



THE REPUBLIC OF UGANDA

MINISTRY OF WATER AND ENVIRONMENT

DIRECTORATE OF WATER DEVELOPMENT

WATER FOR PRODUCTION DEPARTMENT

IRRIGATION FOR CLIMATE RESILIENCE PROJECT (ICRP) (P163836)

TERMS OF REFERENCE

FOR

STAKEHOLDERS ENGAGEMENT

IN MATANDA IRRIGATION SCHEME (KANUNGU DISTRICT)

JUNE, 2022

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1.0 INTRODUCTION

Background

The Government of Uganda with financial assistance from the World Bank (WB) is implementing the Irrigation for Climate Resilience Project (ICRP) over the period May 2020 to April 2026. The ICRP aims at providing farmers in the project area with access to irrigation and other agricultural services, to establish Operation and Maintenance arrangements for irrigation service delivery and increasing farm production potential to tame the devastating effects of climate change. The project is implemented by the Ministry of Water and Environment (MWE), with the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF) as technical implementation partner.

This project is divided into three components:

- Comp. 1 - Irrigation Services
- Comp. 2 - Support Services for Agricultural Production and Value Chain Development
- Comp. 3 - Institutional Strengthening and Implementation Support

1.1 Matanda Irrigation scheme- (Irrigation Services)

Matanda Irrigation scheme is located in south western Uganda in the district of Kanungu along river Kiruruma in Kihihi subcounty which is about 15km from Kanungu town.

Under the project, the Matanda Irrigation Scheme will be constructed for the benefit of 4,300 farming households, corresponding to 12,900 farmers. The proposed scheme is located in the sub-counties of Kanyankorogo, Katete and Kirima in Kanungu District, Western region. The command area is located on river Kiruruma. The drainage area up to the dam site is 150.73sq.km. There is a Gauge and Discharge site (84270) at Katete-Kahili road on the downstream of the dam site. The drainage area up to the G&D site is 162sq.km.

Matanda irrigation scheme covers about 4920 ha of gross command area. The unsuitable land are excluded based on multi-criteria analysis such as slope suitability, existing infrastructures such as Airport , National Roads , Forest reserves among others the net command area the study undertook the detail design of the irrigation system. The command area has undulating with rolling terrain topography having zero to >12% slopes in multi direction. The water conveyance is closed pipeline network conveyance and distribution of water to all the cropped fields is planned to be pressurized irrigation systems i.e., Drip/Sprinkler/Flexible hosepipe. The detailed design stage updated the system design in to sprinkler and drip irrigation basing on the pressure head available. The dam site upstream has enabled the higher grounds planned for hose system to be incorporated in to the efficient pressurized systems of sprinkler and drips. The detail design recommends Drip Irrigation System for 1173ha and Sprinkler Irrigation System 2627ha for implementation of Matanda irrigation scheme.

1.2 Pre-Construction community engagement activities, achievements and Gaps

a) Initial Pre-project mobilization

The Ministry of Water and Environment undertook initial Pre-project promotion activities and selected stakeholder consultations in 2019-2021. The communities were mobilized and sensitized on the project design, benefits and inception activities targeting mainly, the land owners for the land offered for the infrastructure developments. The establishment of the communities' task force was done. Mobilization for economic assessments for the Matanda Dam and main pipeline was done. Mobilization for the Network land economic assessments was concluded. Compensation process is still ongoing. However, most of the mobilization attention was on the compensation process rather than on the overall project stakeholder engagement, stakeholder identification, communication strategy development and development of Information, education, communication materials.

Additional Surveys and Assessments for Matanda Irrigation Scheme on Biodiversity and Ecological Flow Management Plan (January, 2022) revealed that there are still social concerns and fears. I.e fearing about the disasters that may result out of dam bursts; and escalation of land conflicts once the construction starts. The study highlighted need for the project design dissemination, project promotion and additional stakeholder consultations and engagement.

This assignment will target expanded mobilization drive targeting the 4,300 households (12,900 farmers) are expected to be the direct beneficiaries of the scheme, which calls for massive mobilization and sensitization of the targeted communities to ensure realization of project ownership, participation, visibility, guided effective communication.

The assignment now targets an expanded mobilization drive targeting the 12,900 persons as community beneficiaries, and calls for massive mobilization and sensitization of the targeted communities to ensure realization of project understanding and appreciation, ownership, Participation, visibility, through guided effective communication. Most community members and other stakeholders have un-answered questions and such grey areas will manifest further as the construction starts. It is the stakeholder engagement consultant that will handle this area for the successful project implementation.

b) Development of Grievance Redress Mechanism (GRM) Guidelines

MWE and World Bank developed the project GRM guidelines anticipating that the Irrigation Climate Resilience Project (ICRP) activities will generate social and environment grievances that will have negative impacts on the beneficiary community and Project Affected Persons (PAPs). Establishment of the Grievance Redress committees at the district, Sub County and Parish levels was done while the initial training of GRCs is underway. The project is being classified as one that is likely manifest itself with conflicts and grievances amongst the stakeholders and community beneficiaries with the high, medium and low risk modes, and this Technical Assistance (TA-Consultancy Firm) is expected to support for the GRCs at all levels to be able to resolve the grievances. Already, the project has registered grievances with one grievance that went beyond the established GRCs systems and has been resolved in courts of law. Other grievances remain un-resolved include; seeking higher compensation values far beyond the

approved ones, negative perceptions on the project implementation that may create un-intended resistance, mis-understanding between the contractors and the land owners among others .

Below is a summary of the activities previously undertaken by the Ministry;

Matanda Dam activities

SN	Deliverables Reports	Activities
1	Inception Report	<ul style="list-style-type: none"> (i) Entry meeting at MWE (ii) Initial Document Review (iii) Mobilisation of stakeholders at the LG Level (iv) Preparation of the Draft Inception (v) Submission of the Inception Report (vi) Incorporation of comments from the inception meeting & other stakeholders (vii) Submission of the Final Inception Report⁹ (viii) Submission of 1st monthly progress report
3	Final Situation analysis report to MWE	<ul style="list-style-type: none"> (ii) Preparation of data collection tools for conducting of a situation analysis (iii) Data collection and draft report writing (iv) Holding feedback meetings with stakeholders of situation analysis report (v) Incorporation of comments from workshops and stakeholders in the situation analysis report (vi) Submission of the Final Situation analysis report to MWE¹⁰ (vii) Submission of 2nd monthly progress report (viii) Consultations with the envisaged PAPs and stakeholders (ix) Preparation of report on PAPs & other stakeholders (x) Submission of the report on PAPs & other stakeholders to MWE¹¹ (xi) Mobilisation of stakeholders at the Local governments and Communities (xii) Submission of 3rd monthly progress report (xiii) Identification of potential farmer leaders and seeking cooperation from them (xiv) Submission of 4th monthly progress report (xv) Conduct community meetings to establish the Farmers Task Force (xvi) Submission of 5th monthly progress report
5	Submission of the report on PAPs & other stakeholders to MWE	<ul style="list-style-type: none"> (i) Submission of 6th monthly progress report (ii) Conduct sensitization meetings at the LGs and communities to gain consent on project acceptance, land availability (iii) Submission of 7th monthly progress report

		<ul style="list-style-type: none"> (iv) Submission of 8th monthly progress report (v) Dissemination of PAPS, Valuation reports (vi) Submission of 9th monthly progress report (vii) Submission of 10th monthly progress report (viii) Dissemination of design reports generate acceptance of these designs (ix) Preparation and submission of project promotion and land availability report¹² (x) Submission of 11th monthly progress report (xi) Mobilisation of farmers'/Communities
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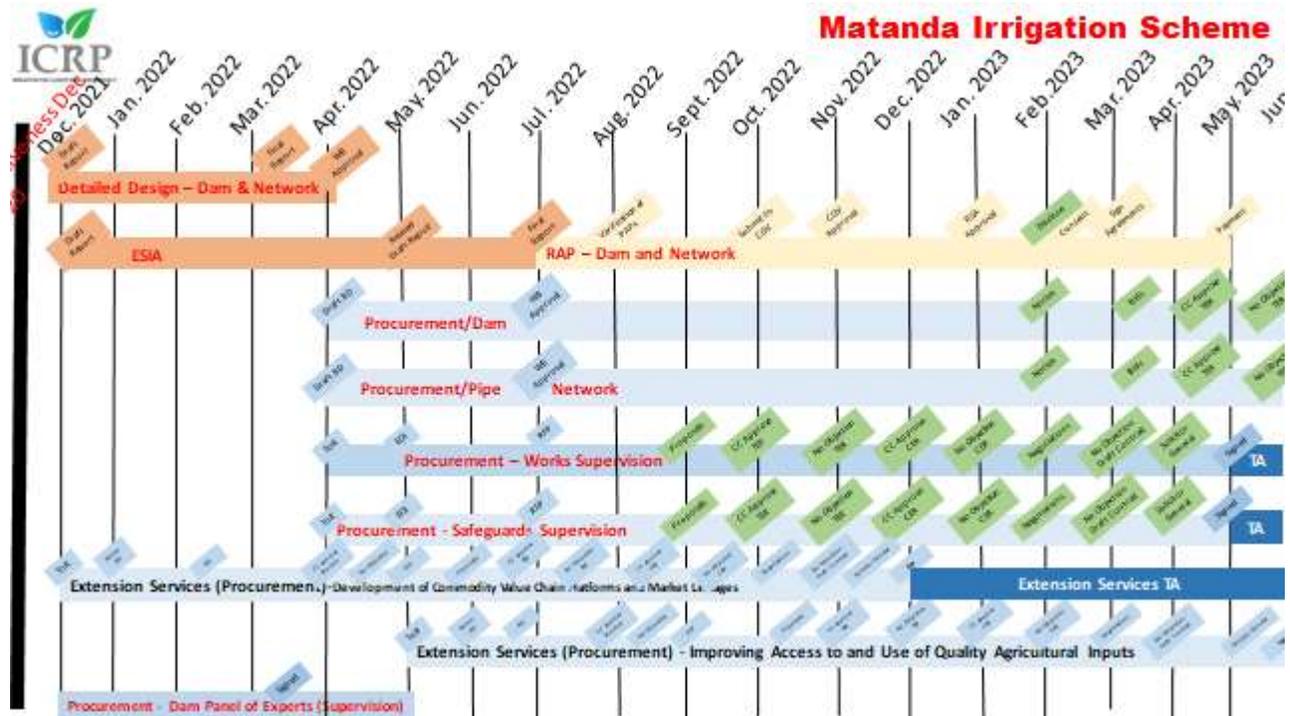
1.3 Farmers' Organization dimensions

Farmers' organization will be supported, along four dimensions:

- i. **Engagement:** Farmers – together with all relevant stakeholders – will be made aware of project's objectives, design, scope, and implementation modalities for the purpose of ensuring they attain and maintain a positive mind-set towards the project, so to pave way for enhanced management, operation and maintenance and sustainability of the scheme's infrastructure. This will be supported through the present *Technical Assistance for Stakeholders Engagement in Matanda Irrigation Scheme (Isingiro District)* [hereafter referred to as TA for Stakeholder Engagement] (Comp. 1).
- ii. **Extension:** Farmers (users of the land within the proposed command area) will be organized in a Farmers Field School (FFS) for the purpose of learning improved on-farm production and productivity practices. FFS groups will comprise of 20-25 farmers in geographical proximity among each other. This will be supported through the *Technical Assistance for Extension Services and Improving Access to and Use of quality agro-inputs in Matanda Irrigation Scheme (Kanungu District)* [hereafter referred to as TA for Extension Services] (Comp. 2). Farmers will be eligible for matching grants for improved agricultural inputs.
- iii. **Water access and management:** Farmers (with tenure rights within the proposed command area) will be organized in a Water Users Association (WUA) at the scheme level, Irrigation Water User committees at the Block level and Farmer field school groups for the purpose of (i) choosing the on-farm irrigation technology (i.e. hose-move sprinklers, drip/low-cost drip, drag hose); and (ii) organize access to water on rotation within the block, (iii) operation, maintenance of the irrigation scheme, (iv) effective coordination and management of the irrigation scheme. IWUA will comprise of all farmers within one block (20 ha depending on same block hydrant). This will be supported through the *Technical Assistance for irrigation management models* (Comp. 1). Farmers will be eligible for matching grants for on-farm irrigation equipment. Choosing the on-farm irrigation technology will be handled through the TA Extension.
- iv. **Commercialization:** Farmers will be organized in marketing groups for the purpose of facilitating post-harvest handling, value addition and market access. This will be supported through *Technical Assistance for Value addition and market linkages* (Comp 2). Farmers will be eligible for matching grants for value addition.

1.4 Implementation timelines

The expected timeline for implementation is presented below.



1.5 Justification for the assignment

The development of an irrigation scheme involves many stakeholders with varying needs, interests, perceptions and positive or negative attitude. The project objectives, design, scope, and implementation modalities may not be known by all stakeholders. A project of this magnitude calls for massive mobilization and sensitization, both at the start-up and as the development moves along, to ensure successful implementation. Project implementation should remain inclusive, transparent and highly participatory through the provision of sufficient information to all relevant stakeholders. Engagement of all stakeholders to attain positive mindset and respond to the emerging social concerns and fears requires a clear communication strategy as well as relevant materials for the different audiences, to pave way for enhanced management, operation and maintenance and sustainability of the scheme's infrastructure.

2.0 OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to undertake stakeholders mapping, mobilisation, sensitisation and engagement, to ensure project understanding and appreciation, promotion, ownership and visibility, and to provide support to the grievance redress management with reference to the proposed Matanda irrigation scheme. This stakeholders' engagement will be followed by a series of sessions with the communities and should therefore be able to set the ground work for subsequent engagement

The specific objectives of the assignment include:

1. To undertake stakeholders' mapping and analysis;
2. To develop the stakeholder engagement strategy and communication strategy;
3. To implement the stakeholder engagement strategy and communication strategy;; and
4. Provide support to grievance redress management.

3.0 SCOPE OF SERVICES

For each of the specific objectives, the consultant will be required to conduct the following tasks.

3.1 TASK I: STAKEHOLDER MAPPING AND ANALYSIS

The TA shall map all stakeholders (actors/entities/agencies) relevant to the Matanda irrigation scheme, and their linkages, opportunities and gaps. The goal of stakeholder mapping and analysis is to identify those entities, groups and persons that may be most impacted by the project or who may influence its success so that their engagement in the project can be planned.

Stakeholder Mapping and analysis typically involves three main steps:

1. identifying stakeholders,
2. specifying stakeholder interests, mapping power relations and influence;
3. Visualizing relationships to the project objectives and other stakeholders
4. Prioritizing and ranking stakeholders' relevance and identifying issues and put in place mitigation plan and strategies to handle the issues.
5. Defining and Prioritizing nature and scale of stakeholder engagement across different stakeholder groups.

Stakeholders are expected to include, but not limited to:

1. Community stakeholders: Farming Households in 38 Villages; Individual Farmers
2. Civil society stakeholders: CSOs/NGOs working in Isingiro District
3. Central Government stakeholders: MWE; MAAIF; MTIC; Ministry of Lands, Housing, and Urban Development (MoLHUD); Ministry of Gender Labour and Social Development (MoGLSD); Ministry of Local Government (MoLG)
4. Local Government stakeholders: Isingiro District Local Government; Sub County / Town Council level: Katete S/C, Kihanda S/C, Kanyantorogo S/C, Kihihi S/C and Kihihi T/C; Parishes

The stakeholder analysis will draw on secondary data (desk review), including:

1. Project Appraisal Document (PAD) for ICRP (2019)
2. Matanda irrigation scheme detailed designs (2021)
3. Environment and Social Impact Assessment (ESIA) for Matanda (2019)
4. Resettlement Action Plan (RAP) for Matanda (2020)
5. Sectional RAPs for Matanda dam and main pipe (2021)
6. Baseline study for Matanda irrigation scheme (if available by that time)
7. Farmers registrations for matching grants for inputs (if available by that time)

In addition, the consultant will have direct interaction with key stakeholder groups in workshops, public meetings, focus group discussions, in-depth interviews, and surveys in order to accurately identify/Map stakeholders, their interests, potential risk profiles and to plan for their participation. The TA will design a participatory assessment to evaluate existing capacity within

key stakeholder groups, identify capacity gaps and weaknesses, and recommend possible remedies.

During the stakeholder analysis, the consultant will seek answers to the following questions:

1. Who are the key stakeholders of the proposed project?
2. What are the interests of these stakeholders related to the project?
3. How will stakeholders' interests be affected (positively/negatively) by the project?
4. Which stakeholders are the most vulnerable and subject to potential adverse impacts?
Is there any discriminated / marginalized group that may be left out?
5. Which stakeholders wield the most influence to affect project outcomes?
6. What is the level of trust among stakeholders?
7. Which stakeholders risk to negatively affecting the project outcome? Which stakeholders oppose the activities?
8. What are the commonly asked questions by each group of stakeholders, and can they easily find the answers?
9. Whose capacity needs to be supported to enable them to participate?

Table below includes more specific information to be analyzed per category of stakeholder.

Table 1: Information to be analyzed per category of stakeholder

For community stakeholders:	For civil society stakeholders:
a) Identify the community context in terms of socio-political, institutional, legal and fiscal situation;	p) Identify which informal and traditional institutions exist in the village and their function;
b) Provide demographic information on each community: gender, age, ethnicity, and resource base;	q) Identify the extent to which these institutions play a role in community activities;
c) Establish community development projects in the project area and the extent of local community involvement;	r) Identify the number of NGOs or other informal organizations in the community;
d) Identify which individuals and organizations have the most respect in the community; Evaluate their relationships with other local leaders;	s) Identify its international partners;
e) Identify the civil society organizations working in the community (name, length of time, purpose, results) and how the level of community involvement;	t) Indicate the length of work experience in the community;
f) Identify how community members access information (radio, newspapers, television, Internet, etc.). (Is there a demographic trend?);	u) Identify the material and technical capabilities;
g) Identify the degree to which it is socially acceptable for women to participate in public forums; in addition, identifies the extent of female leadership in communities;	v) Identify the skill level and professional experience of the staff;
h) Identify examples of communities taking collective action on community problems;	w) Evaluate the image of the organization in the community; e.g., is it respected, trusted;
	x) Evaluate the capacity of the NGO to work with local authorities and other interested parties-- partnership capacity;
	y) Evaluate the level of understanding of the regional problems and needs;
	z) Identify the extent of regional

<ul style="list-style-type: none"> i) Identify the types of alliances between villages and communities; j) Identify the types of linkages the community has with local and central government authorities; k) Identify which individuals or organizations have access to and/or the ability to mobilize resources; l) Identify the extent of community knowledge of irrigation schemes and livelihood strategies (micro and macro); m) Identify existing mechanisms to deal with conflicts arising in managing and maintaining community services; n) Identify their attitude towards the project; and o) Identify their attitude towards payment of water fees to access the irrigation service once scheme in place. 	<ul style="list-style-type: none"> coverage; aa) Evaluate the transparency in which the local organisations manages their activities; bb) Identify the local organizations' strengths and limitations; cc) Characterize and provide detailed history of the local organizations' involvement in the community projects and to what extent/level; dd) Identify attitude towards the project.
<p>For Central Government stakeholders:</p> <ul style="list-style-type: none"> ee) Evaluate the level of devolution of authority (technical) to local levels; ff) Identify the number and type of public forums in which projects' objectives, strategies and policies are discussed with key stakeholders; gg) Evaluate the existence of freedom of stakeholders' to air out views and receive information about project development; hh) Evaluate the existence of controls on media; and ii) Identify which laws impede community action and activities. 	<p>For Local Government stakeholders:</p> <ul style="list-style-type: none"> jj) Identify the extent to which information regarding project developments is shared with key stakeholders within the district; kk) Identify the kind of mechanisms and how project information is disseminated between local government and among community groups and members; ll) Evaluate the extent of decentralization of project development responsibility to local/municipal/town council government level; mm) Identify government-sponsored accountability mechanisms for the delivery of public services; nn) Identify which local government officials are appointed/elected with citizen input; and oo) Identify who decides which needs of the village should be addressed especially community grievances.

When dealing with community stakeholders, the consultant will ensure coordination with the TA for Extension Services, to be contracted under Component 2 of the project. The TA for Extension Services will be invited to meetings with the community stakeholders as needed, considering – among others - the role that the TA for Extension Services will play in the

organization of farmers in Farmers Field Schools (FFS) and in the identification of beneficiaries of matching grants. The consultant will ensure that the messages are harmonized across the various project service providers, and serve as a reference point for the TA for Extension Services, in case of doubts. To the extent possible, farmer visits should be coordinated / carried out concurrently amongst the various project service providers, and in consultation with both MWE and MAAIF.

The TA is expected to carryout 38 village level workshop; three workshop meetings at Sub-County levels, one workshop at the district for technical and political staff. At National level, one workshop for the national and regional stakeholders will be done.

The consultant will produce a draft report. The consultant will hold three workshops to discuss the outcomes of the stakeholders' analysis and for a buy-in and acceptance of the findings: one at national level, one with local government stakeholders, and one with communities and civil society. The final report will include an overview of the consultations and synthesize the comments raised during the workshops.

3.2 TASK 2: THE COMMUNITY ENGAGEMENT STRATEGY AND DEVELOPMENT OF THE COMMUNICATION STRATEGY

The TA is expected to develop (a) a communication strategy to guide how various messages targeting different stakeholders will be delivered throughout project implementation. This will aid information flow to different categories of stakeholders. A communication strategy bridges the gap between stakeholders' analysis findings and the reality of project implementation. A communication strategy sets direction for all communication activities, products and materials to achieve the desired change. The consultant will develop a communications strategy to enhance the awareness and understanding of key stakeholders on project objectives and the expected outcomes. Effective communication strategies use a systematic process and behavioural theory to design and implement communication activities that encourage sustainable social and behaviour change. The strategy will be segmented into different parts for different audiences, serving as tool for (among others) MWE, MAAIF, Local Government, local leaders, and service providers recruited under the ICRP to provide guidance to them, in their communication with others; and (b) a multi-year strategy for community engagement and empowerment activities, with clear monitoring and evaluation framework.

In development of the communication strategy, the consultant shall undertake the following activities;

1. **Present the target Audience** – this will be based on the deliverable under Task 1, and include an audience segmentation.
2. **Setting communication Goal and Objectives** – these will be analyzed from the stakeholders' analysis [Task 1] as well as aligned to project major documents and objectives.
3. **Development of communication Strategy Framework** - this shall focus on project goals and objectives, promotion, mobilization and awareness creation, grievance redress mechanism and integration and mainstreaming of gender and other cross-cutting issues.

4. **Identify communication Issues and project Visibility** - clearly state the communication issues and ways to increase project visibility at all levels, information flow plan, ways to build capacity of key stakeholders at all levels, identify communication platforms, guide media relations, publication, branding and promotional activities etc. all aiming at mobilizing, sensitizing and increasing project awareness to the public. The Consultant shall take into consideration the different audiences and what their information needs are. Key message areas to be considered must be part of the strategy.
5. **Communication Mix** - Awareness creation takes good planning- so as to realistically achieve effective implementation - choosing the correct time and methodology; checking its effectiveness and reviewing awareness throughout the whole project implementation - allowing room for feedback. The communication strategy should clearly demonstrate the project visibility methodology tools, methods, approaches and IEC materials to be used and how to implement it, specify appropriate communication channels, dissemination methods and media such as in person meetings, video, print, web/online media, traditional media, and social media, among others, to effectively communicate key messages to specific stakeholders. This will also include a standard publication layout for project implementation that will be used across all publications.
6. **Monitoring and evaluation plan** - develop indicators (qualitative and quantitative) on how to measure the impact of this process as part of the monitoring and evaluation process throughout the project. The consultant shall provide a feedback and monitoring mechanism to ensure that the project is achieving its intended results, and identifies potential unintended consequences; and providing meaningful access to dialogue and decision-making in development processes.

The communication strategy will ensure focus on increasing awareness and knowledge on vulnerable groups such as the youth, elderly, and people living with disabilities.

The TA will produce a draft report and will conduct the following dissemination reviews; one workshop at the district to be attended also by few opinion leader representatives from the community and Sub County leaders and one at National level meeting: to be attended by MWE, MAAIF, MTIC, MoLHUD and MoGSD); to discuss the Strategy draft by the key stakeholders to give feedback and comments to be able to finalize the strategy.

3.3 TASK 3: IMPLEMENTATION OF THE THE COMMUNITY ENGAGEMENT STRATEGY AND COMMUNICATION STRATEGY

Based on the stakeholders' analysis [Task 1] and the Stakeholder Engagement & Communication strategy [Task 2], the Consultant is expected to constructively mobilize, sensitize and engage stakeholders through the following activities:

3.3.1 Conceptualization and design of Information Education and Communication (IEC) materials

In line with the communication strategy [Task 2], the Consultant shall develop content and design layout of IEC materials on the project targeting different stakeholder groups identified under Task 1. The Consultant shall utilise various formats as appropriate such as text, graphics, imageries, infographics, video, printed materials, etc. All IEC material will be produced in

English, with the exception of IEC material for community stakeholders which will be produced in English and Runyankore/Runyakitara-the local language. The IEC materials developed must be technically approved by the client before printing and use.

IEC materials will be developed, translated by the consultant and approved by the client. Based on the need of the IEC materials as per communication strategy implementation arrangements, the client will issue instructions to the consultant to print the required IEC materials. The consultant will then submit to the client the quotation as per the instruction. The provisional sum for printing the IEC materials is USD 100.000.

The payment for the reimbursement for the printing of IEC materials shall be based only on the attachment of proof of number of items printed as shall be received and endorsed by the beneficiaries’ representatives; Local Government or Ministry representatives in line with approved work plan numbers of IEC materials planned for printing.

The consultant shall pre-finance and handle and recover the expense during certificate invoicing.. The client expects the consultant to quote for other incidental costs like the technical staff in put professional fees for the development and translation of the IEC materials including the dissemination costs for the IEC materials during sensitisation and project promotion activities. This will be contained in the financial proposals submission. The provisional sums are for printing and hiring of communication platforms like TVs, Radios activities. The communication strategy must include the type of IEC for each deliverable in the strategy specification of all the IEC materials that will be developed...The report for the IEC materials need to indicate the technical specifications i.e , number of pages where applicable, Paper size, colour, material type where applicable, etc as shall be specified by the consultant during development as will also be guided by the client.

Table 2: Indicative IEC Requirements

Project phase	Key message	To who (target audience)	How /tools	Input material required per message
Pre-Construction	Project objective and expected benefits and implementation modalities, discussion of land issues, access requirements, stakeholders’ participation and involvement, Sanitation and hygiene scheme layout, challenges and	Beneficiaries, Government Technocrats/ Districts, general public in the area/ watershed	Flyers and posters, standard Power Point slides, fact-sheets, public events especially workshops meetings, exhibitions, flyers and newsletters, Brochure, Local mass media	Project document, design reports, implementation methodology

Project phase	Key message	To who (target audience)	How /tools	Input material required per message
	solution, Grievance redress dissemination of project designs and discussion of infrastructural corridors, simplification of design into understandable pictorial or diagrammatic symbols for quick absorption by the beneficiary community		Four radio talk shows, Two T.V talk shows and print media) One Local T.V station, Radio station and other wo National stations are required. This applies to all stages of implementation.	
During Construction	Specific roles of farmers and districts and other mapped out stakeholders as per project formulation using PIM, Contractors' work schedules, and requirements, cross-cutting issues, Grievance redress	Beneficiaries/ general public in the area/ watershed	Pamphlets/ brochure Drama skits radio talk shows and Local T.Vs and other channels/ tools Eight radio talk shows, six T.V talk shows and print media)	Implementation agreement, Guidelines

The description and materials to be developed include;

No.	IEC Description
1.	Brochures
2.	T-shirts
3.	Posters
4.	Flyers
5.	Tear Drops
6.	Banners
7.	Diaries
8.	Calendars

Where necessary other critical IEC materials can be introduced by the consultant or the client for discussion and adoption during the inception phase.

3.3.2 Development of Videos - The TA will produce 4 (four) short videos [indicative 5 minutes each] to present the project to the key stakeholders. The documentary should be well edited and the flow of information should follow the project implementation sequence. The documentary should look at construction, awareness, mobilisation, training, participation, and project implementation activities.

3.3.3 Development of Drama Skits

The TA shall develop six skits-selective short drama performances in English and translated in Runyankore/Runyakitara- local language to ease understanding by the beneficiary communities

during mobilisation and sensitisation. The skits shall be developed to boost on Project awareness and promotion amongst the project beneficiaries. Each skit will be focused on one of the following topics:- infrastructure development implementation modalities and structural systems, catchment management, sanitation and hygiene, roles and responsibilities of various actors and implementers, irrigation activities, development, Grievance redress and conflict resolution, etc. The skits need to take into account cultural values, customs and beliefs of the communities in the intervention area.

The costumes and other skit drama performance and development materials shall be in line with project area cultural values and systems. The developed skits shall have entertaining parts full of glamour with local songs relating to key messages of the schemes. The consultant shall first present the developed skits to the client for approval before dissemination. The consultant will carry out test performances and reviews and then finally performs before the communities

The TA shall provide written scripts and soft copies in form of CDs to the client both in English and Local Language. In every phase of assignment implementation, drama skits need to be developed, translated and performed per assignment phase and performed.

All Drama skits performances shall be staged to the client and other selected agencies for review and approval.

3.3.4 Organization of in person meetings

The TA will organize, mobilize all the targeted communities/farmers at all the various stages of the project implementation including their facilitation in terms of soft drinks and food, distribution of masks and provision of hand sanitizers. In the circumstances where the activity involves participants from different areas/Sub Counties, subsistence day allowance and transport refund are given out by the consultant. Conduct 76 meetings two meetings for each of the 38 villages.

Each meeting for the scheme shall be targeting all the Local Government stakeholders. Since MWE & MAAIF are key implementers, they will join the district level meetings to sort out different issues which touch their technical areas. Conduct separate from the community, nine meetings; three per each of the three Sub Counties.

3.3.4 Capacity building of Government staff

Throughout implementation of project activities, the Consultant will ensure that the capacity of MWE, MAAIF and Local Government staff (central and decentralized) is built in areas of communication and Grievance redress support required for the communities.

3.4 TASK 4: SUPPORT THE GRIEVANCE REDRESS MANAGEMENT (GRM)

MWE has developed GRM guidelines anticipating that Irrigation the Climate Resilience Project (ICRP) activities will generate social and environment grievances that may cause negative impacts on the beneficiary community and Project Affected Persons (PAPs). The GRM proposed the establishment of Grievance Redress Committees (GRCs) at the district, Sub County and Parish levels. MWE together with Isingiro District Local Government established the committees at the district, Sub County and Parish levels in 2021. In this assignment, the Consultant is expected to offer GRM implementation support. In Matanda, the consultant will be responsible

for supporting the adequate implementation of Grievance redress activities, compliance with the GRM guidelines, undertake continuous capacity building to the GRCs at the district, Sub County and Parish levels. The consultant further is expected to identify the gaps and put in place mitigation measures. Specifically, the consultant will undertake the following activities:

3.4.1 Mobilization and sensitization of the beneficiary communities

The TA will be interfacing with approximately the 40,000 beneficiary community members during mobilisation activities, 8No. Parish GRCs and 1No. District GRC for sensitisation and implementation of the following activities;

- a. Dissemination of GRM guidelines and entire reporting process through organising approximately 38 community meetings, 03 Sub County GRC meetings, 1No. District GRC meetings, 20 radio talk shows and 10 Live T.V shows per annum; disseminate Grievance Redress management guideline (GRM), GMC brochure, GMC facilitators manual and GMC handbook. Each of the aforementioned should be interpreted in the local languages and about 30 copies for each is printed in Runyankore-local language i.e. 15 for each, in the local language and 15 in English. Create information boards and different project sites to keep communities constantly informed.
- b. Developments of Grievance redress information, education communication with Flyers and brochures (in English and in the local language).
- c. Identify risk areas that are likely to cause grievances and possible mitigation measures to be implemented by the appropriate structures (i.e. GRCs).
- d. Provide sufficient and timely information to the community. Many complaints arise as a result of lack of information, and insufficient information. Therefore, providing accurate and adequate information about the project implementation and its activities and implementation schedule shall be done regularly at least 2No. Meetings per each village for each month. No. of villages are 38
- e. The TA shall conduct meaningful community engagements supporting the GRCs, to develop a communication process with the provision of the communication channels where grievances can be reported with also putting in place the feedback mechanism to foster a two way communication process. This will facilitate sharing of information, progress reporting, providing opportunity to community members to raise their concerns, responding to their issues in a timely manner, as well as receiving feedback on interventions.
- f. Provide information to vulnerable groups on how to access grievance mechanism. For example, tenants as vulnerable groups. The consultant shall also study the possible issues/conflict that would a raise due to land within the project area.

3.4.2 Capacity building

Build capacity for the project, MWE and district staff and other field staff on GRM on Grievance handling procedures and referral systems. The project staff including PST staff should be equipped with basic skills like effective communication, community dynamics, negotiation and conflict resolution. Building trust and maintaining good rapport by providing information on the project and responding to community needs will help solve issues before they become grievances. The Consultant will support GRCs with on-the-job training for grievance handling; train GRCs in Grievance screening and Monitoring and reporting among other areas.

The consultant shall continue to offer additional support in training to the GRCs in continuation

of what the client will have done before the commencement of this assignment by conducting 13 GRC trainings as follows; ;

- a) Train the GRCs on their roles and responsibilities in grievance redress
- b) Documenting proceedings, decisions, and recommendations
- c) Grievance registration using a prescribed form
- d) Arrange and facilitate GRCs training on data collection, interface with aggrieved persons and feedback from the project staff.
- e) The consultant shall sensitize the GRCs on how to use the complaints log book.
- f) Shall conduct regular training of GRCs in the grievance recording and referral procedures.
- g) Ensure adequate use of suggestion boxes in appropriate areas to accommodate anonymous information. The communities and GRCs will be trained on how to use the suggestion box. The GRCs will be trained on how to process such information.
- h) Provide on-the-job training to the GRCs on how to maintain grievance related information, documents, reports, attendance and payment registers
- i) Provide on-the-job training to the GRCs in provision of feedback to the affected persons and agencies involved in grievance redress
- j) Provide on-the-job training to the GRCs on arbitration over any complaints, grievance, conflicts that arise during project implementation

3.4.3 Training in Grievance screening (13 No. Training meetings per annum)

The TAs shall train the GRCs at the district, sub counties and Parish levels on grievance assessment to be able to determine the seriousness of the complaint i.e. the severity of the issue at hand, the potential impact on the individuals and project. This may require, field visits, interviews and discussion with affected parties and or witnesses. The consultant shall train the GRCs on complaint screening using the following grievance handling procedures

- i. Identification of the complainant should indicate the name and contact details with exception anonymous information
- ii. The complaint to be handled should be related to the project implementation
- iii. The issues raised by the complainant fall within the scope or jurisdiction of the project

The GRCs have a responsibility of tracking and monitoring the process of grievance redress and the implementation of the decisions made. They also have a duty to give regular feedback to the complainants about the grievance redress process. Evaluation procedures will also be put in place annually or biannually by the consultant to assess the overall effectiveness of GRMs as it is required in the Sub-section 17.0 Monitoring and reporting in GRM).

3.4.4 Training in Monitoring and reporting indicators (13 No. Training meetings per annum)

To ensure timely and effective resolution of grievances, a tracking system and defined key performance indicators have been developed in the GRM. This approach will enable the assessment of the overall effectiveness of the GRM and allow for corrective actions as needed.

The consultant shall train the GRCs on the following key performance indicators that are recommended for assessing functionality of GRM:

- **Participation**-Percentage of grievances related to project activities and impacts channeled through the GRCs at both levels – the target is to have 100% of grievances addressed through the formal GRM structures;
- **Effectiveness**-Percentage of complaints lodged that received effective and timely response through GRM – the target is to have 100% of grievances channeled through GRM;
- **Resolution**-Percentage of complaints resolved at the district and sub-county and village levels – the target is to have 70% of the registered grievances resolved through the GRM structures;
- **Recurrence Reduction**-Number of recurrent complaints received – the target is to gradually reduce the number of complaints of each type by 50% through better management and timely implementation of corrective actions designed based on the similar previous cases raised and resolved previously. The overall intention is to learn from previous experience and respond to grievances in a manner that, over time, reduces their rate of occurrence

4.0 ASSIGNMENT DURATION, REPORTING AND DELIVERABLES.

4.1 Assignment Duration

The assignment shall have duration of thirty six (36) months.

4.2 Assignment Reporting and Coordination

The assignment will be coordinated and reported in the following manner;

The Ministry of Water and Environment through its Water for Production Department will coordinate and manage the assignment implementation and will be represented by Project Coordinator.

Quarterly progress Reporting: The consultant shall submit quarterly reports to the client stating the progress on the activity implementation based on the approved work plan for the deliverables and out puts in question. The workshops and meetings should be spread in quarters per each year in the methodology and approach to inform the work plan. The quarterly progress reports will be reviewed by the client as part of the performance assessment for the consultant. Any shortfall or inadequacy by the consultant to perform will be highlighted by the client for the review and correction by the consultant. This assessment shall form part of the termination clauses for the assignment.

Submission of deliverable reports: The reports shall be prepared by the consultant and be reviewed in line with the approved work plans.

All reports will be submitted to:

Permanent Secretary

*Ministry of Water and Environment
P. O. Box 20026
Kampala*

Attention:
*Component Coordinator – Irrigation Services
Irrigation for Climate Resilience Project.*

The TA shall hand over all data collected during the course of the assignment to the client in formats approved by the client including shape files. Reports shall be delivered to the client’s address as stated above with a copy to the World Bank Task Team Leader for ICRP.

4.3 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 3 below.

ITEM	REPORT/DOCUMENT TITLE	TIMING AFTER COMMENCEMENT	CONTENT	NO. OF COPIES
A.1	Inception Report	2 (Submit the report in one month and if any corrections will be done in the second month)	<p>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 and risks plus recommendations in the inception report and comment on the TORs.</p> <p>b) The quality assurance plan (M& E plan) shall include the following (i) A quality assurance plan setting out the objectives of the plan and (ii) M& E indicators (iii) The personnel who will implement the plan, their</p>	6 hard copies and an electronic copy on a memory stick o

			responsibilities and authority, (iv) and how to report on the indicators per deliverable.	
A.2	Stakeholder Mapping and Analysis Report	Month 5	Consisting of the comprehensive account of the key activities and outputs done during the Situation Analysis, Stakeholder Mapping and Analysis and Capacity Needs Assessment.	6 hard copies and an electronic copy on a memory stick.
A.3	Stakeholder Engagement Strategy & Communication Strategy development	Month 8	Consisting of the comprehensive Stakeholder Engagement Strategy & Communication Strategy development and all activities and outputs set out to be done during the implementation of the Task 2:	6 hard copies and an electronic copy on a memory stick
A.4	Implementation of the Stakeholder Engagement Strategy & Communication Strategy	Month 19	Consisting of the comprehensive account of the key activities and outputs done in Task 3 for: Conceptualization and design of Information Education and Communication (IEC) materials stakeholder engagement, promotion, mobilization, sensitization, awareness creation, builds community teams for empowerment and problem solving. (The activity is continuous and the consultant will be expected to engage the stakeholders throughout the project implementation period as other deliverables are being handled. Activities of such engagement can be reported in other subsequent deliverables)	6 hard copies and an electronic copy on a memory stick

A.5	Grievance Redress Management Report	Month 34	Consisting of the comprehensive account of the key activities and outputs done during Grievance Redress Management. (Note: The activity is continuous and the consultant will be expected to engage in grievance redress support to the GRCs including capacity building of the GRCs at the assignment commencement and throughout the project implementation period and the comprehensive report on Grievance redress is expected month 30)	6 hard copies and an electronic copy on a memory stick
A.6	Final Report	Month 42	Consisting of the comprehensive account of the key activities, Outputs, findings recommendations from the commencement for each well specified deliverable by deliverable following all approved work plans. The consultant identifies gaps and mitigates the issues, build capacity for the stakeholders/ community teams with challenges and weaknesses. The final should be produced with photos arranged in each deliverables with captions to describe the activity on all photos.	6 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 work plans shall be approved by the client after the consultant has responded to the comments within two weeks in the reviewed report accompanied by the matrix showing the comments and consultant’s response indicating the pages in the report for the reviews.

5.0 ASSIGNMENT IMPLEMENTATION MODALITIES AND FACILITATION

5.1 Conducting of Workshops, Meetings and emergencies

The Consultant is required to include a provisional sum of 160,000 USD to meet costs of holding the workshops/meetings, staff training and emergency/unforeseen travels and support to the community as shall be advised by the client from time to time. The Client will pay the Consultant based on actual and approved activity work plans' expenditure for the workshops and meetings which will have been discussed and agreed during inception phase and or as case may be, work plans being reviewed out of the reviewed quarterly progress reports. Work plans shall specify number of meetings/workshops and attendant costing, for the entire deliverable, specified in quarters. Provisional sums for workshops/meetings shall cover; hiring of venues, chairs, tents, public address systems, announcements, mobilization costs, drinks, food, stationery, and any other procurable items related to the successful conduct of the meetings/workshops.

5.2 Reimbursable Payments for Workshops

The basis for the payment of reimbursements for workshops/meetings shall only be output based i.e Number of workshops/meetings held and the implementation proof shall be required as clarified below:

Community meetings/Workshops: There shall be activity implementation proof specifically of signed attendance forms with telephone contacts where possible, video recordings, photos and implementation forms endorsed by the Sub County and Local Council I leadership as proof for undertaking community meetings/workshops.

Sub County meetings/workshops: The activity implementation forms specifically of signed attendance forms with telephone contacts where possible, video recordings, photos. The implementation forms shall be endorsed by the Sub County leadership in addition to the attachment of the photos and signed attendance forms.

District meetings /workshops: The activity implementation forms specifically of signed attendance forms with telephone contacts where possible, video recordings, photos. The implementation forms shall be endorsed by the Chief Administrative Officer as proof of activity implementation shall be required.

National/regional workshops/ meetings: The activity implementation forms specifically of signed attendance forms with telephone contacts where possible, video recordings, photos. The implementation forms shall be endorsed by the Ministry of Water and Environment.

In addition to the proof of holding the meetings/workshops, the consultant shall also provide workshop/meeting reports for each specific meeting.

These workshops will be organized and technically facilitated by the consultant based on the agreed work plan and methodology during the technical proposal and as reviewed during inception phase with the client and from time to time based on the reviews.

The consultant shall pre-finance and will be re-imbursed. At each workshop, the consultants will make Power Point presentations, prepare for workshop/meeting documentation, Mobilize for the meetings/workshops, undertake technical facilitation, provide and prepare the required

information, provide concise background documents for discussion and prepare workshop reports to document the proceedings with activity implementation proof in form of photos.

5.3 Budgeting for the professional fees and other incidental costs

The TA will quote all relevant inputs for the technical and support staff to cover Professional fees (staff man months input costs), staff field allowances and professional input for the following: stakeholder mobilisation, sensitisation, training, development, processing and dissemination of information, education and communication materials, IEC development costs, report preparation and reviews, organisation of workshops and their technical facilitation and mobilisation, stakeholder mobilisation and sensitisation; Other incidental costs include; financing of field offices allowances, accessing costs for TVs and Radio talk shows, staff transport costs , communication costs, report production, purchase of equipment and tools like computers and other office and field required equipment i.e computers, cameras, stationary, furniture and meeting venue requirements etc., as required to accomplish the assignment will be quoted by the consultant separate from the provisional sums. The same as community transport refund, community allowances and facilitation requirements for the press personnel- transport up keep allowance and professional fees.

5.4 Client and Partners' facilitation

Allowances and fuel for the client, district and central Government staff will be handled by the client.

6.0 CONSULTANCY TECHNICAL AND TEAM QUALIFICATION REQUIREMENTS

a) Organisation experience and Technical requirements

- i. Minimum of seven years' experience in core business as a consultant in undertaking the stakeholders' engagement, communication, stakeholder identification and mobilization, grievance redress management, resettlement action plan implementation and participatory irrigation management.
- ii. Experience of at least two (2) assignments similar in nature, type, scope carried out in Uganda in the following areas: (i) stakeholders' engagement, communication, stakeholder identification and mobilization, (ii) grievance redress management, (iii) resettlement action plan implementation, (iv) participatory irrigation, and water for production management. The experience in these different areas may be obtained from the same assignment or from different assignments provided the Consultancy firm can demonstrate that all the areas must be covered.
- iii. Presence of appropriate skills among staff in the areas of Project Management, Communication, Social Development, Grievance Redress Management, Drama/Performance of Actors management and Community Development. Availability experts in the above areas with ability to communicate using local language (Runyankole-Runyakitara).

b) 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 4: Key staff and expected man months

	Key staff	Number of consultants	No. of Staff Months	Total No. of Man Months
1	Team Leader/Project Manager	1	36	36
2	Social Development Specialist	2	36	72
3	Grievance Redress Management Expert	2	36	72
4	Communication Specialist	1	25	25
5	Drama Artist (Writes scripts & translation)	1	10	10
6	Performance Experts (trains the actors and arrange performances)	1	25	25
7	Assistant Community Development Experts	2	36	72
8	Community Liaison Experts per Sub county	3	36	108

c) 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 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 	Lead consultant of good repute and a University Bachelors and Master’s Degree in Sociology, Social Work and Social Administration, Development and Management Studies. A relevant working experience of seven (7) years in project management, community development, research and previous working and intimate knowledge of the Ugandan water and agricultural sectors is required. Experience in consultancy assignments for management,

Position	Specific responsibilities	Qualification and Experience
	obligations and requirements are adhered to.	community development, and building capacity of communities/farmers for irrigation schemes is necessary.
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, mobilisation, sensitisation and situational analysis activities. c) Undertake field visits to assess, how social issues are addressed. d) Ensure that social issues and social management activities are mainstreamed into the design of communication strategy e) Ensure that participatory monitoring is carried out and that the lessons learnt are reflected in activities f) Prepare '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 the infrastructure systems. g) The consultant will gather relevant studies, legal and policy documents, and other material, h) assistance to community organizations in establishing, maintaining their M&E system, and evaluating and adjusting their strategies; i) Responsible for development of IEC materials and their dissemination j) In consultation with other team members, develop training tools and I.E.C materials. k) Ensure existence of relevant, appropriate mobilisation and training strategies and methodologies in the communication strategy. 	<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, farmers' mobilisation for irrigation schemes. The candidate should be conversant with the Participatory Rural Appraisal procedures and methods. The cultural and Language understanding of the intervention areas is a necessity. This is because the consultant shall be in close touch with the farmers during training and mobilisation and interpretation of the messages. Must be fluent in Runyankole/Runyakitara</p>
Grievance Redress Management	<ul style="list-style-type: none"> a) To handle grievances during and after infrastructural development phases b) Responsible for the project Grievance 	<p>Bachelor's degree and Post Graduate master qualification in Sociology, Social Work and Social</p>

Position	Specific responsibilities	Qualification and Experience
Expert	<ul style="list-style-type: none"> mobilisation, trainings and meetings in relation to conflict resolution, c) Responsible for grievance mechanism awareness to key stakeholders d) Undertake field visits to assess, how grievances are addressed. e) Responsible for translation and dissemination of the a grievance redress mechanism and other GRM/C literature f) Develop and translate the required documentation g) Develop a methodology for quick addressing of the grievances h) Mobilise and sensitise stakeholders on conflict management i) Identify the grievances and propose mechanisms to address them before turning into conflict j) Build the capacity of grievance Redress committees through training k) Rejuvenate grievance committees l) Prepare and submit progress reports 	<p>Administration, Community psychology, 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 mobilisation and interpretation of the messages.</p> <p>Must be fluent in Runyankole/Runyakitara</p>
Drama Artist	<ul style="list-style-type: none"> a) Participate in situational Analysis and stakeholder needs assessment exercises to understand and pick the project facilitating or hindering the project matters which shall be captured I the drama skits. b) Develop drama skit script in English as described in the assignment. Translate the drama scripts from English into local languages. c) Support during the drama performance 	<p>Drama Artist shall have the following competence and expertise: A Honours Bachelor’s degree in Music and Drama from a recognized institution. Shall need to demonstrate training skills in drama development. Must have an experience of not less than five (5) years. Must be fluent in Runyankole/Runyakitara</p>
Performance Artist:	<ul style="list-style-type: none"> a) Participate in situational Analysis and stakeholder needs assessment exercises to understand and pick the project facilitating or hindering the project matters which shall be captured in the drama skit action and performance training sessions. b) Identify actors from the communities c) Identify relevant costumes and characters 	<p>Drama Artist/Performance Artist shall have the following competence and expertise: A Honours Bachelor’s degree in Music and Drama from a recognized institution. Shall need to demonstrate training skills in drama / play Performances for five (5) years. Should have experience of not less than three years in</p>

Position	Specific responsibilities	Qualification and Experience
	<ul style="list-style-type: none"> d) Train the communities staging the performances e) Design the stages and prepare them for hosting the performances. f) Carry out the performances 	<p>performance training. Must be fluent in Runyankole/Runyakitara.</p>
Communication Specialist	<ul style="list-style-type: none"> a) Participate in the Situational analysis, stakeholder needs assessment to identify the communication needs and gaps, recommend the mitigation measures to be captured in the communication strategy, development of IEC tools etc. b) Develop the communication strategy c) Translate the communication strategy into local language d) Disseminate the communication strategy e) Determine method for engaging stakeholders and partners f) Select suitable audiences and appropriate channels g) Participate in community mobilization support sensitization and mobilization including designing positive change messages. 	<p>A Bachelor's degree in Mass Communications; Development Communication; Organizational Communications and Journalism. Shall have at least five (5) years of relevant experience in developing, designing, production of communication strategies; and publishing/dissemination/airing of communication products using various media. Shall have relevant experience in working for Governments, private organisations and/or projects on consultancy assignments, especially in strategic communications planning. Shall have excellent command of English both written and oral, and area local language as a distinct advantage and Must be fluent in Runyankole/Runyakitara</p>
Assistant Community Development Experts	<ul style="list-style-type: none"> a) Assist to mobilise and train the stakeholders/communities b) Assist in awareness activities, sensitisation 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 	<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 is critical requirement since all the work is community centred, must be fluent in Runyankole/Runyakitara.</p>

Position	Specific responsibilities	Qualification and Experience
	<p>procedures adopted, problems faced and good practices in planning and implementing participatory water management systems.</p> <p>g) Assist establish, maintain M&E system, and evaluating and adjusting their strategies;</p> <p>h) Assist in development of IEC materials and their dissemination</p> <p>i) Assist to handle grievances during and after project implementation phases</p> <p>j) Assist in project social related trainings and meetings in relation to conflict resolution,</p> <p>k) Responsible for grievance mechanism awareness to key stakeholders</p> <p>l) Undertake field visits to assess, how social issues are addressed.</p> <p>m) Assist in development of grievance redress mechanism</p>	
Community Liaison Experts	<p>a) Responsible for Village and parish mobilisation of the farmers</p> <p>b) In charge of collection of farmers' complaints</p> <p>c) Provision of feedback on the complaints raised by farmers</p> <p>d) Disseminate the construction the construction schedules for the contractors to the farmers and interpret them to the farmers</p> <p>e) Responsible for translation where necessary</p> <p>f) Compile the list of the project beneficiaries</p> <p>g) Support the consult team in their community engagements</p>	A Diploma in community management or any related field. Working experience of two years in community related activities, must be fluent in Runyankole/Runyakitara
Support Staff	The Consultant shall field any technical, non-technical and administrative staff to enable the timely delivery of the assignment and to the required standard.	

7.0 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 following documents can be obtained by the consultant from the client
 - i. Water for Production Capacity Building Strategy
 - ii. Water for production management strategy
 - iii. Irrigation Policy 2018
 - iv. Operation and maintenance Strategy and plan for sustainable management of Water for Production facilities 2020
 - v. Water Policy 1995
 - vi. MWE Gender mainstreaming strategy
 - vii. National Gender strategy
 - viii. Project Appraisal Document (PAD) for ICRP (2019)
 - ix. Matanda irrigation scheme detailed designs (2021)
 - x. Environment and Social Impact Assessment (ESIA) for Matanda
 - xi. Resettlement Action Plan (RAP) for Kabuyanda (2020)
 - xii. Sectional RAPs for Matanda dam and main pipe (2021)
 - xiii. GRC Establishment Reports
 - xiv. Additional Surveys and Assessments for Matanda Irrigation Scheme on Biodiversity and Ecological Flow Management Plan (January, 2022)

In addition, the following documents are expected to be produced under separate Technical Assistance and will be made available to the consultant as they get readily available.

- Baseline study for Matanda irrigation scheme
- Farmers registrations for matching grants for inputs