveness and integration of local knowledge and science. The overall exercise will consist of one hundred (100) working days, spread across 5 calendar months.

3.1. Description of Tasks to be performed by the contractor

As indicated above, the overall aim of the project is to assess the current socio-economic, environmental, and institutional issues related to water resource protection and management to provide a holistic view of water resource issues, to guide decision-making, and lay a groundwork for sustainable water management in the Aswa 11 Sub - Catchment. To this effect, the consultant will undertake the following tasks or services:

Task 3.1.1: Preliminary consultative / inception meetings:

- Introduction of study objectives to ministry of Water and; Environment and other stakeholders (such as Lira City and District technical and political staff, private sector, institutional and community groups i.e., famers and other interest groups representatives.). This will be done together with the team at Join For Water.

Task 3.1. 2: Literature review and desk research:

- To extract theoretical knowledge from authenticated literature and collect existing data (geographical and social). Additionally, the consultant will be expected to systematically analyze past water resource assessments and evaluations undertaken in the the region to inform recommendations and strategy design

Task 3.1. 3: Stakeholder analysis/mapping and stakeholder consultation meetings:

- To identify and engage with the key stakeholders in the Aswa 11 Sub – catchment such as government agencies, water users, civil society organizations, private sector, donors, etc. a participatory and other methodological approaches should be applied to understand extract stakeholders interests, needs, expectations, roles, responsibilities, capacities, and potential conflicts or synergies in relation to Water Resources Management.

Task 3.1.4: Socio-economic analysis:

- To be able to understand the social-economic aspects that influence access to water resources and result in ecosystem degradation, and the capacity of communities to engage in water resource protection.

Task 3.1.5. Spatial data (support collection):

- The consultant will support our partner (World Resource Institute) in collection and analysis of spatial data to delineate and characterize the micro-catchment and administrative areas under study in addition to providing an overview of the state of water resources in the study area. The consultant will be required to collect existing data and information from various sources, including hydrological, meteorological, environmental, socio-economic data, to quantify and qualify the magnitude, causes, effects, and trends of water-related threats and challenges.

Task 3.1.6: Policy analysis:

- Review the existing policies and plans that guide water resources management in the study area and identify potential gaps. Policy documents to be analyzed include but not limited to Catchment management plans, guidelines for Catchment Management and planning, frame work for water sources protection, Water Resources and Management Strategy and Action plan for Upper Nile Water Management Zone, others would include the National development Plan 3, Vision 2024, PDM, Lira City and Lira District Development plans, Lira District Disaster Risk Reduction and Response plan, Lira District State of Environment report and, other related literature.

Task 3.1.7: Stakeholder validation meeting:

- Present the findings to stakeholders for feedback and validation (sharing findings from the study/consultative/planning phase and for proposing initial ideas on project components/activities for feedback/refinement). The findings to be presented mainly in form (maps, videos, charts, PPT etc.) of what the consulting team has learned about the people, land, geography , policies, water and other natural resources in the project area, what activities are going on that benefit from and impact on the natural resources and, what the consulting team and the stakeholders think needs to be done. Following comments on the draft study report, the consultant, together with the project team at Join For Water and World Resource Institute, will facilitate the formulation of a vision and strategic objective for Aswa 11 Sub catchment.

Task 3.1.8: Vision and strategic objectives (Theory of change):

- Based on the feedback from the validation the consultant will facilitate a process of developing a shared vision (desired future) for the Sub- Catchment in terms of water resource protection and management among the stakeholders, based on the study findings and stakeholder input. The vision should be aligned with the National Development Plan, Vision 2040 and the National climate Action Plan for Uganda as well as, the Sustainable Development Goals (SDGs).

4.0 EXPECTED OUTPUTS

The main outputs of this consultancy are

1. Inception report
2. A stakeholder analysis and engagement report
3. Potential partners for a Water Resources Management identified through a stakeholder (s) list, mapped by interest, influence and power
4. Literature review: Overview of the catchment's governance and water policies and key opportunities and barriers for Water resources Management in Aswa 11 Sub catchment.
5. Socio-economic analysis: An overview of the social economic and environmental challenges and opportunities related to water security, and best practices for IWRM, across the Aswa 11 Sub – Catchment identified. This will provide a clear set of recommended interventions that can be carried out in the sub-catchment to improve WRM,
6. Policy analysis: An overview (as Annex) of the legal and institutional framework of WRM in Uganda. This includes identified policy gaps and how this presents key opportunities and barriers for Water Resources Management within the Aswa 11 Sub- catchment.
7. A Vision and strategic objectives (Theory of change) and or actions. A vision / desired future of the area of study as developed / suggested by the stakeholders (in line with the Uganda Vision 2040) is developed.
8. Draft zero report

TERMS OF REFERENCE FOR CONSULTANCY SERVICES



5.0 SCHEDULE OF DELIVERIES

List of reports, schedule of deliveries, and period of performance

The consultants will produce the following reports and attend the related meetings:

| Milestones | Brief Description | Comments |
|--|--|---|
| Materials and methodology | Description of key materials and methods used to obtain the required information | |
| Task 1. Milestone Inception Meeting with JFW and partners Inception meeting with Key stakeholders in the region | <ul style="list-style-type: none"> Kickoff meeting between JFW + stakeholders in the region. Introduction of study objectives to ministry and other stakeholders. Clarification of data gaps and other missing information to be highlighted at this early stage. | <p>Inception report</p> <p>One month after inception for the inception report.</p> <p>Every Month (for regular performance reports)</p> <p>End of contract for Final report</p> <p>Deliverables 2-7 (see 4.0)</p> |
| Task 2. Milestone Literature review and desk research | <ul style="list-style-type: none"> Literature review of current data available on the Aswa 11 Sub- Catchment, such as geographical and social, climate change forecasts, political Other information on past water resource assessments and evaluations undertaken in the region. Review of economic conditions including the role of major private sector players. Review of water and governance policies and plans in the region | A summary report of the literature reviewed and how it contributes to the study as well as the gaps within the reviewed literature that the study should focus on to fill in for it to be informative and give good guidance in contributing to creating a detailed concept note for future funding of WRM activities in Northern Uganda / Lira district. |
| Task 3. Milestone Stakeholder analysis | <ul style="list-style-type: none"> Stakeholder mapping Engaging stakeholders (at national, regional, basin, district, and local levels) in collecting information and input and; Understanding of Power dynamics and Potential challenges | Stakeholder Assessment and engagement report |
| Task 4. Milestone. Socio-economic analysis | <p>A precise description of</p> <ul style="list-style-type: none"> Institutional Socio-economic and Environmental Access to water Water for agriculture Drivers and pressures impacting water resources (DPSIR analysis) Brief overview of the WASH (Water, Sanitation, and Hygiene) sector in Lira | Report on the strategic Social and Environmental Assessment report |
| Task 5. Milestone Policy analysis: | <ul style="list-style-type: none"> Overview of the legal and institutional framework of WRM in Uganda. To include identified policy gaps and how this presents key opportunities and barriers for Water Resources Management within the Aswa 11 Sub- | |
| Task 6. Milestone Stakeholder validation meeting: | <ul style="list-style-type: none"> Share the findings with stakeholders for feedback and validation. To provide Join for Water and other partners with a comprehensive understanding of the current state of water resources management in the region, including the challenges and opportunities that exist. The findings will be used by the project partners to create detailed concept notes for future funding of WRM activities in Northern Uganda / Lira district. | |

TERMS OF REFERENCE FOR CONSULTANCY SERVICES



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| <p>Task 7. Milestone Vision and strategic objectives</p> | <ul style="list-style-type: none"> • Theory of change and or actions. A concise description of the vision / desired future of the area of study as developed or suggested by the stakeholders. To be developed in line with the Uganda Vision 2040. | <ul style="list-style-type: none"> - Report on the strategic objectives as well as of identified and confirmed priority water resources management measures (Nbs) as formulated by stakeholders. - Priorities could be arranged into two main intervention packages, one focusing on institutional strengthening related to WRM and one on catchment ecosystem protection and conservation for equitable access to water resources. |
| <p>Task 9. Milestone. Reporting</p> | <ul style="list-style-type: none"> • Zero draft • Final report (including Annexes) <ul style="list-style-type: none"> - Annex A – Assessment Reports - Stakeholder Assessment and Engagement report - Water Resources Assessment report - Annex B – No-Regret WRM measures/ NBS - Annex E – Maps of the Sub Catchment indicating hot spots and priority areas for WRM No-regret measures / NBS in the Sub-catchment. | |

6.0. Concept

In the bid/ proposal, the consultant is required to concisely show (step by step) how the purpose and the tasks defined in the “*description of tasks to be performed by the contractor*” in 3.1. above are to be achieved.

6.1. Strategy:

The Consultant is required to consider the tasks to be performed with reference to the purpose of the services put out to tender. Following this, the Consultant presents and justifies the strategy with which they intend to provide the services for which they are responsible. The Consultant is required to show a brief process for the services for which they are responsible and create a time schedule that describes how the services according to 3.1 above will be provided. The consultant is required to draw up a personnel assignment plan with explanatory notes that lists the personnel execution plan including information on assignment dates (duration and expert days) complete with the allocation of work steps as set out in the schedule.

The consultant will work with the Join For Water Team with reports submitted to the Country coordinator JFW. The JFW PCRW technical advisor and Program M&E personnel will be involved in the whole process of reviewing reports and deliverables as contained in the table above.

6.2. Other specific requirements

The report (s) to be submitted for review must contain all the appropriate documents, maps, plans, schedules, diagrams and annexes and must be written in the English language. It’s preferred that map (s) be developed with open-source GIS software and preferably QGIS tool or any other closely related tool.

It is envisaged that the assignment will take up to 100 man-days spread across 5 (five) calendar months from the designated project start date. The Consultant will be supervised daily by the JFW team. The Consultant shall prepare and submit the requisite reports and documents, in English, in an approved format to the Client.

7. Project management of the contractor

The Consultant is required to explain their approach for coordination with the JFW program

- The consultant will manage costs and expenditures, accounting processes and invoicing in line with the requirements of JFW
- The consultant shall report regularly (monthly) to JFW in accordance with the JFW procedure. In addition to the reports required by JFW and in accordance with the financial procedures at JFW. The contractor submits the following reports:
 - Inception report

- Monthly report
- Stakeholders' analysis report
- Final report (including Annexes)

8. Workshops, training

The contractor implements the following workshops/trainings:

1. Conduct multiple -stakeholder consultations in Lira district and City to assess the current socio-economic, environmental, and institutional issues related to water resource protection and management to provide a holistic view of water resource issues, to guide decision-making, and lay the groundwork for sustainable water management in the Aswa 11 Sub - Catchment.

Note: The preparation and facilitation of all the stakeholders' workshops/meetings and related trainings will be organized by the consulting team (in consultation with JFW and partners) while all the workshops/ trainings related logistics and all related costs will be in the responsibility of JFW.

8.1. Inputs of JFW or other actors

JFW and/or other actors are expected to make the following available:

- Linking the contractor with Lira City and Lira district local governments, and other relevant stakeholders
- Linking the contractor with Join For Water's partner World Resource Institute who are responsible for specific tasks related to this study.

8.1.2. Duration of the Assignment

The assignment will take up to 100-man days spread across 4 calendar months

8.2. Staffing/Personnel

The Consultant must elaborate in their technical offer on the envisaged logistical set-up and deployment of appropriate skills for the assignment's execution. The consultant should carefully review the scope of works and propose a team of well-organized competent staff, adequately equipped with the necessary skills/facilities to execute the assignment, bearing in mind that a substantial amount of work in this assignment is field based. The Consultant will be expected to present their staffing schedule in a manner that makes it clear as to which personnel will be involved in a specific activity.

8.2.1. Staffing Requirements

The Consultant shall identify and front a team necessary to carry out the assignment and describe each team member's functions. The consultant's team is however expected to provide for the following key staff/expertise.

- i) Water Resources Planning Specialist
- ii) Environmental Management Expert/Team leader
- iii) Institutional Specialist:
- iv) Sociologist
- v) Water Resources Economist

8.2.2. Staffing Qualifications

The Consultant will form a competent team to carry out the study. The Consultant will organize all relevant inputs: finances, logistics; offices, vehicles, equipment and tools etc., as required to accomplish the assignment. The consultant is expected to field a team of professionals who shall work in an efficiently coordinated process to execute the aspects of the assignment prescribed and implied by the scope. The Consultants core team shall comprise the following specialist for undertaking the assignment as given below:

The key personnel shall have minimum academic qualifications and experience as stipulated below:

- i) **Water Resources Planning Specialist Team Leader:**
General professional experience A master's degree and specialization in water resource management.
Specific professional experience: At least 20 years of experience in integrated water resources planning, management and development at various levels, including sub-basins and catchment, the planning and design of water resources development projects, water resources strategy and action plan development,

TERMS OF REFERENCE FOR CONSULTANCY SERVICES



river basin planning, project management and technical assistance including capacity building. He / She should also have at least 5 years of experience working in East Africa;

ii) **Environmental Management Expert/**

University qualification (MSc) in Environment Engineering/Environmental Science and or Wetland/ water resources and Natural Resources Management and or Agriculture management or any other related field.

General professional experience: at least 5 years of professional experience in the Natural resources, agriculture, and climate change sector, capacity building of partners and or communities in related tasks to this assignment

Specific professional experience: 10 years' experience in undertaking strategic environmental assessments, environmental impact assessments, etc. and in environment management planning. Knowledge of environmental safeguards policies is desirable and 5 Years of working in Uganda will be an added advantage; Experience in technical studies on watershed management, soil conservation, and sediment monitoring, geomorphology, land-use and erosion problems in addition to well-developed water resources modelling skills and ability to undertake feasibility level assessments for investments in catchment management measures is an added advantage. Others have experience in Wetland/ water resources management and or rehabilitation efforts/practices, climate change mitigation and adaptation strategies in both agriculture and natural resources management. Community natural resources management planning and implementation

iii) **Institutional Specialist:**

General professional experience: A master's degree in an Institutional Development field

Specific professional experience: Specialization in analysis of water resources and river basins institutional frameworks with 10 years relevant experience.

iv) **Sociologist:** A minimum of a master's degree in Sociology or in a related field with 10 years of relevant experience in undertaking strategic social assessments, social impact assessments, etc. Knowledge of environmental safeguards policies is desirable. The Social Development specialist should have extensive experience in stakeholder identification, mobilization and engagement, and gender issues in Uganda and in the region. Knowledge of the local language will be an added advantage;

v) **Water Resources Economist:** A master's degree in economics with bias in analyzing natural resources cost related investments with 10 years relevant experience in conducting economic and financial analysis of natural resources management related projects, as well as in the economics of investment planning, including at a river basin level.

All the experts are expected to have solid experience in water resources and environment related programs. Experience of the consultant company and of the technical team in conducting work in the region (knowledge of the local language of the project area). All Projects illustrating the expert's specific experience for the project (water resources/environment projects) and their experience in Africa must be summarized and clearly defined in the expert's CV (including Project name, Location, Country, Duration, Project value, expert's specific tasks, etc.).

9.0. METHODOLOGY AND STANDARDS

The Consultant will be expected to employ the most effective methodology and standards to achieve results with optimum stakeholder and local community involvement. In addition, the Consultant will be expected to:

- (i) Collect most data from consulting with stake holders
- (ii) Review and analyze existing secondary sources of information such as assessment reports and various other regional publications on the sub-sector
- (iii) Prepare clear, concise and focused reports and
- (iv) Ensure reports and necessary documents are delivered in time.

9. PROJECT COSTS

Whilst all of the consultants' costs to be incurred in their participation, supporting the arrangement and running of stakeholder workshops must be included in the consultant's financial proposal. The costs of all other consultations, trainings, meetings etc. required by the consultant to adequately complete the assignment must be included in the financial proposals.

11. Requirements on the format of the bid

The structure of the bid **must correspond to the structure of the TORs including the evaluation criteria**. In particular, the detailed structure of the concept is to be organised in accordance with the positively weighted criteria in the assessment grid. It must be legible (**font size 12**) and clearly formulated. The bid is drawn up in English. The complete bid shall **not exceed a Maximum of 40 pages including CVs**).

12. Other requirements

- a) Proof of payment of government legal tax requirements (Please send an automatically generated tax clearance addressed to Join For Water)
- b) Company registration certificate with URSB
- c) Trading licence

13. Other important notes

1. Kindly avoid as much as possible copying and pasting of words from this document into the technical proposal especially in the chapter on interpretation of the ToR.
2. All proposals will be evaluated based on their technical and financial suitability.
3. The Financial Proposal must provide a detailed cost breakdown for the achievement of each task and activity.
 - Project Management and indirect costs must be reflected separately.
 - The cost breakdown will be used to determine the value for money against each unit cost, as well as the calculation of price in the event both parties have agreed to add new deliverables to the scope of Services.
4. The Technical proposal should be separate from the financial proposal. Each bidder must submit 2 PDF Documents (1. Technical Proposal, 2. Financial Proposal)
5. The technical evaluation is equivalent to 70% while the financial carries 30%
6. All proposals will be evaluated based on their technical suitability **first**. Only the best three proposals from the technical evaluation will be retained for the financial evaluation.
7. All bidders must submit a **signed standard conflict of interest statement** with their Technical Proposal.
8. By submitting their proposal, each bidder agrees and accepts that JFW will use their proposal with the utmost confidentiality for only the purpose for which these Terms of Reference have been published.

Deadline: All financial and technical proposals should be sent to Procurement.ug@joinforwater.ngo by 24th May 2024, by **1600hrs**. In the email, please quote the reference number in the subject line. Please **note that any application received after this deadline will not be accepted.**

TERMS OF REFERENCE FOR CONSULTANCY SERVICES



Annexes

Annex 1

| | Criteria | Weight in %age |
|-------------|--|----------------|
| 1 | Assessment of technical-methodological design | 30 |
| 1.1 | Strategy | |
| 1.1.1 | Concise interpretation of the Tor's (critical examination and understanding by the consultant of the existing challenge to be addressed, guiding study questions, objectives of the assignment as well as tasks to be undertaken to achieve the milestones). | |
| 1.1.2 | Consultant's general reflections on the task | |
| 1.1.3 | Clear description and justification of the contractor's strategy for delivering the services put out to tender. | |
| 2. | Cooperation with stakeholders during the assignment | 15 |
| 2.1 | Strategy for establishing cooperation and cooperating with the relevant actors in the project area. | |
| 2.2. | Approach and procedure for coordination with JFW | |
| 3 | Process | |
| 3.1. | Presentation and explanation of the assignment execution plan: Clear work steps, milestones and schedule | |
| 3.2. | Personnel assignment plan (who, when, what work steps) incl. explanation and specification of expert months | |
| 4. | Assessment of proposed staff | |
| 4.1. | Team leader (in accordance with ToR provisions/criteria) | 7 |
| 4.1.1 | Qualifications | |
| 4.1.2 | General professional experience | |
| 4.1.3 | Specific professional experience | |
| 4.1.4 | Leadership/management experience | |
| 4.1.5 | Regional (project area) experience | |
| 4.1.6 | Language (English and any local language used in the project area) | |
| 4.2 | Expert 1 (in accordance with ToR provisions/criteria) | 4 |
| 4.2.1 | Qualifications | |
| 4.2.2 | General professional experience | |
| 4.2.3 | Specific professional experience | |
| 4.2.4 | Leadership/management experience | |
| 4.2.5 | Regional (project area) experience | |
| 4.2.6 | Language (English and any local language used in the project area) | |
| 4.3. | Expert 2 (in accordance with ToR provisions/criteria) | 4 |
| 4.3.1 | Qualifications | |
| 4.3.2 | General professional experience | |
| 4.3.3 | Specific professional experience | |
| 4.3.4 | Leadership/management experience | |
| 4.3.5 | Regional (project area) experience | |
| 4.3.6 | Language (English and any local language used in the project area) | |
| 4.4 | Expert 3 (in accordance with ToR provisions/criteria) | 4 |
| 4.4.1 | Qualifications | |
| 4.4.2 | General professional experience | |
| 4.4.3 | Specific professional experience | |
| 4.4.4 | Leadership/management experience | |
| 4.4.5 | Regional (project area) experience | |
| 4.4.6 | Language (English and any local language used in the project area) | |
| 4.4 | Expert 4 (in accordance with ToR provisions/criteria) | 3 |
| 4.4.1 | Qualifications | |
| 4.4.2 | General professional experience | |
| 4.4.3 | Specific professional experience | |
| 4.4.4 | Leadership/management experience | |
| 4.4.5 | Regional (project area) experience | |
| 4.4.6 | Language (English and any local language used in the project area) | |
| 4.4 | Expert 5 (in accordance with ToR provisions/criteria) | 3 |
| 4.4.1 | Qualifications | |
| 4.4.2 | General professional experience | |
| 4.4.3 | Specific professional experience | |
| 4.4.4 | Leadership/management experience | |
| 4.4.5 | Regional (project area) experience | |
| 4.4.6 | Language (English and any local language used in the project area) | |

TERMS OF REFERENCE FOR CONSULTANCY SERVICES



| | | |
|--|--|-------------|
| | Sub Total technical proposal | 70 % |
| | Assessment of financial -methodological design | 30% |
| | Total evaluation | 100% |

Annex 11

FINANCIAL bid

| | | |
|---|-------------------------------|--------------|
| Project Short Title: Consultancy | | Date: |
| COST SUMMARY | Cost in local currency | |
| Fees | | |
| Reimbursable costs | | |
| | | |
| TOTAL NET Costs | | |
| Applicable Tax 18% VAT | | |
| Total GROSS Costs | | |

Expert Inputs and Fee Rates

| Name of Expert | Description | No. of Days | Daily Fee Rate (local currency) | Total Fee (No. Days X Fee) |
|---------------------|-------------|-------------|---------------------------------|----------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL amount | | | | - |
| | | | | |