



INDIVIDUAL CONSULTANT(S) FOR TRAINING AND DATA MANAGEMENT NEEDS ASSESSMENT FOR KEY GHG EMISSION SECTORS IN UGANDA

Location: Uganda

City: Kampala

Contract Type: Individual Consultant (s)

Contract Duration: 90 Days

Deadline: 03rd February 2025

Point of contact: Technical Lead, CBIT II project.

Proposal submissions and inquiries should be sent to this attention at: cbit.mwe@afrii.org copy to info@afrii.org

Introduction to Africa Innovations Institute

Africa Innovations Institute (AfrII) is a not-for-profit, non-governmental center of excellence in agricultural and environmental innovations. Established in 2005, AfrII undertakes research and innovations development on environmental sciences, agriculture and food systems to ensure sustainable increase in environmental sustainability in Eastern and Central Africa. To learn more please visit <http://www.afrii.org>.

Project Background

Uganda is a signatory to the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement (PA). As a signatory to the convention, Uganda committed to providing the necessary information to track progress towards implementing and achieving Nationally Determined Contributions (NDCs) and reducing greenhouse gas (GHG) emissions. Article 13 of the 2015 Paris Agreement established the Enhanced Transparency Framework (ETF, UNFCCC 2015) to build mutual trust and confidence and promote effective implementation of the Agreement. The framework enhances the existing Measuring, Reporting and Verification (MRV) arrangements under the Convention, with built-in flexibility accounting for Parties' different capacities and collective experiences.

It is on this basis that the Government of Uganda (GOU) has received funds from the Global Environment Facility (GEF) through Conservation International (CI), the Implementing Agency, to strengthen Uganda's institutional and technical capacity to respond to the Enhanced Transparency Framework requirements of the Paris Agreement. This follows the successful implementation of Phase I of the Capacity Building Initiative for Transparency (CBIT) project in Uganda. The CBIT Phase II builds on achievements and lessons learnt from CBIT I, which laid a foundation for the formalization of GHG data and information-sharing process. The CBIT II

project was launched on November 1st, 2024 and will be executed up to February 28th, 2028 by the Ministry of Water and Environment-Climate Change Department (MWE-CCD) in partnership with the Africa Innovations Institute (AfrII).

The CBIT Phase II project has four main components:

Component 1: Strengthening institutional capacity for improved transparency over time

This Component will focus on strengthening structures for GHG data collection, processing, and sharing amongst GHG emitting sectors by improving inter- and intra-agency coordination. It will build on the results of CBIT Phase I by implementing the six inter-ministerial MoUs that were signed as well as pursue the engagement of the private sector, NGOs and the academia. The outcomes are;

Outcome 1.1: Strengthened state and non-state institutions to coordinate and manage the sectoral and national GHG Inventory system.

- **Output 1.1.1:** Functional GHG emission sector hub working groups (Energy, Waste, Agriculture, FOLU, IPPU and Transport) established - each with at least 40% women (that includes representatives from state and non-state actors).
- **Output 1.1.2:** Infrastructure/equipment/gadgets for MRV system and GHG data collection, processing, and interpretation purchased.
- **Output 1.1.3:** Institutions and Individuals capacitated for actively coordinating and sharing GHG data for the functioning of the sectoral and national GHGI and MRV system (State and non-state actors (CSO/NGO, private sector, and academia), with at least 40% of the participants being women).

Outcome 1.2: Strengthened collaboration and coordination between CCD and other sectors.

- **Output 1.2.1:** Enhanced coordination and collaboration between CCD and other sectors facilitated for improved transparency reporting.
- **Output 1.2.2.:** MRV system operationalized through training and data collection on Climate actions (Adaptation, mitigation, SDGs and Support (Finance, Capacity building and Technology transfer), of at least 30 trainees with at least 40% of the participants being women.

Component 2: Strengthening the technical capacity of state and non-state actors for enhanced transparency reporting

This Component will ensure the focal points within key government ministries and institutions in the IPCC sectors (AFOLU, IPPU, Transport, Waste, and Energy) and other stakeholders from academia, civil society and the private sector will be further trained in GHG data collection, processing, and transmission of GHGI data. The outcome is:

Outcome 2.1: Strengthened technical capacity of stakeholders to collect, process, and analyse activity data and feed GHG sectoral data into the national GHGI (at least 40% women).

- **Output 2.1.1:** Comprehensive and gender-responsive capacity needs assessment with recommendations for enhanced transparency reporting.
- **Output 2.1.2:** Gender sensitive tools (protocols, emission factors, technical guides) developed and implemented to support the Government in monitoring progress towards achieving the NDC targets and for monitoring companies and agencies in meeting their emission targets.
- **Output 2.1.3:** National and sub-national stakeholders (disaggregated by sex) from institutions working in the GHG emission sectors trained (to utilize the GHG equipment purchased by the project, collect activity data for GHG reporting, QA/QC, and emission factor - with at least 40% women).

Component 3: Learning and knowledge sharing

This Component will strengthen the sharing of transparency-related information, including the aggregation of data for GHG inventory from different emission sectors and the reports on the implementation of Project outcomes under Components 1 and 2, through the Integrated Knowledge Management Platform of MWE/CCD. The outcome is:

Outcome 3.1: Strengthened coordination, learning and sharing between the CBIT II Uganda project and ongoing transparency initiatives.

- **Output 3.1.1:** CBIT Uganda Focal Point facilitated to undertake his/her functions and responsibilities to plan, link and coordinate transparency activities.
- **Output 3.1.2:** Learning and exposure visits facilitated for selected stakeholders (e.g., COP, South-to-South exposure visits and attending the CBIT Global annual meeting).
- **Output 3.1.3:** Gender responsive and inclusive knowledge management products generated, disseminated and uploaded on the Climate Transparency Platform managed under the CBIT Global Support Programme.

Component 4: Monitoring and evaluation

This component is designed to support project monitoring systems providing systematic information on progress in meeting project outcomes and output targets. The outcome is;

Outcome 4.1: A gender-sensitive monitoring and evaluation framework for the project

- **Output 4.1.1:** Periodic M&E reports generated and submitted to CI-GEF Agency
- **Output 4.1.2:** Terminal Evaluation commissioned by CIGEF.

Objectives of the Assignment

The objective of this assignment is to conduct a comprehensive institutional and individual capacity needs assessment for GHG data collection, management and reporting, and compliance with the Enhanced Transparency Framework requirements.

The needs assessment will cover state and non-state institutions (academia, research institutions, private sector, NGOs, CSOs) in the key GHG sectors (Agriculture, Forestry, Waste, Transport, Energy, and IPPU), at national and sub-national levels, as well as MWE-CCD and AfrII.

The Specific Objectives:

1. To undertake comprehensive stakeholder mapping of the state and non-state actors in the field of GHG data collection, processing and reporting to support improvement of the national and international reporting.
2. To assess institutional capacity including infrastructure, frameworks, equipment/gadgets, GHG data needs/ gaps and GHG data sharing mechanisms at MWE-CCD, AfrII and across state and non-state institutions in all emission sectors (Agriculture, Forestry and other Land Uses (AFOLU), Waste, Transport, Energy, and IPPU), national and sub-national
3. Identify skills gaps/needs, and assess the technical and technological capacity of staff in the state and non-state institutions for handling gender-disaggregated GHG data
4. Produce a comprehensive capacity need assessment report

Deliverables and Payment Schedule

Scope of Work

- Stakeholder mapping, engagement and data collection
 - Identify and categorize key stakeholders from both state (e.g., government ministries, agencies) and non-state actors (e.g., industries, NGOs, academic institutions, CSOs) in the key GHG emission sectors, at national and sub-national levels.
 - Develop all relevant needs assessment data collection tools/materials
 - Review information on existing GHG data, and data management practices, including baseline emission inventories, policies and other structures/frameworks in place in state and non-state institutions including private sector, academia, CSOs to identify gaps and recommend improvements
 - Assess the capacity;
 - Assess knowledge and understanding on the tools for GHG measurement and reporting and identify technical, institutional, and human capacity gaps
 - Evaluate coordination mechanisms, governance structures, and inter-agency cooperation.
 - Review all needs (including expertise and training).
 - Capacity Enhancement.
 - Develop a capacity-building plan with recommendations on training and capacity-building areas/or programs. This will be used in the selection of the training for the different state and non-state actors.
 - Prepare a comprehensive capacity needs assessment report with findings, gaps, and recommendations.
 - Engage stakeholders for feedback and refine recommendations based on input.

Deliverable and indicative timeline

Payment schedule

Deliverable	Description	Timeline	Payment amount
Deliverable 1: Inception report	<p>A clear framework for implementation, including timelines, resource requirements, roles, and responsibilities.</p> <p>Potential risks and outline strategies for their mitigation, while establishing criteria for monitoring and evaluation.</p> <p>A communication plan for effective project execution and stakeholder engagement.</p>	14 days after signing of contract	20% of total contract value
Deliverable 2: Technical Reports	<ol style="list-style-type: none"> 1. Data management needs assessment and Technical guide for GHG data sharing across the six key sectors detailing the capacity of state and non-state actors to collect, process and interpret gender-disaggregated data, 2. Comprehensive capacity needs assessment report GHG sector state and non-state actors 3. Capacity building plan for national and sub-national state and non-state GHG sector stakeholders in Uganda 	45 days after approval of inception report	50% of the total contract value
Deliverable 3: Final report of stakeholder Validation meeting	<p>Facilitate a stakeholder meeting to validate the assessment outcomes (Presentation of the findings in the Technical reports)</p> <p>A final consolidated report with all feedback incorporated. All relevant technical papers, reports, and other documents prepared from the start to the end of the assignment shall be attached to the Final Report.</p> <p>The Consultant(s) shall submit the report in both hard copies and electronic versions readable by a Microsoft Office application.</p> <p>All outputs must be in English.</p>	<p>14 days after approval of the technical reports</p> <p>14 days after validation meeting</p>	30% of total contract value

	<p>Final report must be approved by AfrII, MWE-CCD, and CI-GEF.</p> <p>The Consultant(s) shall prepare and submit the final versions of the report 14 days from the receipt of the comments/revisions from the stakeholder validation meeting, AfrII, MWE-CCD and CI-GEF.</p>		
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Expertise Required Qualifications

The Consultant(s) should have the following qualifications:

- At least a Master’s degree in Environmental/Natural Resources Management, Climate Science, Sustainable Development and/or other relevant fields;
- At least 8 years of direct experience in relevant and similar assignments;
- Demonstrated experience working on GEF-funded projects in climate transparency, environmental management, sustainable development and other relevant fields
- Experience in MRV and GHG emissions inventories, climate mitigation and policy analysis.
- Demonstrated experience in international and national GHG inventory capacity development using IPCC methodologies, GHG accounting and data management.
- Demonstrate the availability of a team of key sector-specific experts (energy, industry, waste and agriculture/land use) who are UNFCCC accredited in the collection, compilation, analysis and reporting/presentation of GHG emissions.
- Experience in supporting countries in East Africa or Africa at large with capacity building in GHG inventory development. **Provide references for countries worked with.**
- Proven track record in designing and delivering key informants interviews and Focused Group Discussions, training programs, workshops, and seminars.
- Demonstrated ability to support organizations develop and implement capacity-building/training plans and materials
- Extensive experience and track record in engaging and working with national stakeholders (Government, NGOs, CSOs, research institutions, academia, private sector) on climate change or environmental project development/implementation;
- Fluent in English with strong skills in both written communication and technical reporting.
- Demonstrated strong interpersonal skills, sensitivity to the local environment as well as the ability to work with minimal supervision.
- Ability to write technical reports for multiple audiences

Proposal Documents to include

- a. Signed cover page on bidder’s letterhead with the bidder’s contact information.
- b. Technical Proposal.
 - i. Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.

- ii. Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in this TOR.
- iii. Technical Approach, Methodology and Detailed Work Plan. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described under the Scope of Works.
- c. Financial Proposal. Offerors shall use the cost proposal template (Attachment 1).

Evaluation Criteria: In evaluating proposals, AfrII will seek the best value for money considering the merits of the technical and costs proposals. Proposals will be evaluated using the following criteria:

Evaluation Criteria	Score (out of 100)
Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?	15
Does the proposed program approach and detailed activities and timeline fulfill the requirements of executing the Scope of Work effectively and efficiently?	15
Does the bidder's past performance demonstrate recent proven experience doing similar work?	30
Does the bidder and the proposed personnel have the specific technical expertise for the assignment?	20
Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	20

Proposal Timeline

RFP Issued	20 th January 2025
Clarifications submitted to AfrII	27 th January 2025
Clarifications provided to known bidders	31 st January 2025
Complete proposals due to AfrII	03 rd February 2025
Final selection and award	07 th February 2025

To ensure consideration, your complete, detailed bid must be submitted by **03rd February 2025 4:30 pm (EAT)**, in a sealed envelope to the following address:

Plot 1544, Koire Close, Off Old Kiira Road, Bukoto Tel: +256768 229 363; or as pdf by Email to:

cbit.mwe@afrii.org copy to info@afrii.org

Attention: Technical Lead, CBIT II

Confidentiality

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals.

Gender consideration – Africa Innovations Institute is an inclusive non-discriminative institution committed to gender equality and promoting inclusivity. Women are encouraged to apply

Prohibited practices and institutional policies- The offerors should ensure that they comply with AfrII, CCD-MWE, and CI-GEF policies on anti-corruption, anti-terrorism and other prohibited practices (https://www.conservation.org/docs/default-source/gef-documents/prohibited-practices.pdf?sfvrsn=f1e1d9f3_0)

Attachment 1: Cost Proposal Template

The cost proposal must be all-inclusive of fees or taxes. Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by AfrII should the offerors proposal be accepted. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in **UGX**.

Cost Breakdown by Deliverable

Deliverable	Price (Lump Sum, All Inclusive, UGX)
<i>Deliverable 1:</i> Inception report	
<i>Deliverable 2:</i> Technical Reports	
<i>Deliverable 3:</i> Final report of stakeholder Validation meeting	

Cost Breakdown by Cost Component

Description	Unit of measure (day, month etc.)	Total period of engagement	Unit cost/rate	Total Cost for the Period (UGX)
Consultant 1				
Consultant 2				
Sub-total Personnel				
Travel Costs (if applicable)				
Other related Costs (please specify)				
Total Cost of Financial Proposal				