



**THE REPUBLIC OF UGANDA
MINISTRY OF WATER AND ENVIRONMENT**

IRRIGATION FOR CLIMATE RESILIENCE PROJECT (ICRP)

Project P163836

**TERMS OF REFERENCE FOR THE REVIEW, VALIDATION, AND
OPERATIONALIZATION OF A MANAGEMENT MODEL FOR THE
KABUYANDA IRRIGATION SCHEME OFF-FARM/PUBLIC
INFRASTRUCTURE IN ISINGIRO DISTRICT AND MATANDA IRRIGATION
SCHEME IN KANUNGU DISTRICT**

JANUARY, 2026

1. Background

The Kabuyanda Irrigation Scheme is a 3,300-hectare gravity-fed, pressurized piped system serving 7,517 smallholder farmers, organized in over 170 blocks with most farms under 1 hectare. The scheme draws water from a dam and delivers it through a network of pipes, with water supplied on-demand at block or farm hydrants depending on farm size. The irrigation scheme serves three sub counties of Kabuyanda, Kabuyanda Town Council and Kikagate

Matanda irrigation scheme, also supplied by a dam, is a 2200-hectare gravity- fed pressurized system serving farmers in 110 blocks. The irrigation scheme serves three sub counties of Kihhi, Kihhi Town Council and Nyanga.

Both schemes consist of a dam, a main conveyance pipeline and irrigation distribution network.

These are the first large-scale pressurized irrigation schemes of its kind in Uganda. A draft management model was developed by the Ministry of Water and Environment (MWE) and Ministry of Agriculture, Animal Industry, and Fisheries (MAAIF) drawing on a on generic model based on canal-system arrangements, but it has not been validated with stakeholders and is not yet finalized.

Given the schemes technical complexity, the high number of independent land-owning farmers, and the need for sustainable cost recovery, there is an urgent need to refine, validate, and operationalize a robust management system that ensures effective service delivery, equitable participation, and financial viability.

2. Objectives

Overall Objective

The overall aim of this assignment is to Review, define, develop comprehensive model that ensures efficient financially viable system, be equitable sustainable irrigation service, and operationalize it by establishing an off-farm infrastructure management model, its attendant systems and structures for effective and efficient irrigation management services and regulation in order to ensure sustainable Management, operation and maintenance, supervision, monitoring, reporting, establish water allocation criteria and ensure conflict management amongst the water users and stakeholders of irrigation of Matanda irrigation scheme in Kanungu District and Kabuyanda irrigation scheme in Kabuyanda.

Specific Objectives

1. Review and refine the draft model to reflect the schemes technical, institutional, and socio-economic realities and undertake GAP Analysis.

2. Secure stakeholder ownership and Validation through structured consultations at community, district, and national levels.
3. Define and formalize governance and institutional arrangements, including legal and contractual frameworks.
4. Design and test a financially sustainable tariff structure, with affordability safeguards for smallholder farmers.
5. Build capacity of the established scheme Institution leadership and Water Users and Support, for each scheme, the first season of operation and monitor model performance for adaptive learning.

3. Scope of Work

Task 1 –Review and refine the draft model to reflect the schemes technical, institutional, and socio-economic realities and undertake GAP Analysis

Assess the existing draft management model against Kabuyanda’s and Matanda’s operational realities. Identify gaps in governance, legal compliance, cost recovery, and farmer participation and make recommendations for customizing the model to the pressurized operational requirements for consideration by the stakeholders. Review relevant policies and legislation (e.g.National Irrigation Policy 2018, Water Act, Cooperative Societies Act, PPP Act, etc.). The consultant will thereafter come out with a revised draft management model for discussion.

The purpose of the Gap analysis phase is to undertake stakeholder mapping-identify actors and movers in the scheme and their interests, analyze stakeholder capacity needs, analyze management draft models and suggest a suitable model for Matanda and Kabuyanda irrigation schemes. The model Gap Analysis studies and analysis phase include: Stakeholder Mapping, and farmers perspectives on the management of the scheme, Organizational Capacity Assessment of the existing organizations in the project area, capacity assessment of the DLG structures, - Sub County staff, and MWE needs), an analysis of the Draft developed Management Models for medium size schemes of Agoro, Mubuku 1 and 2, Doho, Olwenyi, Tochi, Wadelai, Ngenge and Doho I & II and any other models in context of the pressurized and large complexities of the Matanda and Kabuyanda schemes to conceptualize a new dimension for the appropriate management system for a piped irrigation water supply for the above two schemes.

Regional and or international literature review on the similar irrigation management models for piped irrigated systems needs to be carried out to explore possible modelling avenues for this assignment.

The Consultant shall identify and analyse drivers for collective action (social and economic), loyalty systems, group dynamics, leadership organization and management of irrigation services. Assess level of clarity and stimulate agreement among farmers and key stakeholders on common goals, performance targets, outcomes, mandates, strategy,

actions, roles, responsibilities and obligations for delivery of irrigation services and regulation.

The Consultant will undertake targeted interviews with key informants and relevant stakeholders at the community/farmer, local, regional and national levels to facilitate buy-in and smooth implementation of the proposed irrigation scheme management organization and institutional arrangements.

Task 2 – Secure stakeholder ownership and Validation through structured consultations at community, district, and national levels.

After the consultant has produced a revised draft management model, the consultant will arrange for the interactive four dissemination and validation workshops/meetings for the model development reports at the national, district and farmer levels to reach the required consensus to discuss the draft model and analysis findings with recommendations on the possible management models recommended for a deeper analysis for the scheme with particular reference to the following;
following;

- a) Conduct two reviews with the project and Ministry staff on the draft, prepare drafts by accommodating the comments (**Approx. 30 persons per review**).
- b) Conduct two district reviews (One at Kanungu district and another at Isingiro district) -**Approx. 30 persons** each district. Get comments for the discussion with the national participants for adoption.
- c) Conduct community level consultations in each of the two schemes – for each Parish in the irrigation command area conduct one consultation meeting and similarly for each sub county in the command area with farmers and community Local leaders to validate model features. Get comments for the discussion with the national participants for adoption. **Approx. 400 farmers consulted in each scheme.**
- d) Hold a one National Validation workshop for **Approx. 60** Participants to harmonize local-level input. Convene a national stakeholder meeting (MWE, MAAIF, MoFPED, development partners, Isingiro DLG, Kanungu DLG, Farmer representatives to finalize consensus for a final model for the scheme.

Task 3 – Define and formalize governance and institutional arrangements, including legal and contractual frameworks.

3.1 Establishment of the management structures

The consultant shall engage, mobilize the stakeholders and more vigorously the farmers in a participatory, democratic manner ensuring collective action, ensuring effective

decision making to establish the approved scheme institutions as per approved in the management model.

3.2 Legal registration of the Established Institutions

The consultant will discuss with the institutional leadership and the farmers to reach the consensus and be guided legally in the formulation of institutions working bylaws, constitutions stipulating rules of engagement, facilitate the legal registration of these institutions. The Consultant will sensitize the scheme institutions on the applicable laws of their establishment and operationalization. In an event of procurable services recommended by the model, the consultant will develop legal contracts like the Irrigation Service Management Contract among others.

The establishment of these institutions should be gender sensitive to an extent of ensuring that women participation in leadership positions is not less than 30% of the positions available in these institutions.

3.3 Development of systems and procedures

Once the model has been approved and adopted, the consultant will embark on development of the systems and procedures, manuals and guidelines clear and simple for use by the Institutions leadership for management/administration, operation and maintenance of the off -farm infrastructure as follows;

- i. Human resources management and development manual
- ii. Recruitment and performance appraisal systems and formats
Supervision and quality control manuals
- iii. Financial Management Manual
- iv. Audit manual
- v. Procurement & disposal manual
- vi. Operation and Maintenance manual
- vii. User fees payment/collection system & guidelines
- viii. For each scheme develop clear, farmer-endorsed rules for water allocation within and between hydraulic blocks.

These developed manuals and guidelines will need to be discussed with farmers, institutional leadership, DLG, Sub County and national level stakeholders so as to build consensus, approve and adopt them. The consultant will organize at **a total 05 (Five)** meetings for this purpose for the above levels of engagement. After the above instruments have been adopted, the consultant shall print them and build capacities of the stakeholders during the capacity development phase.

3.4 Development of Software Tools to Monitor Irrigation Services

The consultant shall ensure that software tools are developed, discussed and adopted as follows;

- a) To facilitate information sharing and dissemination to all key stakeholders (farmers and scheme leadership among others on all operation and maintenance activities of the irrigation scheme, updates on scheme performance, registering complaints and feedback among others to track functionality of the operational services such as payment of water user fees, detection of any water leakage in the irrigation network, identification and monitoring of any new grievances
- b) To facilitate communication amongst the farmers and scheme leadership by ensuring development of technological options and software plat forms that are easy, simple and clear to use to facilitate sending messages and receiving of messages,
- c) Train the farmers and scheme leadership on how to apply and use the developed platforms and options, water Sharing Arrangements:

Task 4 – Design and test a financially sustainable tariff structure, with affordability safeguards for smallholder farmers.

The Consultant shall respond to the needs for this purpose and also proposes sources of revenue and internal controls. Training will highlight advantages of retaining competent manpower with respect to specific tasks and linkages to financial management and accountability, with the broad objective of improving governance i.e. separation of financial management from leadership and the farmers. The Consultant shall develop Financial Management and Business Planning guidelines/manuals for the scheme organizations

The Consultant will train the farmers and the scheme management leadership on orientation and participation in higher level commercialization of irrigated agriculture produce/commodities.

The capacity enhancement is intended to ensure financial sustainability of the irrigation schemes, inculcating cost recovery practices, tariff setting and review mechanisms leading to levying of appropriate tariffs/user fees; in addition to instituting investment financing for major repairs and infrastructure renewal. The consultant shall train the staff, the leaders, farmers and key stakeholders in budgeting approaches (income/revenue and expenditure), business planning, costs recovery, tariff setting and progressive adjustment based on size of land holding per farming plot. The financial training will thus focus on justifying the proposals and generating buy-in.

The Consultant will ensure determination of full O&M cost requirements, including agreed replacement costs for bulk and block-level assets. Through a participatory process to ensure affordability, appreciation, ownership, and adoption by farmers, design a volumetric-plus-area-based fee structure with phased implementation if needed. Propose practical collection

mechanisms with clear enforcement procedures, accountability and auditing procedures while mobilizing, engaging, and sensitizing scheme institutions to support sustainability.

Task 5– Build capacity of the established scheme Institution leadership and Water Users and Support, for each scheme, the first season of operation and monitor model performance for adaptive learning.

Capacity Development is critical since it imparts skills and equips the farmers, scheme institutions leadership core technical staff and other key stakeholders to enable the actors and to perform the stipulated functions for sustainable irrigation management

a) Organizational and Institutional Capacity Development and Training

In developing the steps and process for capacity development the Consultant will focus on organizational and leadership strengthening: on the following most critical areas among others:

- i) Stimulate farmers collective social action based on common/agreed goals, interests, incentives, shared values, personal commitment and positive attitudinal changes;
- ii) Engender participatory problem diagnosis/analysis, own solution finding/adoption, innovation, interactive learning and information gathering/exchange, adopting indigenous knowledge and sharing experiences;
- iii) Establish group cohesion, negotiation, teamwork, conflict resolution and consensus building;
- iv) Adopt confidence/trust based decision-making and ownership of farmer-based organizations and institutional systems
- v) Determine drivers for change; internal, external, local organization, higher level institutions. Identify potential champions of change.
- vi) Define methods, procedures and tools
- vii) Carry out induction and orientation of key staff
- viii) Undertake human resource management, performance and skills enhancement and mentorship & training
- ix) Put in place Capacity Development strategy (50 Pcs) -20 copies in English and 30 translated in the local language)
- x) Undertake financial & audit training, coaching and mentorship
- xi) Enhance capacity of the operator on scheme operation and maintenance, enhance capacity of the scheme institutions in monitoring the operator's activities in areas of operation and maintenance
- xii) Undertake training of scheme institutions in procurement and disposal areas
- xiii) Undertake training in Monitoring and evaluation
- xiv) Farmers/scheme institutions capacity enhancement in understanding legal issues as contained in the legal/regulatory frameworks
- xv) Videos: On the implementation process, good practices and success stories or positive impacts (five copies)

The below expound on the needs of the critical manuals/training materials

b) Operation and Maintenance of Irrigation Infrastructure and Facilities:

The Consultant will provide support to staff and farmers in monitoring operation and maintenance of irrigation infrastructure and facilities. The Consultant will make recommendations for the organization, operationalization, and management of the infrastructure facilities. The operation and maintenance guidelines is closely linked to the water uses, the users and organizing a unit/ or management structures to operate, maintain and manage the irrigation schemes. The consultant will prepare manuals and training materials and undertake the training in operation and maintenance.

c) Administrative and Management Training:

Training and capacity development support will also focus on administration and management to improve governance and streamline irrigation scheme level operations. This is aimed at establishing clear and appropriate organizational management systems and procedures. This will lead to higher managerial effectiveness, clear linkages, adequate accountability and reporting both internal and external.

There will be limited conflict of roles between hired technical staff, private organizations staff, farmer organizations, technical committees and leaders. Regular performance appraisals for technical staff will be introduced through participatory development of performance indicators that are consistent with targets.

Emphasis will be made on the requirement to hire and retain technical human resource that meets the competence levels necessary to comply with performance expectations defined. In order to support implementation of conventional human resource planning and management, a human resource manual will be developed as part of the capacity development support. Participatory approaches to designing of management manuals will help transfer implementation and interpretation skills to the societies and their membership in addition to generating buy-in for the changes to take place. This will contribute to attraction of more adequate skills, improved management capacity and better facilitation of scheme staff resulting into high motivation and performance.

d) Regulatory Framework:

Training under this area will be undertaken at district local government level, private organizations and farmer leadership level with selected responsible officers of central government ministries. The content will be designed to introduce service level contracting, specifically focusing on irrigation infrastructure management and maintenance contractual arrangements.

This will enable representatives of the key organizations and institutions to clearly understand and appreciate arrangements for management of hydraulic works and irrigation infrastructure and land as defined in the contractual protocols, including the mandates, roles and responsibilities. It will also cover the functions and obligations of farmer organizations, private organizations and the respective technical sub committees in order to guide the realignment of the institutional structures, which will subsequently be included in the bye-laws. This area of convergence institutional governance will need to be comprehensively addressed through training and handholding up to the first generation of reporting through practical guidance and report preparation.

e) Performance Evaluation and Functional Support

The Consultant will build capacity under this area as follows:

- i) Assist the implementing agency to start-up performance management system and evaluating the operationalization of the management model.
- ii) Establish effective determination of organizational and institutional development and performance indicators, including service delivery indicators.
- iii) Put in place control mechanism to deal with implementation challenges

The consultant is expected to undertake monitoring and evaluation through documentation of the process of implementation of the model and making necessary adjustment as required. Therefore, the Consultant shall develop a monitoring and evaluation mechanism for the implementation process based on indicators developed during the model development stage. The consultant shall draw lessons and document experiences and suggest improvements for effective management, operation and maintenance of Matanda irrigation scheme.

The Consultant shall set-up systems for assessing the performance of leaders, technical staff and farmers in the execution of their functions, duties, roles and responsibilities and effectiveness of attainment of targets set. An assessment of the level of management of resources of the organization shall be done.

The Consultant shall test, correct and modify the reporting of performance and identify areas for improvement and the consultant shall give technical support.

Support WUA registration and structuring of block and committee governance. Develop training modules. Deliver targeted training modules for financial management, water management, irrigation scheduling, asset maintenance, and conflict resolution.

First Season Operational Support

For each scheme, provide on-site technical backstopping to WUA and other governance entities like Irrigation Service Operator where applicable during the first season. Monitor performance indicators (water delivery efficiency, fee collection rate, conflict cases resolved, farmer satisfaction). Recommend adjustments based on real-time learning.

4. Methodology

The consultant is requested to propose assignment implementation methodology and technical approach for each deliverable which will follow a participatory, results-focused approach on the following:

- Continuous feedback loops for model refinement.
- Early-stage validation of the model with farmers and authorities.
- Legal and financial finalization before operationalization.

-Stakeholder engagement, mobilization, capacity building and coordination with other Consultants

- Financial modeling, cost recovery and collection strategy
- Embedded operational support during the first irrigation season.

This methodology will be presented in the technical proposal and be revised in the Inception report

5. Assignment Deliverables and time

The assignment will be implemented and reported according to the set deliverables and implementation reports should bear implementation proof like photographs, attendance lists and or signed implementation forms signed by the respective Sub Counties.

The detailed schedule for the required reporting is contained in Table below.

ITEM	REPORT/DOCUMENT TITLE	TIMING AFTER COMMENC- EMENT	CONTENT	NO. OF COPIES
A.1	Inception Report	Month 1	a) The report shall outline the Consultant’s mobilization, the work plan, strategy, methodology, plan and timetable for the services, conduct field visits, incorporate field visit findings on gaps, opportunities and challenges plus recommendations in the inception report and comment on the TORs. b) The quality assurance plan shall include the following (i) A quality policy statement setting out the objectives of the plan and (ii) The personnel who will implement the plan, their responsibilities and deployments to implement the TOR tasks.	4 hard copies and an electronic copy on a memory stick

A.2	Model validation analysis and draft model report	Month 6	Consisting of the comprehensive account of the key findings and model analysis, model analysis and identified gaps and recommendations, water sharing protocols, Governance and Institutional Framework, legal and policy frameworks, Water Sharing Protocols and software Support Systems and recommended model for Kabuyanda and Matanda, for discussion with stakeholders	4 hard copies and an electronic copy on a memory stick.
A.3	Draft model Report Stakeholder consultations and Engagement Report	Month 8	Consisting of the comprehensive processes, stakeholder engagement discussions at community, district and national levels, recommendations, scheme organization structures, revised Final Draft model report with organogram showing stakeholders and their roles and ensuring the full account of the key activities and outputs as per TORs.	4 hard copies and an electronic copy on a memory stick

A.4	Scheme Institutions Establishment and capacity building report	Month 11	Consisting of the comprehensive account of the key activities and outputs done including among others scheme institutions establishment, manual developments, Digital Water Management & Sharing Protocol Manual and software User Guidelines and dissemination, and manuals approvals by the client, the stakeholder skill enlacement in scheme management and leadership, financial management, procurement, operation and management, monitoring and evaluation, regulation, Organizational and Institutional Capacity Development and Training, Operation and Maintenance of Irrigation Infrastructure and Facilities, Administrative and Management Training, Regulatory Framework, Performance Evaluation, water allocation and sharing guidelines and Functional Support, Business Planning and Follow Up Farmers' Support	4 hard copies and an electronic copy on a memory stick
A.5	Final and First Season Operational Support Report	Month 17	a comprehensive report covering one planting season, organized by deliverable in line with the approved work plan. The report should provide a clear account of activities undertaken, outputs achieved, findings, and the support provided to farmers and scheme management. It should highlight gaps and challenges identified, present evidence of functional and efficient systems such as irrigation scheduling, fee collection, and record-keeping, and include photos with captions for each deliverable. The report shall also document lessons learned and provide recommendations for further improvement.	4 hard copies and an electronic copy on a memory stick

The Client shall review and provide comments on the reports within two weeks of submission and approval of the deliverable reports and the consultant shall submit revised reports within two weeks accompanied by Issue response matrix. The Consultant shall also

prepare monthly reports after the inception stage to keep the MWE informed of the progress made, the challenges if any met and proposed solutions as well as risks and mitigation measures.

6.0 Assignment Implementation Modalities and facilitation

For ensuring organizational and Stakeholder wide appreciation and ownership of the proposed assignment, the consultant shall be required to organize coordination of all activities for the national, district, regional stakeholders' and farmers mobilization, sensitization, project awareness, training presentation of key reports after each key milestone to a representative group of stakeholders that is to be agreed with the client and as described in the TORs.

In addition, the Consultant will be required to quote for the following; professional fees/man months and other attendant fees for stakeholder consultations and scheme level activities, mobilization, sensitization, development and printing of information, education and communication materials, report preparations and presentations, field allowances of its staff, transport /training/ manual developments and processing, printing of reports and attendant documentation , radio talk shows, studies, report writing, quality assurance, monitoring and evaluation, and other attendant firm costs like field offices, and development and dissemination of information, education and communication materials,; vehicles, Fuel, equipment and tools etc., as required to accomplish the assignment will be quoted by the consultant. The quotation should follow the methodology and technical approach developed by the consultant to implement the assignment outputs and deliverables. The contract is a Lumpsum contract.

7.0 Consultancy Technical and Team qualification requirements

7.1 Organization experience and technical requirements

A competent Consultancy firm with the following professional qualifications is required:

- a. The Consultant Must demonstrate similar experience of a completed at least one assignment (s) (Scope, nature and value) within the last ten (10) years, with at least one verifiable assignment on development of an irrigation management model for at least two medium irrigation schemes of between 500-1000ha, its establishment, capacity building of structure leadership, and operationalization at least one irrigation scheme in Africa. Attach on your proposal, proof of contract engagement, contract objectives and outputs, activities, completion certificates and the employer contact details are required. This assignment should have been implemented in a developing country of Africa similar to economic and social conditions at a level of development similar to Uganda.
- b. Minimum of five years' experience in Managing, Mobilizing and engaging rural communities for an irrigation scheme in Uganda or Africa.
- c. The Consultant Must demonstrate experience in designing manuals, strategies, , studies and systems for irrigated agriculture as envisaged in the terms of reference.

- d. The Consultant must submit firm's organogram to demonstrate technical and managerial capability.
- e. Presence of appropriate skills among staff in the areas of: (i) Irrigation model development (ii) Structure/ Organizational Development, (iii) Community Mobilization & Social development and (iv) Establishment of irrigation management structures and their capacity building (v) Information Systems Management (vi) Agricultural Economics / Financial Modeling (vii) Legal Expertise related to Agricultural enterprises development

8. Consultant's team qualification requirements

The Consultant will demonstrate availability a team of well qualified personnel/experts to undertake field activities. The Consultant shall present the staffing schedule in a manner that makes it clear as to which personnel will be involved in a specific activity. The Consultant's team shall include the following key personnel:

Table 1: Key staff and expected man months

	Key staff	Number of consultants	No. of Staff Months
1	Team Leader/Project Manager (Responsible for two schemes)	1	14
2	Institutional Development / Irrigation Governance Specialist: (Responsible the two schemes)	1	14
2	Social Development Specialists (Each Specialist responsible for each scheme)	2	20 (10-man months for each specialist)
4	Legal Expert (Responsible for two schemes)	1	6
5	Information Systems Management Specialist (Responsible For two schemes)	1	8
6	Agricultural Economist / Financial Modeling Expert (Responsible for two schemes)	1	6

	Key staff	Number of consultants	No. of Staff Months
7	Community Development Support Officers	2	20 (Ten Man Months for each Officer)
	Total staff months		88

9. Qualification and experience requirements of Key Staff

Position	Specific responsibilities	Qualification and Experience
Team Leader/ Project Manager	<ul style="list-style-type: none"> a) To direct and coordinate the implementation of the consultancy assignment for Matanda and Kabuyanda Irrigation schemes b) Responsible for quality control and quality assurance of the consultancy outputs. c) Head the team of experts executing the assignment d) To be a focal point person for all the administrative engagements with the client. e) To participate in all activities and fill gaps where necessary. f) To ensure that all the contractual obligations and requirements are adhered to. 	Lead consultant of good repute and a University Bachelors and Master's Degree in Sociology, Social Work and Social Administration, Development and Population/community Studies, or qualifications in civil or irrigation engineering. A relevant working experience of seven (10) years in project management, community development, irrigation model developments, scheme management, research and previous working and intimate knowledge of the Ugandan water and agricultural sectors is required.

Position	Specific responsibilities	Qualification and Experience
Social Development Specialist	<ul style="list-style-type: none"> a) Responsible for the project social related trainings and meetings, b) Responsible for project awareness activities, stakeholder mobilization, sensitization, research and studies. c) Organize meetings and the design messages for the communication and information sharing to the assignment participants and listners. d) Ensure that social issues and social management activities are mainstreamed into the design of the management model e) Ensure that participatory monitoring is carried out and that the lessons learnt are reflected in activities f) assistance to community organizations in establishing, maintaining their M&E system, and evaluating and adjusting their strategies; g) Responsible for development of IEC materials and their dissemination h) In consultation with other team members, develop training tools and I.E.C materials. i) Ensure existence of relevant, appropriate mobilization and training strategies and methodologies in the information dissemination. 	<p>Bachelor's degree and Post Graduate master qualification in Sociology, Social Work and Social Administration, Development Studies or population studies with suitable experience of seven (7) years in community development, capacity development community mobilization, and most importantly farmers' mobilization for irrigation schemes. The candidate should be conversant with the Participatory Rural Appraisal procedures and methods. The understanding and fluency in speaking Runyankore/Rukiga Language understanding of the intervention areas is a must.</p>

Position	Specific responsibilities	Qualification and Experience
	<p>a) To handle grievances during and after infrastructural development phases</p> <p>b) Responsible for the project Grievance trainings in relation to conflict resolution,</p> <p>c) Responsible for translation and dissemination of IEC materials, manuals and guidelines</p> <p>d) Lead capacity of the assignment by ensuring the collaboration with other Specialists on the team to train the farmers on their relevant area. Ensure that these Specialists develop key messages relevant to the assignment and their areas of specialization in simple and clear manner understandable by the beneficiaries with illustrations.</p>	<p>Bachelor's degree and Post Graduate master qualification in Sociology, Social Work and Social Administration, Community phycology, Law studies, Development Studies or any related discipline. With suitable experience of seven (7) years in Grievance redress management, community development, capacity development and community mobilization. The candidate should be conversant with the Participatory Rural Appraisal procedures and methods. The cultural and Language understanding of the intervention areas is critical requirement. This is because the consultant shall be in close touch with the farmers during training and mobilization and interpretation of the messages.</p>
Legal Expert	<ul style="list-style-type: none"> • Responsible for all legal matters in the schemes of Matanda and Kabuyanda irrigation schemes • The consultant will review relevant studies, legal and policy documents, and other material to recommend the appropriate the legal institutional framework, its structures and its implementation strategy, • Define in detail the legal requirements and enabling condition to empower scheme institutions for effective sustainable irrigation water management 	<ul style="list-style-type: none"> • A Bachelors degree of Laws from the recognized University is required. • A Ugandan Diploma in Legal practice is required • A Seven (7) years' experience in legal Practice is required • Knowledge and experience of the irrigation scheme management is desirable

Position	Specific responsibilities	Qualification and Experience
	<ul style="list-style-type: none"> • The consultant will discuss with the institutional leadership and the farmers to reach the consensus and be guided legally in the formulation of institutions • Guide the scheme leadership to formulate the bylaws, constitutions stipulating rules of engagement, facilitate the legal registration of these institutions. • The Consultant will sensitize the scheme institutions on the applicable laws of their establishment and operationalization. • In an event of procurable services recommended by the model, the consultant will develop legal contracts like the Irrigation Service Management Contract among others. • Recommend and come out with modules for the capacity development and organization of trainings and meetings to enlighten the farmers about the legal matters, • Recommend how legal issues should be mainstreamed into the design and plan of O&M at the scheme level. • Advise on legal and regulatory issues to be included in the participatory monitoring during its design 	

Position	Specific responsibilities	Qualification and Experience
	<ul style="list-style-type: none"> • The consultant will review legal and policy documents, and other material Participate and deliver bylaws and performance Contracts and or any other required legal documents including registering such documents. 	
Institutional Development / Irrigation Governance Specialist:	<ul style="list-style-type: none"> a) Responsible for irrigation management model reviews of the existing draft models, development and customization to pressurized system. b) Define governance and institutional arrangements c) Responsible for developing equitable water distribution protocols for multi-user irrigation systems. d) Responsible for development of systems and procedures, manuals and guidelines e) For each scheme develop clear, farmer-endorsed rules for water allocation within and between hydraulic blocks. f) Targeted interviews with key informants and relevant stakeholders at the community, local and central government levels to facilitate buy-in for the farmers to participate in irrigation and smooth implementation of irrigation schemes management improvements. g) Responsible for performance evaluation and functional support 	<ul style="list-style-type: none"> • A Bachelor’s degree in Human Resource or Management related studies is required. • A Master degree course in Public Institutional development/Management/ Human resource is required • Experience in irrigation scheme governance institutional development, irrigation model development and establishment of irrigation structures for irrigation • A seven (10) years’ experience in the above fields is required.

Position	Specific responsibilities	Qualification and Experience
	<p>h) Review current management practices/structures, identify existing opportunities, potentials and experiences. Make proposals to adapt, transform, integrate and modify practices for improvement in management of scheme. Define appropriate management approach and the management model</p> <p>i) Define rotation schedules, priority rules during water shortages, and mechanisms for adjusting delivery in drought periods, Integrate conflict resolution steps for disputes over water distribution.</p> <p>j) Disseminate the water sharing protocols to the water users and scheme leadership in conjunction with the district leadership.</p> <p>k) Identify key business weaknesses, opportunities and constraints - policy, regulatory and bureaucratic processes to be addressed.</p> <p>l) Specify the design for scheme level management systems, including specific processes for and obligations in terms of authority and roles and responsibilities for different parties including farmers, farmers groups, private actors, local governments and linkages to other relevant bodies.</p> <p>m) Determine sustainable model/approach to operate and maintain the scheme, establish structures</p>	

Position	Specific responsibilities	Qualification and Experience
	<ul style="list-style-type: none"> n) Propose specific mandates for lead sector agencies (water and agriculture) to enable them to play their role in supporting and assisting sustainable irrigation schemes infrastructure management at lowest community level. o) Develop training packages and messages regarding intuitional governance and capacity building of stakeholder of the same 	
<p>Community Development officers</p>	<ul style="list-style-type: none"> a) Assist to mobilize and train the stakeholders/communities b) Assist in awareness activities, sensitization and situational analysis activities. c) Assist to undertake field visits to assess, how social issues are addressed. d) Assist in handling social issues and social management activities. e) Assist to ensure that participatory monitoring is carried out and that the lessons learnt are reflected in activities f) Assist in preparation of 'case studies' based on the reviews of monitoring reports and sample survey of the selected activities and document procedures adopted, problems faced and good practices in planning and implementing participatory water management systems. g) Assist establish, maintain M&E system, and evaluating and adjusting their strategies; h) Assist in development of IEC materials and their dissemination i) Assist to handle grievances during and after project implementation phases j) Assist in project social related trainings and meetings in relation to capacity building 	<p>Bachelor's degree in Social Sciences with suitable experience in community development and community mobilization with experience of three years. The cultural and Language understanding of the intervention areas (Rukiga/Runyankore) is critical requirement since all the work is community centered.</p>

Position	Specific responsibilities	Qualification and Experience
	<ul style="list-style-type: none"> k) Responsible for grievance mechanism awareness to key stakeholders l) Undertake field visits to assess, how social issues are addressed. m) 	
Information Systems Management Specialist	<ul style="list-style-type: none"> i. Responsible for two schemes ii. Develop software platforms and technological options iii. To give support to the scheme leadership and farmers to ensure information sharing and tracking of functionality of the operational services such as payment of water user fees, detection of any water leakage in the irrigation network, identification and monitoring of any new grievances iv. Train the farmers and scheme leadership on how to apply and use the developed platforms and options 	<p>Bachelors’ degree in the Information Management Systems from reputable institutions, Experience of 7 (seven years) in in Platform development and software engineering/developments in the technological options for the institutions or farmers</p>
Agricultural Economist / Financial Modelling Expert	<ul style="list-style-type: none"> i) Ensure financial sustainability of the irrigation schemes, inculcating cost recovery practices, tariff setting and review mechanisms leading to levying of appropriate tariffs/user fees; ii) Undertake financial management and accountability training of the scheme institutional leadership, iii) Develop Financial Management and Business Planning guidelines/manuals and training on the same iv) Mentor the scheme leadership to undertake institute investment financing for major repairs and infrastructure renewal. v) The consultant shall train the staff, the leaders, farmers and key stakeholders in budgeting 	<p>Bachelor and Master’s degree in Agricultural Economics, Economics, or Finance; minimum 10 years’ experience in irrigation economics, tariff setting, and cost recovery modelling.</p>

Position	Specific responsibilities	Qualification and Experience
	<p>approaches (income/revenue and expenditure), business planning, costs recovery, tariff setting and progressive adjustment based on size of land holding per farming plot. The financial training will thus focus on justifying the proposals and generating buy-in.</p> <p>vi) Responsible for First Season Operational Support</p>	

NOTE: DISTRIBUTION OF MAN MONTHS AND TASKS

- a) The consultant is free to add and or alter the distribution of roles to the technical team for both field and office duty schedules based on the need during the technical proposal without necessarily changing the total Man months.
- b) The consultant should distribute the time allocated to the technical team bearing in mind that the distribution will be within the 17 months to enable the execution and completion of the tasks in the contract period. And more particularly the distribution of time should be in line with tasks allocated for each deliverable to be executed to enable the availability of the technical person whenever his/her roles dictate his/her availability in the execution of that task along the 17 months contract duration.

10.0. Contract Duration

Seventeen (17) months:

11.0. Reporting

The successful Consultant will submit assignment implementation reports to the Permanent Secretary,

Ministry of Water and Environment,

Attention: ICRP Project Coordinator -MWE headquarters Luzira.

12.0. Key Stakeholders

The Consultant shall consider the following as the Key Stakeholders during assignment execution

1. Ministry of Water and Environment
2. Ministry Agriculture Animal Industries and Fisheries
3. MTIC
4. Ministry of Lands, Housing, and Urban Development
5. Ministry of Gender Labour and Social Development
6. Isingiro District Local Government Technical and political staff
7. Sub Counties/ Town Councils Leaders
8. Local Council I leaders

9. Parish leaders
10. Farming Households
11. Individual Farmers
12. Land owners
13. CSOs/NGOs working in respective Districts
14. Contractors and other project implementers

13.0 Data and Services from the Client

The Client will: -

- i) Assist the Consultant to make contacts with any relevant Government Institutions from whom information to enable execution of the assignment may be required.

- ii) The consultant may seek for the provision of the available documents from the client as listed below;
 1. Water for Production Capacity Building Strategy
 2. Irrigation Policy 2018
 3. Operation and maintenance Strategy and plan for sustainable management of Water for Production facilities 2020
 4. Water Policy 1995. (From MWE website)
 5. MWE Gender mainstreaming strategy (From MWE website)
 6. National Gender strategy (From MoGLD website)
 7. Resettlement Action Plans (From MWE website)
 8. Project Sectional Raps (From MWE website)
 9. Project feasibility reports
 10. Environment, Social Management Framework
 11. Resettlement Policy Framework
 12. Project Environment and Social Impact Assessment Report
 13. Irrigation management Model draft Reports