

TERMS OF REFERENCE FOR A SHORT-TERM CONSULTANT TO CONDUCT A PARTICIPATORY SITUATION ANALYSIS FOR THE COMMUNITIES AROUND JUBIYA CFR

Post Title:	Consultant To Conduct A Participatory Situation Analysis for Jubiya CFR
Agency:	Fairventures Worldwide and Uganda Timber Growers Association (UTGA)
Project Name:	Development of a Sustainable Business Model (SBM): Jubiya CFR Participatory Situation Analysis
Country of Assignment:	Uganda

Contents

1. BACKGROUND	3
2. OBJECTIVE OF ASSIGNMENT	3
2.1 Specific objectives of Participatory Situation Analysis	3
3. SCOPE OF WORK	3
4. DURATION OF ASSIGNMENT.	3
5. FINAL DELIVERABLES	4
6. PROVISION OF MONITORING AND PROGRESS CONTROLS	4
7. DEGREE OF EXPERTISE AND QUALIFICATIONS	4
8. RECOMMENDED PRESENTATION OF OFFER	4
9. CRITERIA FOR THE SELECTION OF BEST OFFER	5
10. PAYMENT TERMS	5
11. SUBMISSION DATES	5

1. BACKGROUND

Fairventures Worldwide (FVW) Uganda got funding from the German Ministry of Economic Cooperation and Development (BMZ) to support the development of sustainable business models for reforestation in Uganda. Uganda Timber Growers Association (UTGA) is the local promoter for the project because of its proven track record in implementing such projects. UTGA will ensure that its implementation results are satisfactory to the beneficiaries and the donor. The project's success will be fundamental in securing additional funding for the bigger project. In the Development of Sustainable Business Models (SBM) project, UTGA and FVW are seeking a qualified national consultant to assist the project team in identifying, mapping and accounting for, in the best possible way, the needs of the various stakeholders, in particular, the surrounding communities. This will facilitate the creation of ecologically and economically sustainable business models.

2. OBJECTIVE OF ASSIGNMENT

To provide a detailed description of the population living around the Jubiya CFR by examining the current situation and challenges facing the community around Jubiya, identifying, mapping and accounting for their needs and challenges. The outcome of this process is a guide to help concessionaires understand the status, motivations and needs of the local community.

2.1 Specific objectives of Participatory Situation Analysis

1. To understand in detail the resource use patterns and values local communities attach to the resource.
2. To identify the threats to the forest.
3. To identify the forest users and other interested parties (stakeholders) who can influence or will be influenced by the management of the forest
4. Identify possible conflicts so as to manage and or mitigate them.
5. To identify all the challenges and rank them
6. Propose a possible appropriate action(s) that will address the challenges.
7. To understand the local community's social, economic, physical and institutional set-up.

3. SCOPE OF WORK

With support from the project team, the consultant will conduct a participatory situation analysis and consolidate related works about the CFR. These inputs recommended through the situation analysis will feed into developing a sustainable business model.

1. Define and submit a detailed methodology and work plan
2. Review, streamline and submit the questionnaire developed to the project team.
3. A trip to Jubiya CFR in Masaka to deploy the questionnaires by conducting interviews with the community and the relevant authorities.
4. Identify, map, and rank the needs and challenges of the surrounding communities, for each challenge, develop appropriate actions to address it in form of a report.
5. Prepare a guidebook showing the needs and challenges of the local communities.

4. DURATION OF ASSIGNMENT

FVW/UTGA shall hire the consultant for 16 working days in February 2023. The consultant will be home-based with travel to the project area in Uganda, working closely with the project team. Following discussions with the team, possible study sites within Jubiya CFR will be listed.

5. FINAL DELIVERABLES

The key deliverables of this assignment are;

1. A detailed methodology and action plan for the PSA showing the survey's respondents.
2. Questionnaires and evaluation plans developed
3. A detailed report showing the needs and challenges of the local communities.
4. A proposed course of action for addressing the issues and demands of the local community
5. A detailed guidebook to guide Fairventures and UTGA understand the motivations and needs of the local community will allow for the planning and implementation of activities in a way that does not work against the interests of the communities but engages them from the onset.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The Consultant will work closely and receive technical guidance and support from the project manager and team. UTGA and Fairventures will ensure that the methodology of the assignment is aligned with the intended objective of the assignment, and monitor the quality of the final products.

7. DEGREE OF EXPERTISE AND QUALIFICATIONS

Education and Experience

- I. Masters or higher degree in Forestry, Natural Resources Management, and Environment Management and related disciplines. Working knowledge in Human Rights, Development Studies, Sociology are an added advantage.
- II. A minimum of 5 years of demonstrable experience in the management of forests or natural resources.
- III. Experience working with government institutions, civil society/private organisations, development partners and local communities
- IV. Sound knowledge and understanding of the forestry sector in Uganda; best national and global practices in sustainable forest management.
- V. Good working knowledge of forestry and related laws and policies in Uganda
- VI. Knowledge of the Forest stewardship council certification is an added advantage

Competencies

- a) Excellent report writing skills with good command of English
- b) Excellent command of the local language, customs and traditions of the project area.
- c) Excellent organisational skills.
- d) Strong analytical, writing and communication skills.
- e) Ability to prepare publications, reports, and presentations.
- f) Ability to manage and work with a multidisciplinary and multicultural team.

8. RECOMMENDED PRESENTATION OF OFFER

The consultant should submit the following documents:

- a) Duly accomplished Letter of Confirmation of Interest and Availability;
- b) Personal CV (and of other team members if any), indicating all experience in similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Cover letter (maximum of 1 page)
- d) Technical and Financial proposal indicating an all-inclusive Lump Sum contract price, supported by a breakdown of costs (including daily fee, per diem, travel costs, etc.).
- e) Appraisal and feedback from past clients/organisations on related assignments

9. CRITERIA FOR THE SELECTION OF BEST OFFER

The following criteria shall serve as a basis for evaluating the offers:

Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer that will be weighted a max of 30%

Criteria	Weight	Max. Point
A. Technical	70	
1. Academic Background		10
2. Core Competencies		10
3. Experience related to the assignment		20
4. Adequacy of the proposed methodology and work plan		30
Sub-total A. Technical		70
B. Financial	30	30
Sub-Total B. Financial		30
Total (A+B)		100

10. PAYMENT TERMS

Payout will be made to the chosen consultant upon certification from Project Manager, and MD UTGA and/or Country director Fairventures Worldwide in the following manner:

Expected Deliverables	Payment in percentage	Expected deadline
Submit a detailed Technical and Financial proposal		10th February 2023
Inception report explaining the methodology, tools and workplan	50%	15th February 2023
Draft report: A detailed report showing the needs and challenges of the local communities and proposed courses of action for addressing the issues and demands of the local community in line with the project objectives and the national development plans.		01st March 2023
A detailed guidebook to help concessionaires understand the motivations and needs of the local community.	50%	03rd March 2023

The payment unit of currency is Uganda Shillings.

11. SUBMISSION DATES

The proposal should be submitted in electronic format by 10th February 2023
info.uganda@fairventures.org