

## **Terms of Reference for the Documentation of the WWF-UCO Champion District Initiative (CDI)**

### **Background**

The World Wide Fund for Nature (WWF), the global conservation organization, has a mission to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by: conserving the world's biological diversity; ensuring that the use of renewable natural resources is sustainable; and reducing pollution and wasteful consumption. To achieve its global mission, World Wide Fund for Nature-Uganda Country Office (WWF-UCO) works with central and local government agencies, the private sector, civil society organizations (CSOs) and local communities to implement its various conservation programmes on energy, climate and extractives, forestry and biodiversity and freshwater in Uganda.

WWF-UCO implemented a renewable energy access initiative titled, "The Champion District Initiative (CDI). The initiative was implemented from 2012 to December 2016. This was a component of 'Increasing the provision of clean energy in Uganda' a project implemented by WWF-UCO. The CDI was implemented with technical support from WWF-Norway, WWF-Sweden and WWF-Denmark. The CDI was a district-led approach where different partners at local, national<sup>1</sup> and international levels were collaborating together towards increasing clean energy access in Kasese District to 100% by 2020. The initiative aimed at promoting renewable energy access at district level in Uganda, with the goal of improving rural livelihoods and reducing environmental degradation through widespread sustainable use of renewable and affordable energy sources in Uganda by 2040. Lessons learnt and best practices of increasing renewable access at district level are to be replicated and scaled to other districts based on the successful approaches of the pilot district model.

The initiative was aimed at achieving two specific outcomes which include: *increased clean energy access in Kasese by end of project for improved livelihoods and environment and a replicable district-led approach for clean and affordable energy in place by end of project*

In achieving the above outcomes, WWF-UCO engaged the government, private sector, CSOs and communities through raising awareness, strengthening capacity of CSOs and communities in Kasese, supported establishment of affordable end-user financing mechanisms and created enabling frameworks for renewable energy access at a local government level.

It is against this background that WWF-UCO seeks the services of a consultant to undertake documentation of renewable energy access trends, approaches used and challenges experienced, stakeholders involved, success stories and lessons learned. The documentation of this initiative is hoped to be used as a tool for replication of the initiative to the rest of Uganda.

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<sup>1</sup> Ministry of Energy and Mineral Development (MEMD), Rural Electrification Agency (REA)

## **Aim of the documentation**

The main aim of the assignment is to document the approaches and challenges, success stories and lessons learned from the implementation of the initiative.

This specifically will involve:

- Undertaking documentation of the achievements and participation of the different partners and stakeholders involved in the implementation of CDI
- Undertaking documentation of the approaches used and challenges experienced in the distribution and marketing of renewable energy technologies (RET) i.e. improved cookstoves, solar home PV systems and community adoption of a solar PV minigrid in Kasese.
- Undertaking documentation of RET payment mechanisms used by the CSOs for increased access among the rural women and men
- Undertaking documentation of the success stories and lessons learned due to implementation of the CDI

## ***Specific duties and responsibilities***

1. **Review of project documentation:** Informed by discussions with project management unit (PMU) staff on project formulation process, project intervention areas and available relevant literature, review CDI documentation process with the view of assessing overall logic and structure of interventions and their successes and failures.
2. **Follow-up meetings with stakeholders:** Based on the initial review and identification of areas where lessons have been learned, conduct a series of meetings with key stakeholders to discuss project impacts on the ground.
3. **Comparison of findings with similar initiatives :** Based on his/her own experience and inputs from CDI and UCO staff, compare findings with similar initiatives to provide additional insight into why the initiative has been successful or not.
4. **Lessons learned reports:** In discussion with CDI and UCO staff, identify particular areas of project intervention where lessons have been learned. Pay particular attention to the uptake of interventions by Local Government and other projects/community based Organisations (CBOs), and the sustainability of project impacts. Draft concise and closely argued “lessons learned” document. Carefully consider the project enabling environment and regulatory frameworks in terms of lessons learned and impacts of the project.
5. **Lessons learned workshop.** Present the key lessons learned to a stakeholder workshop as part of validating the findings and incorporate comments into final draft of the reports.

## **Scope**

The consultant is expected to undertake the documentation of the following components:

1. The institutional and legal frameworks that guided implementation of the CDI.
2. The partners and stakeholders involved in implementation of the CDI.
3. Renewable energy access enabling frameworks developed during project implementation.

4. Institutional and technical capacity strengthening of implementing CSOs and communities.
5. Partnerships built towards increasing energy access in CDI.
6. Distribution and marketing approaches used in reaching the last mile household with an improved cookstove and a solar home system.
7. End-user financing mechanisms piloted in the CDI for increasing access to renewable energy.
8. Knowledge, Attitude and Practices (KAP) changes among the population on use of renewable energy technologies for cooking and lighting.
9. Livelihood improvements of the rural women and men due access to improved cookstoves and solar homesystems for cooking and lighting respectively.
10. Success stories and lessons learned during implementation of the energy access initiatives.
11. Any challenges and opportunities for further increasing access to renewable energy technologies amongst the rural population.

## **Approach and Methodology**

The assignment will involve both desk assessment of the available literature which includes reports, project logical framework analysis, and mid-term evaluation studies among others. This will also be supplemented by field visits to collect primary data and to interact with the different stakeholders involved in the implementation of the CDI. This will require the consultant meeting with local government, civil society and private sector stakeholders in the natural resources sector. The consultant will be expected to present his/her draft findings in a validation meeting to a selected team from the WWF-UCO Energy, Climate and Extractives Programme. The consultant in undertaking this study will closely collaborate with the WWF project staff and the respective districts' focal persons and CSO representatives

The undertaking will be defined by the following proposed key considerations:

- Developing the overall methodology and approach to documentation and report compilation.
- Documentation of the interpretation of the ToR
- Comprehensive outline of the documentation report

## **Deliverables**

The consultant is expected to produce the following key outputs;

- Inception report detailing the proposed methodology, work plan, budget, proposed team.
- Three copies of final report (hard and soft), not exceeding 40 pages and an abridged version of the report in not more than 7 pages.

- PowerPoint presentation summarising the CDI documentation with all illustrations compiled and shared
- CDI documentation tool kit as developed from the documentation report compiled and shared
- Facilitate a validation meeting to present preliminary findings from the field to a selected team

### **Desired skills and competence**

- Relevant academic background (post graduate qualification as minimum) in conservation related research in the fields of energy, sustainable and socio-economic development, environmental management, or an appropriate management field, such as public management and other related fields.
- Proven experience of at least 3 years, with evidence of earlier works in undertaking documentation of similar or related development programs
- Organizational capacity to conduct the assignment.
- Participatory research techniques – both quantitative and qualitative.
- Solid analytical and conceptual skills and the ability to think creatively.
- An eye for detail with ability and sense to synthesize large data and paint a coherent overall picture.
- Fluency in English (spoken and written)
- A good reputation for data analysis and producing high quality reports.
- Working to demanding deadlines

### **Skills and abilities**

The consultant must be a strategic thinker who can analyze complex problems/relationships and determine causes and reasons, including both the obvious and the more subtle relationships between natural resources management, community development and governance. S/he must have proven ability in working with stakeholders to draw out lessons, analysis and writing of technical reports, including excellent oral and written communication in English.

### **Duration of the assignment**

The documentation is expected to take place starting from 20<sup>th</sup> August 2017 to 30<sup>th</sup> November 2017. The draft report is expected on 20<sup>th</sup> September 2017 after which comments will be provided and final report is expected on 30<sup>th</sup> November, 2017. The consultant will be responsible for the overall management of the assignment and the production of the final report.

### **Tendering Process**

Proposals are invited from consultants interested to undertake this assignment.

Proposals should contain:

- A technical proposal (in a sealed envelope clearly marked “Technical Proposal”) containing:
  - The consultant’s understanding of the documentation objectives

- Summary of methodology clearly outlining how the baseline will be conducted (using framework set in this TOR as guidance). This summary should not exceed 2,000 words and should include number of days required for the assignment,
  - An up to date curriculum vitae clearly outlining understanding of the TOR and relevant experience
  - Information on any representative of your team, or any member of your team, that may give rise to **a direct or indirect conflict of interest**, including identifying other current contractual works being conducted for WWF, Funder and affiliations with national and local focal points.
  - Illustrative schedule and work plan, outlining the major activities and implementation time schedule
  - Reference of at least 3 former clients who agree to be contacted by WWF-UCO.
- ii. A financial proposal **not exceeding 2 pages** (sealed in a separate envelope clearly marked “Financial Proposal”) including:
- Consultant’s daily rates in Uganda Shillings.
  - Any other related costs (excluding the costs of the stakeholder validation meeting).

Candidates are required to submit their current CV along with a technical and financial proposal. It will be a condition of the contract that CVs of all individuals engaged in the documentation is submitted (including CVs of junior staff and anyone sub-contracted to work on the study).

## **Reporting**

The consultant will report to the Champion District Manager.

## **Travel**

In case some consultants are not from within Uganda, costs related to travel should form part of the financial submission

## **Submission of Proposal**

Both the technical and financial proposals should be submitted together **but in separate sealed envelopes**

These should be marked: “Proposal for **documentation of the WWF-UCO Champion District Initiative**.”

Kindly include a return address on all envelopes.

## **Send the specified documents above to;**

Chairman,  
Procurement Committee,  
WWF Uganda Country Office,  
Plot 2 Sturrock Road  
P.O. Box 8758,  
**KAMPALA**

**Deadline:**

All bids are expected to be submitted by **18<sup>th</sup> August 2017 by 13.00Hrs.**

**Conditions:**

1. WWF reserves the right to accept any proposal or reject all proposals.
  2. Technical evaluation will precede financial considerations.
  3. Any forms of canvassing will lead to automatic cancellation of the bid in question.
- Only shortlisted consultants will be contacted for further consideration