



Advocates Coalition for Development and Environment (ACODE)

Call for Proposals

To Conduct a baseline Survey for Strengthening Civic Engagement, Voice, Service Delivery and Climate Justice in Uganda Project

1. Introduction (Brief about the baseline survey):

The Advocates Coalition for Development and Environment (ACODE) is a regional Public Policy Think-tank with a programmatic focus on Environment and Natural Resources Governance, Economic Governance; Democracy, Peace and Security and Science, Technology and Innovations. With support from the Royal Danish Embassy, ACODE is implementing a 4-year project that aims at “Strengthening Civic Engagement, Voice, Service Delivery and Climate Justice in Uganda”. The project will be implemented in 12 districts of West Nile and 8 districts in Karamoja sub regions of Uganda. The project has 4 result areas namely, Outcome 1: Strengthened Institutional framework for enhancing citizens’ participation in monitoring of public expenditure for service delivery monitoring and handling of corruption; Outcome 2: Strengthened national and district level policy, regulatory frameworks and institutional capacity for climate justice; Outcome 3: Climate most affected vulnerable communities have their concerns adequately addressed and Outcome 4: Youth, women and other marginalized groups empowered and organized to meaningfully shape outcomes of decision making processes.

2. Project background information and context:

Uganda's socio-economic and political landscape presents a complex reality of progress and deficit in service delivery, accountability and environmental management. While Uganda has registered an average annual growth of over 6% in the last 30 years, this progress is undermined by poor service delivery, poor public accountability, weak governance structures and high poverty levels, where 21.4% of the population live below the poverty line. The Corruption Perception Index ranks Uganda as the 26th out of 180 most corrupt countries globally. As a natural resources-dependent country, Uganda’s vulnerability is further exacerbated by increased climate change shocks, as it is ranked the 40th most highly vulnerable country to climate change. The regions of West Nile and Karamoja are the most at risk, with vulnerable groups such as women, youth and refugees being the hardest hit. Despite introducing several policy reforms, including the decentralisation policy, the country still grapples with weak local government structures, limited public participation in key decision-making structures, limited civic engagement and accountability, and waning political commitment to decentralisation and environmental stewardship. State actors have limited capacity to respond to service delivery concerns effectively, and the citizens do not have the civic competence to hold their leaders accountable. Bridging these gaps necessitates strengthened policy and legal frameworks, greater civic engagement, and better governance practices to reduce economic disparities and enhance climate resilience.

Thus, this project seeks to implement targeted interventions to strengthen civic competence and state actors’ capabilities to deliver better services, ensure public accountability and advance environmental rights and climate justice. The relevant stakeholders for the implementation of this project include MWE, MoFPED, MoLG, ULGA, UAAU, MEND, the media and local district governments.

The project has the following result areas

Impact: Strengthened Civic Engagement, Voice, Service Delivery and Climate Justice in Uganda

Outcome 1: Strengthened Institutional framework for enhancing citizens’ participation in monitoring of public expenditure for service delivery monitoring and handling of corruption

Outputs

- 1.1 Citizens mobilised to participate in dialogues on the state of public service delivery
- 1.2 Capacity of leaders at local and national levels to exercise their public administration mandate and to promote accountability, respect and promotion of human rights built
- 1.3 Inter-agency engagement forums, dialogue spaces and feedback loops organised between citizens, CSOs and the state to respond to issues and needs identified by citizens at all levels

Outcome 2: Strengthened national and district level policy, regulatory frameworks and institutional capacity for climate justice.

Outputs



Advocates Coalition for Development and Environment (ACODE)

- 2.1 CSOs and community groups mobilised to participate in the review and implementation of Uganda's NDCs and NAPs
- 2.2 Evidence to support revision of Policy and regulatory frameworks to incorporate climate justice issues
- 2.3 Capacity of MDAs, LGs and CSOs in climate finance accountability and tracking built

Outcome 3: Climate most affected vulnerable communities have their concerns adequately addressed

Outputs

- 3.1 Platforms for actors involved in climate justice to dialogue on climate financing and accountability to stimulate development partners' and private sector confidence in investing in climate action created and strengthened
- 3.2 Campaigns for integrating voices of climate most affected communities on social and environmental concerns in decision-making process for projects attracting climate finance undertaken
- 3.3 Community groups mobilized and capacitated to use established avenues to engage with authorities to address issues of concern and resolve disputes regarding climate action projects.

Outcome 4: Youth, women and other marginalized groups empowered and organized to meaningfully shape outcomes of decision making processes.

Outputs

- 4.1 Women, youth, and other deprived/marginalised people's voices are reflected in decision-making processes.
- 4.2 Community members are sensitized to women's rights, gender equality, environmental protection, and civic education.
- 4.3 Decision-making processes, policies and laws are inclusive of the demands, opinions and preferences of youth, women, PWDs and other marginalised groups at local and national level

3. Purpose:

The main objective is to establish baseline information against a set of indicators agreed under each of the four project outcomes. The baseline will determine bench-marks for target setting within each specific objective, as per the indicators set out in the original log-frame; validate if the activities within the project design are sufficient in scale and scope, in order to meet these targets. Baseline findings will also be critical input into the project's M&E framework.

3.1 Specific Objectives of the baseline:

1. Provide ACODE with baseline information against which to assess its progress, effectiveness, and results attained during the 4-year performance period across the 4 outcomes.
2. Gather and analyse community and other target groups' perceptions and understandings of accountability, and civic engagement in Uganda and how they are practiced in different communities.
3. Assess assumptions and values of project indicators and targets set at the design stage and make appropriate recommendations for review where necessary.
4. Conduct a detailed contextual analysis of Governance, Accountability and Civic engagement in the two regions of West Nile and Karamoja.



Advocates Coalition for Development and Environment (ACODE)

4. Key baseline questions

Result	Baseline information Required
Impact: Strengthened Civic Engagement, Voice, Service Delivery and Climate Justice in Uganda	Level of Civic engagement Level of satisfaction with service delivery Level of Climate justice
Outcome 1: Strengthened Institutional framework for enhancing citizens' participation in monitoring of public expenditure for service delivery monitoring and handling of corruption	<ul style="list-style-type: none"> ● What are the existing institutional mechanisms to facilitate and support citizen participation in public expenditure monitoring and accountability processes? ● What is the current capacity of these institutional frameworks? <ul style="list-style-type: none"> ● <i>Number of existing inter-agency engagement forums, dialogue spaces and feedback loops organized between citizens, CSOs and the state to respond to issues and needs identified by citizens at all levels;</i> ● Extent to which citizens are informed and engaged in public expenditure processes, including budgeting, allocation, and utilization of funds? <ul style="list-style-type: none"> ● <i>Level of citizens participating in public dialogues on state of public expenditure and service delivery</i> ● Effectiveness of existing accountability mechanisms in addressing corruption and ensuring the efficient use of public resources? <ul style="list-style-type: none"> ● <i>Number of leaders at local and national level with capacity to exercise their public administration mandate and to promote accountability, respect and promotion of human rights;</i> ● <i>What are the National District level priorities for climate justice?</i>
1.1 Citizens mobilised to participate in dialogues on the state of public service delivery	<ul style="list-style-type: none"> ● What is the current level of citizen awareness and participation in public service delivery processes at the local and national levels? ● What are the existing mechanisms and platforms for citizen engagement in public service delivery dialogues? ● What are the perceived impediments to citizen participation in public service delivery dialogues?
1.2 Capacity of leaders at local and national levels to exercise their public administration mandate and to promote accountability, respect and promotion of human rights built	<ul style="list-style-type: none"> ● What is the current level of knowledge, skills, and attitudes of leaders at local and national levels regarding public administration, accountability, and human rights? ● What are the existing systems and mechanisms for monitoring and evaluating the performance of leaders in terms of public administration, accountability, and human rights? ● What are the perceived challenges and opportunities for enhancing the capacity of leaders to exercise their public administration mandate and promote accountability, respect, and promotion of human rights?
1.3 Inter-agency engagement forums, dialogue spaces and feedback loops organised between citizens, CSOs and the state to respond to	<ul style="list-style-type: none"> ● What is the current level of collaboration and coordination among government agencies, CSOs, and citizens in addressing public service delivery issues? ● What are the existing platforms and mechanisms for dialogue and feedback between citizens, CSOs, and the state?



Advocates Coalition for Development and Environment (ACODE)

Result	Baseline information Required
issues and needs identified by citizens at all levels	<ul style="list-style-type: none"> • What are the perceived challenges and opportunities for strengthening inter-agency engagement and citizen participation in addressing public service delivery issues?
Outcome 2: Strengthened national and district level policy, regulatory frameworks and institutional capacity for climate justice	<ul style="list-style-type: none"> • What are the existing national and district level policy, regulatory frameworks and institutional capacity for climate justice? <ul style="list-style-type: none"> • <i># of CSOs and community groups participating in the review of Uganda's Nationally Determined Contributions and National Adaptations Plans (NAPs), which include the active participation of the most climate-vulnerable groups</i> • To what extent do existing national and district-level policies and regulations adequately address climate justice issues, including the rights of vulnerable populations? • What is the current capacity of government institutions at national and district levels to implement climate justice policies and programs? <ul style="list-style-type: none"> • <i># of MDAs, LGs and CSOs with capacity in climate finance accountability and tracking</i> • What is the level of coordination and collaboration among government agencies, civil society organizations, and communities in addressing climate justice issues?
2.1 CSOs and community groups mobilised to participate in the review and implementation of Uganda's NDCs and NAPs	<ul style="list-style-type: none"> • What are the existing mechanisms for CSOs and community groups to participate in the review and implementation of NDCs and NAPs? • What is the current level of awareness and engagement of CSOs and community groups in the development and implementation of Uganda's NDCs and NAPs? • What hinders CSOs and community groups from effectively participating in the climate change decision-making process?
2.2 Evidence to support revision of Policy and regulatory frameworks to incorporate climate justice issues	<ul style="list-style-type: none"> • What is the current state of knowledge and data on the impacts of climate change on vulnerable populations and communities in Uganda? • To what extent do existing policies and regulatory frameworks address climate justice issues and the needs of vulnerable groups? • What are the gaps in evidence and data needed to inform the revision of policies and regulatory frameworks to incorporate climate justice?
2.3 Capacity of MDAs, LGs and CSOs in climate finance accountability and tracking built	<ul style="list-style-type: none"> • What is the current capacity of MDAs, LGs, and CSOs to track and account for climate finance? • What are the existing systems and mechanisms for monitoring and evaluating the use of climate finance in Uganda? • What are the challenges and opportunities for enhancing the capacity of stakeholders in climate finance accountability and tracking?
Outcome 3: Climate most affected vulnerable communities have their concerns adequately addressed.	<ul style="list-style-type: none"> • What are the current needs and priorities of climate-affected vulnerable communities? • What are the existing mechanisms for addressing the grievances and concerns of climate-affected vulnerable communities?



Advocates Coalition for Development and Environment (ACODE)

Result	Baseline information Required
	<ul style="list-style-type: none"> • # of existing platforms for actors involved in climate justice to dialogue on climate financing and accountability to stimulate development partners' and private sector confidence in investing in climate action. • To what extent are the voices of climate-affected vulnerable communities incorporated into climate change planning and decision-making processes? <ul style="list-style-type: none"> • # of campaigns for integrating voices of climate most and communities on social and environmental concerns in decision-making process for projects attracting climate finance, • What are the existing Affirmative climate action interventions for vulnerable groups? <ul style="list-style-type: none"> • # of community groups mobilized and capacitated to use established avenues for them to engage with authorities to address issues of concern and resolve disputes regarding climate action projects. • Are there resource allocation for interventions to build climate resilience for vulnerable groups?
<p>3.1. Platforms for actors involved in climate justice to dialogue on climate financing and accountability to stimulate development partners' and private sector confidence in investing in climate action created and strengthened</p>	<ul style="list-style-type: none"> • Who are the private sector actors investing in Climate action? • What are the existing platforms for private sector dialogue and knowledge sharing on climate financing and accountability? • What is the current level of collaboration and coordination among stakeholders involved in climate finance and accountability? • What are the perceptions of development partners and the private sector regarding the investment climate for climate action in Uganda?
<p>3.2. Campaigns for integrating voices of climate most affected communities on social and environmental concerns in decision-making process for projects attracting climate finance undertaken</p>	<ul style="list-style-type: none"> • What are the existing mechanisms for incorporating the voices of climate-affected communities in project design and implementation? • What is the current level of participation of climate-affected communities in decision-making processes for climate finance projects? • What are the barriers preventing climate-affected communities from effectively participating in decision-making processes for climate finance projects?
<p>Output 3.3: Community groups mobilized and capacitated to use established avenues to engage with authorities to address issues of concern and resolve disputes regarding climate action projects.</p>	<ul style="list-style-type: none"> • What are the existing mechanisms for community groups to raise concerns and resolve disputes related to climate action projects? Probe for number and type of community groups e.g CFMs • What is the current level of awareness and capacity of community groups to engage with authorities on climate action projects? • What hinders effective community engagement in addressing issues related to climate action projects?
<p>Outcome 4: Youth, women and other marginalized groups empowered and organized to meaningfully shape outcomes of decision making processes.</p>	<ul style="list-style-type: none"> • What is the current level of participation of youth, women, and marginalized groups in climate change decision-making processes? <ul style="list-style-type: none"> • # of women, youth, and other deprived/marginalised people's groups voicing their demands, and opinions in decision making processes.



Advocates Coalition for Development and Environment (ACODE)

Result	Baseline information Required
	<ul style="list-style-type: none"> • What is the capacity of youth, women, and marginalized groups to effectively engage in climate change advocacy and policy development? <ul style="list-style-type: none"> • # of community members sensitized on women’s rights, gender equality, environmental protection and civic education (disaggregated by sex, age) • What prevents youth, women, and marginalized groups from participating fully in climate change governance?
<p>4.1: Women, youth, and other deprived/marginalised people's voices are reflected in decision-making processes.</p>	<ul style="list-style-type: none"> • What are the existing mechanisms for incorporating the perspectives of women, youth, and marginalized groups in policy development and implementation? Probe for tools used (<i>Petitions, Advocacy letters, pro-bono legal services</i>) • To what extent are women, youth, and marginalized groups currently represented in decision-making processes at the local and national levels? • What affects the full participation of women, youth, and marginalized groups in decision-making processes?
<p>4.2: Community members are sensitized to women’s rights, gender equality, environmental protection, and civic education.</p>	<ul style="list-style-type: none"> • What is the current level of awareness of women’s rights, gender equality, environmental protection, and civic education among community members? • What are the existing avenues for promoting women’s rights, gender equality, and environmental protection in communities? • What are the challenges and opportunities for enhancing community awareness and understanding of women’s rights, gender equality, and environmental protection?
<p>4.3: Decision-making processes, policies and laws are inclusive of the demands, opinions and preferences of youth, women, PWDs and other marginalized groups at local and national level</p>	<ul style="list-style-type: none"> • What existing policies and laws reflect the needs and priorities of youth, women, PWDs, and other marginalized groups? • What are the existing mechanisms for ensuring the participation of youth, women, PWDs, and other marginalized groups in policy development and implementation? (climate responsive byelaws and ordinances) • What barriers hinder the inclusion of youth, women, PWDs, and other marginalized groups in decision-making processes?



Advocates Coalition for Development and Environment (ACODE)

5. Scope of the assignment:

The consultant is expected to undertake the following tasks:

1. Carry out a desk-review of relevant project documents including project log-frame, budget and other relevant documents prior to the implementation of the study;
2. Collect baseline data for both qualitative and quantitative indicators as per the results framework with a representative sample of the 11 districts in West Nile and 9 districts in Karamoja subregions.
3. Produce a detailed baseline report explaining the baseline findings
4. Provide a clear basis for setting project targets and milestones
5. Provide a clear contextual analysis of key assumptions that may facilitate or hinder the attainment of the project objectives

6. Delivery Timeline

#	Deliverable	Description	Timing	Responsibilities
1	Baseline methodology and approach	Proposed evaluation methodology, work plan and structure of the Baseline report, and tools for data collection	No later than 1 week after signing of the contract	Consultant
2	Fieldwork, data collection, analysis and report writing	Full report	3 weeks after commencement of assignment	Consultant and ACODE Team
3.	Presentation of draft baseline report	Power point presentation of the baseline findings	3 weeks after commencement of assignment	Consultant
4	Final Baseline Report Not more than 50 pages	Revised report with audit trail detailing how all received comments have (and have not) been addressed in the final report	Within 1 week of receiving ACODE comments on draft	Consultant and ACODE Team
5	Updated Indicator Matrix	Excel sheet of the indicator matrix with baseline values	Within 1 week of receiving RDE comments on draft	Consultant and ACODE Team

7. Duration of the assignment:

The assignment will be completed in a period of 30 calendar days. The final report is expected to be submitted to ACODE by Friday 30th August 2024.

8. Methodology:

The baseline survey will employ a mix of both qualitative and quantitative approaches. The consultant is expected to identify and develop an appropriate design for the study capable of providing a comprehensive situational analysis and baseline data for the project interventions in West Nile and Karamoja regions of Uganda. The data should be comprehensive, credible, reliable, and useful as a benchmark for adequately measuring the project indicators.

Overall, the methodology section should cover details of study design and approaches, sampling, sample size determination, data collection methods/instruments, data analysis techniques and aspects of quality assurance/ data validation/ethical considerations during the assignment. Specifically, the methodology should be robust enough to cover the diverse aspects of the four outcome areas. Key cross cutting issues of gender and environment should also be reflected. The design should also be specific about the geographical scope (National, District and Sub county levels) clearly stipulating the nature of information and approaches for collecting information at the three levels.

Consultants should note that a representative sample for all districts in West Nile and Karamoja will be needed. The sampling should give special attention to communities residing next to protected forest resources in each of the subregions. The consultant should provide a broad and representative spectrum of respondents for the baseline study across conceptual and geographic scope. The ACODE project logframe shall provide indicators upon which baseline data shall be collected.



Advocates Coalition for Development and Environment (ACODE)

9. Qualifications and Competence of Staff:

The consultant(s) is (are) expected to hold the following qualifications in order to be eligible for this assignment.

- An advanced Degree in Law, Development Studies.
- A strong Governance background particularly work in local governance
- A strong Environmental Justice background with proven experience
- At least 10 years' experience in project design, conducting baseline studies and M&E
- A demonstrated high level of professionalism and an ability to work independently and in high-pressure situations under tight deadlines.
- Strong interpersonal and communication skills

10. Estimated budget and level of effort:

The consultant is expected to develop a realistic budget covering both fees and reimbursable expenses inclusive of statutory taxes. The budget should also specify the level of effort of the consultants.

11. Payment Specifications:

The payment terms for the consultant will follow a break down as follows:

- 60% upon signing of contract and delivery of inception report
- 40% upon approval of the final report

12. Management

The Consultant is responsible for delivery of the outputs required and management of the data collection process. The ACODE project Manager and M&E officer will be the direct contact persons and will provide oversight during the course of undertaking the assignment.

13. Criteria for Evaluation of Proposal:

Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted the General Terms and Conditions will be awarded the contract.

1.1. Selection Criteria

Qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Technical Criteria weight is 70%
- Financial Criteria weight is 30%

Evaluation Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
Understanding the Scope of Work; comprehensiveness of the methodology/approach; and organization & completeness of the proposal		30
Minimum educational background.		5
Minimum years of experience & previous experience in similar assignments		30
Additional competences		5
Financial (Lower Offer/Offer X100)	30%	30
Total Score	Technical Score * 70% + Financial Score *30%	

14. Application Process:

The technical and financial proposals in PDF format should be sent by mail to procurement@acode-u.org by 17:00 hrs by August 15, 2024.

15. Confidentiality:

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of ACODE.