



Republic of Uganda

**MINISTRY OF WATER AND ENVIRONMENT
IRRIGATION FOR CLIMATE RESILIENCE PROJECT (ICRP)**

Terms of Reference

For

**Provision of Consultancy Services to conduct Baseline Study for
Matanda Irrigation Scheme**

July 2024

1 Background

1.1 Introduction

The Government of Uganda through the Ministry of Water and Environment (MWE) with support from the World Bank is undertaking the implementation of a Six (06) year multisectoral Irrigation for Climate Resilience Project (ICRP). The project is being jointly implemented by the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF) and National Forestry Authority (NFA) as the technical implementation partners and the Ministry of Water and Environment (MWE) as the implementing Agency. The project is supporting irrigation developments that are best adapted to local conditions and needs. Targeted districts were selected based on designs' readiness, economic and financial viability, and regional balance.

The project is undertaking the construction of Two (02) new large-scale Irrigation Schemes of Kabuyanda and Matanda in Isingiro and Kanungu Districts, supporting the establishment of management arrangements for these two schemes and the already existing schemes of Agoro and Olweny in the Districts of Lamwo and Lira as well as conducting studies for the development of future Irrigation Schemes of Nyimur, Enengo and Amagoro in the districts of Lamwo, Rukungiri/Kanungu and Tororo. Furthermore, the project is supporting the provision of essential support services for agricultural production and value-chain development for Kabuyanda, Agoro, Olweny, Nyimur, and Matanda Irrigation schemes. In addition to this, the project is piloting public support for the construction of farmer-led small and micro-scale irrigation schemes around the two new irrigation schemes (Kabuyanda in Isingiro and Matanda in Kanungu Districts), future irrigation schemes (Enengo in Kanungu and Rukungiri and Amagoro in Tororo Districts), and in areas close to Kampala characterized by high marketing potential (Mukono, Wakiso and Mpigi Districts) adopting a value chain approach.

The Project's anticipated outcomes are; Increased access to irrigation and drainage services, improved agricultural production and productivity, improved catchment management in the project areas, and increased capacity in irrigation management. These will ultimately contribute to the overall project impact of improving farmers' livelihood through increased climate resilience, food security, wealth, employment creation, export promotions, sustainable natural resources management and ultimately ending poverty in the target project beneficiary areas of Isingiro, Kanungu, Rukungiri, Lamwo, Lira and Tororo.

1.2 Project Goal and Development Objective

a) Project Goal

The Irrigation for Climate Resilience Project Goal is to; "Improve Farmer Livelihood and reduce poverty through increased climate resilience and shared prosperity"

b) Project Development Objective

The Irrigation for Climate Resilience Project Development Objective is;

“To provide farmers in the project areas with access to irrigation and other agricultural services, and to establish Management arrangements for irrigation service delivery”

c) Project Main Objective

The project main objective is to ensure that beneficiaries who are mostly subsistence and semi-subsistence farmers with small land holdings, access irrigation services to boost land productivity, higher yields and lower the risk of crop failure and improve food security. Irrigation will enable farmers to switch from low value subsistence production to high value market-oriented production thereby increasing their income. The project will also improve farmers’ access to inputs, finance, and markets.

The Irrigation for Climate Resilience Project (ICRP) is further expected to provide technical skills in conservation and other farming practices that promote environmental management and thus increasing agricultural productivity in the proposed project areas. The project will assist in the formulation and implementation of measures that reduce deforestation and promote agroforestry which will lead to carbon dioxide (CO₂) emission reductions and the protection of carbon reservoirs. The training under the project will among other aspects provide an opportunity for special attention to be given to intensification of climate-smart farming operations.

d) Expected project out comes and out puts

The expected project out comes are; Improved access to irrigation and drainage services, improved agricultural production and productivity, improved catchment management in the project areas, and increased capacity in irrigation management while the expected project outputs include; Infrastructure Development, Integrated Catchment Management, Support to farmers in medium and large-scale irrigation schemes to increase Production and Productivity on-farm, Support to Marketing’ Groups for Value Addition and Market Linkages, Farmer-Led Irrigation development and Implementation Support and Institutional Strengthening.

e) Proposed Project interventions.

The proposed project interventions are Irrigation Infrastructure Development, Support Extension Services and Value-Chain Development and Institutional Strengthening and Implementation Support.

1.3 Project Description and implementation modality.

The Irrigation for Climate Resilience Project (ICRP) is being implemented under three (03) components of; (1) Irrigation Services, (2) Support Services for Agricultural Production and Value-Chain Development; and (3) Institutional Strengthening and Implementation Support.

Component 1: Irrigation Services:

This component aims at providing farmers with irrigation water across various irrigation models, classified around the size of irrigation development as per the National Irrigation Policy,

spanning across the country to allow farmers to cope with climate variability, increase yield and intensification, and diversify towards higher value crops. The component is being implemented under three thematic areas/sub-components, (i) Large and medium scale irrigation; (ii) Small and micro scale irrigation; (iii) Integrated catchment management

Sub-component 1.1: Large and Medium-scale Irrigation.

The project is constructing new irrigation schemes (Kabuyanda and Matanda); supporting the development and strengthening of the management model of new (Kabuyanda and Matanda) and existing (Olweny and Agoro) irrigation schemes; and developing studies for future irrigation schemes (Nyimur, Enengo, and Amagoro). Activities being carried out include: (i) dam construction and associated head works; (ii) construction of irrigation networks (pipes, canals, hydro-mechanical equipment) up to the farm gate; (iii) construction of drainage networks; (iv) construction of access and scheme roads, scheme offices, sanitation facilities, and storage facilities; (v) construction of weather stations; (vi) development of feasibility studies, detailed designs and safeguard instruments for said schemes; (vii) monitoring and supervision of civil works; (viii) support of management of the said schemes; (ix) environmental assessments and audits and implementation of the Environmental and Social Management Plan (ESMP); (x) rollout of Certificates of Customary Ownership; and (xi) start-up fund for O&M.

Sub-component 1.2: Small and Micro-Scale Irrigation.

The project is piloting public support for the construction of farmer-led small and micro scale irrigation schemes around the two new (Kabuyanda and Matanda) irrigation schemes (Isingiro and Kanungu Districts), future irrigation schemes (Rukungiri and Tororo Districts), and in areas close to Kampala capital city characterized by high marketing potential (Mukono, Wakiso and Mpigi Districts), adopting a value chain approach. Activities being done include (vi) support for the preparation of designs and monitoring and control of works; and (v) Matching Grants to facilitate access to irrigation equipment.

Sub-component 1.3: Integrated Catchment management.

The project has developed and planning to commence on the implementation of integrated catchment management interventions upstream from the two new irrigation schemes (Kabuyanda and Matanda), to improve the sustainability of the schemes, including the restoration/reforestation activity in Rwoho Central Forest Reserve (CFR) in Kabuyanda. Activities being done under this subcomponent include: (i) preparation of integrated micro-catchment management plans; (ii) implementation of identified watershed management measures from the micro-catchment management plans; and (iii) restoration and reforestation activities

Adaptation and mitigation co-benefits.

By investing in irrigation and drainage infrastructures, the project intends to avert the strong decrease in crop yield which is projected as a consequence of climate change, thereby raising the farmers' resilience to water shortages and floods. In fact, irrigation can mitigate the effects of climate change and increase yields by two to five times for most crops.

Reduced carbon dioxide (CO₂) emissions: The large Irrigation schemes under construction are pressurized, for higher transportation efficiency and flexibility for water distribution to farmers, thus effecting higher distribution efficiency. The irrigation water supply network will be gravity-based, thus taking advantage of natural pressure without introducing pumps, thus producing zero CO₂ emissions. In addition, by financing the planting of trees as part of the catchment management plan implementation under the Environment and Social Impact Assessment (ESIA), the project will contribute to net emission reduction. Furthermore, under the farmer-led irrigation model, solar based abstraction systems will be installed which produce zero emissions.

Component 2: Support services for agricultural production and value-chain development:

Component 2 aims at supporting farmers carrying out on-farm irrigation, accessing production and value addition knowledge and skills, and developing sustainable market access. The project is supporting farmers to increase their knowledge using a Farmer Field School (FFS) approach, increased access to inputs (improved seed, fertilizers, agrochemicals), on-farm irrigation technologies, machinery, and postharvest and agro-processing infrastructures through the use of smart subsidies, technical assistants and matching grants.. The component is being implemented under two thematic areas/sub-components, which will include: (i) On-farm production and productivity; (ii) Value addition and market linkages

Sub-component 2.1: On-farm Production and Productivity.

This project is providing support to individual farmers and farmers organized in groups for production and productivity improvement at the farm level in the new irrigation schemes (Kabuyanda in Isingiro District; Matanda in Kanungu District) in existing irrigation schemes (Olweny in Lira District; Agoro in Lamwo District), in small and micro irrigation schemes (Isingiro, Kanungu, Rukungiri, Tororo, Mukono, Wakiso and Mpigi Districts) as well as in the area of the proposed future irrigation scheme (Nyimur). Activities being done under this sub-component include: (i) creation and strengthening of farmers' groups, providing extension capacity enhancement , , (ii) matching grants to facilitate access to improved inputs and purchase of small goods (i.e., seeds, fertilizer, agro-chemicals); (iii) matching grants to facilitate access to on-farm irrigation technology; and (iv) monitor and supervision of project activities.

Sub-component 2.2: Value Addition and Market Linkages.

The project is providing support to farmer groups for value-chain development and strengthening and establishment of market linkages. Activities being done under this sub-component include (i) creation and strengthening linkages with value chain actors in improved post-harvest handling, agro-processing, access to financing services, access to markets, and market information; and (ii) providing matching grants to facilitate access to agro-processing equipment and storage facilities.

Adaptation and mitigation co-benefits.

By investing in activities which increase farmers' access to, and adoption of inputs (improved seed, fertilizers, agro-chemicals), good agricultural practices, sustainable land management

practices, and integrated pest management, the project is averting the strong decrease in crop yields which is partly attributed to climate change. The benefits are being multiplied by the associated introduction of irrigation. By supporting improved soil and water conservation measures, the project is contributing to net emission reduction by allowing for some stock of CO₂ in the soil.

Component 3: Institutional Strengthening and Implementation Support:

Component 3 is providing project implementation support, and institutional strengthening of MWE & MAAIF. The component is being implemented under two thematic areas/sub-components, which will include; Institutional Strengthening and (ii) Implementation Support.

Sub-Component 3.1 on Institutional Strengthening. Activities being done under this sub-component include: (i) short-term studies on management models in irrigation, tariff structures, and prerequisites for financial sustainability; and (ii) capacity building, training, and study tours.

Sub-component 3.2 on Implementation Support. Activities being done under this component include: (i) hiring of individual consultants for the Project Support Team (PST); (ii) purchase of project implementation goods and services (ICT Equipment, software, vehicles); (iii) travel costs and allowances; and (iv) Monitoring and Evaluation (M&E) costs.

1.4 Purpose of the Baseline

The purpose of this baseline study is to identify, document and disseminate findings about the existing situation of the target beneficiaries of Matanda Irrigation Scheme in Kanungu District prior to project interventions. The outcome shall provide a foundation upon which performance of, or changes as a result of the project interventions will be monitored and evaluated based on the pre-determined performance indicators as defined in the Project Appraisal Document and the Project Results Framework. This will offer a firm basis for the project implementation team to take decisions that will assist the project to move towards attainment of the set objectives. The data will constitute essential elements for measuring changes during the project lifetime and will contribute to ensuring sustainable development and poverty alleviation.

2 Objectives of the Assignment

2.1 Main Objective

The main objective of the study is to collect both qualitative and quantitative data by way of household study and field observations that will assist the project to measure success in the three (3) Project Components after the implementation of Matanda Irrigation Scheme in Kanungu District.

2.2 Specific Objectives

- 1) To determine the area under irrigation (Hectare).

- 2) To determine the number of farmers with access to improved inputs, agricultural assets (such as processing equipment) or services including but not limited to extension and finance.
- 3) To establish water users with access to new/improved irrigation services
- 4) To determine the current levels of production and productivity for major crops grown, fish species and honey.
- 5) To document the prevalent and recommended/best soil, water, other natural resources conservation and farming practices in the irrigation scheme area.
- 6) To determine the pre-construction conditions including but not limited to the current demographic, social and economic characteristics of farming households and environmental factors such as soils and their suitability for crops, topology, and surface drainage in the project area.
- 7) To document the current performance of farmers involved in the key and target agricultural value chain enterprises in the project catchment areas. i.e. Financial benefits, Storage capacity present at the moment and Longevity of produce without processing
- 8) Assess farmers' knowledge on climate smart agricultural practices, innovations and technologies, irrigated agronomy, value addition, processing in apiculture, aquaculture, horticulture, and other potential value chains in the target project area.
- 9) Map out the existing situation in Matanda in line with the project objectives.
- 10) Map out the existing Farmer Organisations and their capacity for sustainability (considering aspects such as financial health, leadership, group cohesion, access to resources,)

3 Scope of the Assignment

The baseline study shall cover three sub counties of Kihihi, Kihihi TC and Nyanga. The project target groups include households, farmer organization leaders, local traders, clan leaders, local council committees, local authority staff (sub-county chiefs, sub-county community development officers and sub-county production officers), agricultural and, district community development officers, district forest officers, district natural resource officer, and district production officers.

The Consultant shall among other tasks carry out the following:

3.1 Social, economic and demographic characteristics

- a) Provide demographic, social and economic characteristics background information of the potential target farmer groups, organizations and individual household head's information (household size, main occupation, age, education level, marital status, housing conditions, household assets, incomes, access to loans, household expenditure, welfare indicators, crop farming enterprises etc);
- b) Assess current income sources and levels of target farmer groups, organizations and individual households. (Years of existence, financial health, leadership, etc.)
- c) Assess irrigating farmers' willingness and ability to pay for irrigation services and associated amounts.

- d) Establish the factors that enhance food security among the target groups, organizations and individual households
- e) Assess the prevalent social and cultural practices, power relations, emergence and disaster situations, policy and local governance issues.
- f) Map out similar or relevant interventions by different stakeholders in the project area in terms of intended interventions and identify opportunities for collaboration.
- g) Assess the capacity of potential implementing actors (state and non-state) including their project coordination abilities, reputation, legislation, logistics etc.

3.2 Performance of farmers in the key agricultural value chain

This will cover information on production, post-harvest handling, value addition and marketing data on target and potential agricultural enterprises dominating in the watershed catchment areas including but not limited to rice, horticulture, apiculture, aquaculture as detailed below;

- Determine land availability and utilization (including average land holdings under major crop enterprises, aquaculture and apiculture, land ownership systems and access to land, etc.)
- Establish and document the existing Farmers' Field School Groups (FFSG) in Kanungu District
- Establish the number of farmers to potentially benefit from Matching Grants for inputs
- Establish the area in Matanda Irrigation scheme to be equipped with on-farm irrigation equipment.
- Establish farmers who are members of functional farmers' organizations
- Document all the existing Farmer organisations in Kanungu District and their functionality.
- Quantify the area of cultivated land/pond sizes/ number of bee hives and land ownership status – whether owned or share-cropped;
- Establish the number of farmers that will potentially benefit from the value addition support.
- Document experiences with irrigation, what type, positive/negative
- Assess the seasonal production, yield and off-take for the various crops grown, fish species and honey;
- Assess the current size and make-up of farm family; extent and type of labour inputs (family members, hired);
- Assess the roles played by and the level of engagement of youth and women in agriculture particularly the target agriculture value chain enterprises and offer suggestions on how the key value chains are gender inclusive;
- Document the most viable business opportunities for youth and women among the target enterprises including but not limited to apiculture, aquaculture and other potential value chains in the project area

- Assess the production inputs used, their source, quantity, average unit price and level of satisfaction;
- Compute the average seasonal sales value and commodity gross margins;
- Assess the nature of marketing arrangements including the identification of current markets, mode of sales, and buyers;
- Assess the mode of commodity marketing (credit vis-à-vis cash down), credit period, collateral required, and norms/terms of credit;
- Assess the available storage capacity at both household and community level
- Quantify the average volume of produce stored, duration and reasons for storage.
- Quantify the average volume of post-harvest losses, causes and farmers' knowledge on postharvest handling practices, management and associated technologies etc.
- Compare the average annual income from identified ICRP target value chains' products vis-à-vis non-farm sources of income e.g. income from paid employment, remittances, pensions etc. at household level; Assess farmers' technical knowledge and skills in modern production agricultural practices, post-harvest and value addition;
- Assess post-harvest practices and technologies being used and associated costs
- Assess the level of on-farm value addition done in apiculture, aquaculture, rice and other value chains. Whether there is willingness to do so in the future? If no; what are the reasons?
- Assess the level of agribusiness skills (record keeping, business development, financial management) at household level and farmer group levels.
- Ascertain the sources and extent of extension service provision and suggest ways on how ICRP can address the issue of extension service delivery of project capacity building activities.
- Assess the sources of agro-finance, accessibility rates, terms and conditions particularly women and youth farmers.
- Identify farmer organizations and farmer groups that have ever received matching grants and pick lessons learnt
- Map out and profile if any small-scale irrigation facilities in the project area
- Map out and profile potential off takers, markets and input supply sources within project area

3.3 Climate data will include not limited to

- a) Assessing the farmers' knowledge about climate smart agricultural practices, innovations and technologies in respective agro-enterprise.
- b) Ascertain number of farmer groups/farmers supported in climate smart farming activities, practices and technologies.
- c) Assess the current adoption rate of climate smart agriculture along the target enterprises
- d) Assess the cost of adopting climate smart agricultural practices and technologies
- e) Assess the challenges related to climate smart agriculture if practiced and if not why?

- f) Recommend the best climate smart agricultural innovations, practices and technologies to be implemented by ICRP project.

3.4 Statement of Services

The main responsibilities of the Consultant are as follows.

- i. Conduct any necessary research and consultations to acquire information needed to do the data collection and analysis, and report writing.
- ii. Produce an inception report elaborating the methodologies and approaches on how the task will be executed to completion specific to the deliverables, including a work plan and projected activity timeframe.
- iii. Design the data collection tools/spreadsheets, recruit data entrants, enter data, clean, analyse, perform all normality and efficiency tests, interpret and produce a report tailored to the performance indicators.

4 Baseline Study Methodology

4.1 Study methodology:

Both the quantitative and qualitative methods will be used to collect all relevant data putting into consideration all the gender aspects. Data collection tools for both methods will be developed to provide answers for the specific objectives defined above. The quantitative method will be used along with the qualitative approach to collect household quantitative data as well as data on the, opinions, attitude and perceptions from the respondents.

Participatory tools and techniques for data collection will be used including but not limited to in-depth interviews, key informant interviews, Focus Group Discussions etc.

In addition, the study entails, comprehensive desk review of relevant documents/literature including Project Results Frame Work, performance reports, related government policy papers, Project Appraisal Documents/Reports, Project Implementation Manual, District Development Plans and reports among others.

The consultant will also perform a comprehensive stakeholder engagement especially with the leadership, communities/anticipated beneficiaries, Non-state Organizations in Matanda. The Consultant is expected to submit raw data of the stakeholder engagement to the Client in form of photos and GPS coordinates of the households interviewed. The cost of the engagements will be met under the consultancy fees.

4.2 Study Population and Coverage:

Table 1 below shows the district and scheme where the study will be conducted.

Women are expected to constitute about 30 percent of the farmers, benefitting from irrigation services as well as from support for on-farm production and productivity and value chain

development. Component 2 activities have been designed in a way to ensure proactive engagement of women and women’s group, ensuring equal benefit.

A limited number of farmers benefitting from the project will have a farm area of 5 ha or more. In these cases, water service will be provided at the farm gate, and public support for the establishment of the on-farm irrigation equipment will be capped in terms of area which can benefit. Secondary project beneficiaries will include about 100 staff from MWE, MAAIF and District Local Governments (DLGs), whose capacity to implement and to provide oversight to the project will be improved.

Table 1: Beneficiaries by target area (Population in the command area from Census 2016 and engaged in agriculture)

Scheme	District	Farming Households	Farmers
Matanda	Kanungu	3,150	9,460

5 Organisation of the Assignment

5.1 Contractual Arrangement

The scope of the work shall be executed under a lump sum contact.

5.2 Liaison with Client

MWE shall nominate members to constitute a Contract Management Team headed by a Contract Management Team leader. The Contract Management Team shall carry out all contract management oversight activities, supervisory roles, and review, sign-off and approval of consultant’s reports. It will be the consultant's duty to maintain close contact with the Contract Management Team leader on all aspects of work. As a matter of principle, all formal communications relating to the work will be directed to the attention of the Contract Management Team leader.

5.3 Firm Qualifications, Logistical Setup and Staffing

The consulting firm or company should demonstrate experience in carrying out at least three (03) similar assignments in the last 7 years. Similar assignments defined as those for undertaking baseline studies, midterm and endline surveys.

Experience in similar conditions with at least one (1) project in Sub-Saharan Africa or other countries in the world at similar level of development as Sub-Saharan Africa.

Within the technical proposal, the consultant shall elaborate on the envisaged logistical setup and deployment of appropriate skills for execution of the assignment. The consultant shall present the staffing schedule in a manner that clearly shows the stage and duration where each of the proposed team members is planned to be involved in the assignment.

An organogram reflecting the responsibilities of each staff member and line management setup of the proposed team shall be part of the proposal.

In the course of implementation of the assignment, all the proposed personnel must be available for this assignment according to the schedule of deployment. Staff changes shall not be accepted, except in exceptional circumstances (and at the discretion of the Client).

Table 2 shows the required personnel and the estimated time inputs. As a minimum, the key personnel shall be required to undertake this assignment within the stipulated timeframe. The consultant is free to propose additional staff beyond the minimum stipulated and also propose additional time, provided a clear justification is provided in the technical proposal.

Table 2: List of required personnel with minimum time inputs

Expert	Specific experience (years)	Professional Time Input (Man-month)
1. Key Staff		
Project Manager/Team Leader	7	4
Statistician	5	4
Social Scientist	5	3
Agronomist	5	4
Agribusiness Specialist	5	4
Surveyor	5	5

Table 3: Minimum qualifications and experience of key personnel

No.	Position	Minimum qualifications and experience
1	Project Manager/Team Leader.	<ul style="list-style-type: none"> • Minimum a Master’s degree in Agricultural Economics, Agribusiness Management, Development studies, Social Science, Business, Administration, Natural Resources Management or other related field. • Post graduate, training in Project, Planning, Monitoring and evaluation. • Over 10 years demonstrated experience in conducting similar evaluation processes with other development agencies. • Proven experience with logical framework approaches and other strategic planning approaches, M&E methods and approaches, information analysis and report writing.
2	Statistician	<ul style="list-style-type: none"> • Post graduate degree in Statistics • A Bachelor’s degree in Statistics, population studies or other related field. • Demonstrated at least 10 years’ experience in statistical analysis using latest data analysis software and digital data

No.	Position	Minimum qualifications and experience
		collection tools programing. <ul style="list-style-type: none"> • Must have conducted baseline studies for at least Three (03) externally financed Projects in the past five (05) years. • Any additional qualifications in M&E/Project Planning and management is an added advantage.
3	Sociologist	<ul style="list-style-type: none"> • Postgraduate degree in any social field including Sociology, social sciences, Development Studies • A Bachelor's degree in Sociology, social sciences, Development Studies or related fields. • Minimum of 10 years working experience covering a range of socio-economic and gender issues. • Experience as Social Development Expert on not less than 2 previous projects involving similar infrastructure. • Previous experience working on World Bank funded projects will be an added advantage
4	Agronomist	<ul style="list-style-type: none"> • A Bachelor's degree in Agronomy or Agricultural Sciences • At least 5 years relevant experience and specific experience in agricultural studies, irrigation and livestock development projects
5	Agribusiness Specialist	<ul style="list-style-type: none"> • Postgraduate qualification in agribusiness, agricultural marketing or other related fields • A Bachelor's degree in Agribusiness Management/Agriculture Rural Innovation/Agriculture Extension/Agriculture Land use and Management/, Agriculture (crop) • Demonstrate at least 5 years' experience in agribusiness and marketing.
6	Land Surveyor`	<ul style="list-style-type: none"> • A Bachelor's Degree in Land Surveying or related fields • At least 5 years' experience in GIS analysis and mapping particularly in water and irrigation projects. • A postgraduate qualification in Information Systems will be an added advantage.

Note:

Key Staff must obtain a score of at least 75% upon Evaluation. Key Staff who obtain a score of less than 75% shall be replaced if the Consultancy firm progresses to negotiation stage.

6 Duration of the Assignment

The assignment will commence as soon as the necessary instructions in this regard have been issued by the Client and will be carried out over a period of Six (6) calendar months.

It is the responsibility of the consultant to establish a detailed work program within the above time estimates.

7 Reporting and Meeting Requirements

The Consultant Should Report to the following;

The Project Coordinator – Irrigation for Climate Resilience Project

Attn: Eng. Henry Kizito

Ministry of Water and Environment

Plot 3-7, Kabalega Crescent, Luzira, Kampala, Uganda

E-mail: henry.kizito@mwe.go.ug, kizitohl@yahoo.co.uk,

As indicated in **Table 4**, the consultant will be required to produce and submit the following principal reports and documents in the quantities and timing indicated. At each reporting stage, the consultant shall also be required to submit to the Client an electronic copy, using the software specified in **Table 4**.

Table 4: Summary of reporting requirements and payment schedule

Description	Timeline for submission from date of commencement	No. of hard copies	Electronic copies to MWE contact	Payment Schedule
Inception Report	1 calendar month after issuance of commencement instructions	4	Word; Excel (all tables)	20%
Baseline study tools	2 calendar months	4	Excel based data collection tool capturing all the indicators. Fully tested questionnaires. GIS Software	30%

Description	Timeline for submission from date of commencement	No. of hard copies	Electronic copies to MWE contact	Payment Schedule
Draft Baseline Report	4 calendar months	4	Word; Excel (all tables); GIS Maps (location of all assets i.e. Schools, Central Markets, Hospitals, Sanitation, Roads, Energy, and any other assets considered relevant by the households interviewed in project area)	40%
Final Baseline Report	6 calendar months	6	Word; Excel (all tables); GIS Maps (location of all assets i.e. Schools, Central Markets, Hospitals, Sanitation, Roads, Energy, and any other assets considered relevant by the households interviewed in project area)	10%

7.1 Reporting Requirements – General

The consultant shall hand over all data collected during the course of the assignment to the client in formats approved by the client. Furthermore, all calculation sheets must be made available to the client at the end of the project and, on request, at any stage of the project.

During the course of the assignment, the consultant shall submit reports as stated in Table 4. The reports shall, as a minimum, meet the following requirements:

a) Inception Report

The consultant will be expected to submit an Inception Report which will include, among others, details of the pertinent key technical, institutional, political and social issues that will have to be taken into consideration in undertaking the assignment. In addition, the Consultant should provide a detailed and explicit methodology, work plan, staff organization and schedules and logical framework for executing the assignment.

b) Baseline Study tools

The consultant will be required to produce baseline data collection tools i.e. questionnaires elaborating the indicators outlined in the logical framework. These will be pre tested using selected technical stakeholders and thereafter the final questionnaire will be used in the data collection process. In addition, the consultant will generate excel based data collection tools that will be used in the survey. In addition, these excel tables and GIS maps will be used during the production of the systematic baseline database.

c) Draft Baseline Report

The consultant will be required to submit a Draft Baseline Report and make a presentation within two (2) weeks of the submission. The report shall elaborate preliminary field investigations, studies and analysis, GIS mappings, institutional arrangements and other relevant issues including all requirements in accordance with the scope of work detailed under *Section 3* of these Terms of Reference. From the submission and presentations, the consultant will receive comments and recommendations for improvement or adoption at Final stage. The draft report shall be submitted alongside a systematic baseline database.

d) Final Baseline Report

The consultant will be required to submit a Draft Final Baseline Report and make a presentation within two (2) weeks of the submission. On receipt of Client's formal comments on the Draft Final Baseline Report, the consultant will proceed with finalization of the Final Baseline Report to be submitted by the end of the sixth (6th) month after the commencement of the assignment. The final report shall be submitted alongside a systematic baseline database.

e) Interim or Adhoc reports

The consultant shall on a monthly basis during the assignment period provide a written progress report (1-3 pages) to the Project Coordinator and the Contract Management Team for this assignment. The report should contain the following information:

- i. Services performed
- ii. Deliverables completed or in progress with relative percentage of completion
- iii. Proposed activities to be done in the next month.
- iv. Any significant challenges encountered

- v. Proposed action to resolve the challenges / recommendations
- vi. other comments

7.2 Preparation and submission of reports

The reports shall be prepared in Microsoft Office Windows XP Professional or compatible soft and hard ware. Other software that may be used in the carrying out the assignment shall be declared and ought to be compatible with Windows Operating System. The reports shall include exhaustive illustrations of the content in form of digitized colored photographs, figures and drawings. Four hard copies of each report shall be submitted together with a soft copy in form of a clearly labelled compact disc. All reports shall be prepared in the English language at the consultants' cost.

8 Key Stakeholders

The baseline will be conducted in a highly consultative manner involving all relevant stakeholders. Key stakeholders include local Communities (farmers, the women, youth and all vulnerable groups), Kanungu District Local Government, National Institutions (Ministry of Gender, Labor and Social Development; Ministry of Trade, Industry and Cooperative; Ministry of Local Government; Ministry of Land, Housing and Urban Development; Uganda National Farmers' Federation), Non-Governmental Organizations and the Private Sector.

9 Information to be availed by the client

The Client will provide the detailed design report for Matanda irrigation scheme and other relevant documents required for the execution of the assignment.

10. Supervision

The consulting firm shall be under direct supervision of the Contract Management team.

11.0 Stakeholder engagement and Involvement

For ensuring organisational and stakeholder wide appreciation and ownership of the project outputs, the consultant shall be required to organise an entry meeting/ workshop to inform the stakeholders of the purpose and relevance of the baseline study. In addition, a workshop shall be organised by the Consultant for dissemination of the findings in locally friendly ways to the key stakeholders (Implementing agencies, community leaders, community members, farmers, opinion leaders, Sub-County and parish leadership). The consultant will be responsible for arranging meeting venues.

The financial and logistical obligations towards these meetings shall be met by the Client. The Consultant will be required to include a provisional sum of USD 25,000 to meet the costs of holding the workshops/meetings. The Consultant should only plan and budget for financial and logistical obligations towards their staff to ensure they attend these meetings/workshops. Any

contractual liabilities shall be managed administratively with the Client according to the provisions of the Governing Contract.

13.0 Baseline Ethics

This baseline shall be independent, impartial, and rigorous. It is expected to contribute to knowledge development, learning and accountability hence the team and the data collection assistants will uphold the highest standards of ethics and professionalism. The firm will comply to the following ethical considerations:

- a) To avoid conflict of interest and undue pressure, evaluators need to be independent, implying that members of the baseline Team must not have been directly responsible for the policy/programming-setting, design, or overall management of the subject of baseline, nor expect to be soon. The Consultants must have no vested interest and have the full freedom to conduct impartially their work, without potential negative effects on their career development. They must be able to express their opinion in a free manner.
- b) The assignment involves interfacing with some children including those who are very vulnerable. Therefore, the consultants will be required to provide a statement stating a commitment to respect and protect of child rights, as well as adhere to ethics guiding studies involving human research participants.
- c) Should protect the anonymity and confidentiality of individual participants. They should provide maximum notice, minimize demands on time, and respect people's right not to engage. The consultants must respect people's right to provide information in confidence and must ensure that sensitive information cannot be traced to its source.
- d) The baseline sometimes uncovers evidence of wrongdoing. Such cases must be reported discreetly to the appropriate investigative body
- e) Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, the consultants must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact during the baseline process, knowing that the baseline might negatively affect the interests of some stakeholders, the consultants should conduct the baseline and communicate its purpose and results in a way that clearly respects the stakeholders' dignity and self-worth.
- f) They are responsible for the clear, accurate and fair writing and/or oral presentation of study limitations, evidence-based findings, conclusions, recommendations, and lessons learned.