TERMS OF REFERENCE

Issued by: ICLEI Africa

ICLEI Africa seeks to appoint a Service Provider to facilitate community engagement and awareness raising in Kisenyi, Kampala, Uganda under the ENACT project

Date issued: 20 April 2023
Indicate interest to bid: 28 April 2023
Bids due: 12 May 2023

Bids and technical queries can be sent to Kweku Koranteng (kweku.koranteng@iclei.org) with Carine Buma (carine.buma@iclei.org) in copy.

Please indicate interest to submit a bid and any queries by 28 April 2023 so responses to queries may be shared with all bidders. Bids will still be accepted if interest is not indicated. However, bidders must accept that they may not have received responses to questions from other bidders.

ICLEI Africa reserves the right not to appoint a service provider in relation to this Terms of Reference (ToR). If you have not heard from us 3 months after the closing date, please take it that you were not successful.
# Table of Contents

1. Project Background ........................................... 3
2. Key Definitions used in this ToR ............................... 3
3. Purpose of the ToR ........................................... 3
4. Key Tasks and Deliverables of this Assignment ............... 4
5. Specifications ........................................... 6
6. Service Provider Requirements ................................. 7
7. Evaluation Criteria ........................................... 7
8. Submission Process ........................................... 7
1. Project Background
The lack of access to clean and modern forms of energy inhibits the growth of economies in urban centres, especially in informal settlements where energy access is often the lowest. There is a strong case that energy access is not resolved by creating connections alone, but that the quality of the service and delivery methods are also key in creating impact for the end-user. Decentralised, modern, and clean energy solutions can open new pathways for energy access in often marginalised areas such as urban informal settlements and slums.

The Enabling African Cities for Transformative Energy Access (ENACT) Project, funded by the Foreign Commonwealth and Development Office (FCDO) of the UK government, is part of its Transforming Energy Access (TEA) programme. The TEA programme is managed by Carbon Trust. The ENACT project is implemented by ICLEI Africa in collaboration with Energy 4 Impact – Mercy Corps, in two project cities: Kampala (Uganda) and Freetown (Sierra Leone).

The ENACT project aims to create an enabling environment to improve energy access in Africa’s urban areas, with a focus on the urban poor living in informal settlements, by introducing market-led interventions for improved energy access. The project aim, inter alia, is to foster public private partnerships and, through funding to private energy service providers, to enable the testing and implementation of financing and business models for improved delivery of sustainable energy services – for clean cooking and energy access – to households and microenterprises living and operating in informal settlements within the two project cities.

2. Key Definitions used in this ToR
- **Service provider**: A service provider may in this case refer to a single organisation or a consortium of organisations partnering to deliver the assignment linked to this ToR.
- **Project partners**: Project partners in this ToR refers to ICLEI Africa, Energy 4 Impact (E4I), Kampala Capital City Authority (KCCA) and the Ministry of Energy and Mineral Development (MEMD), Uganda, all of which are contributing to the delivery of the ENACT project.

3. Purpose of the ToR
ICLEI Africa seeks the services of a qualified service provider to assess the clean cooking status quo, and facilitate community engagements and raise awareness in Kisenyi urban informal settlement in Kampala.

Specifically, the service provider will:
- a) assess the clean cooking market for Kisenyi community (and its environs);
- b) assess the knowledge and awareness gaps and opportunities for clean cooking in Kisenyi community (and its environs); and
- c) design and implement community engagement and awareness raising activities to address the gaps identified in b), while working closely with community representatives and the project partners.
The service provider is expected to work closely with the project partners, Kisenyi community representatives, and a clean cooking company (who will be contracted by ICLEI Africa at a later stage to implement clean cooking solutions in Kisenyi), in completing this assignment.

It is envisioned that these activities will contribute to increased awareness on the benefits of clean cooking, and consequently lead to an increased uptake of clean cooking products by households and businesses in Kisenyi and its environs, and contribute towards Kampala Capital City Authority (KCCA) achieving its clean energy and climate change mitigation and adaptation goals.

4. Key Tasks and Deliverables of this Assignment
The key tasks and expected deliverables related to this ToR are presented in phases below.

4.1. Phase 1: Inception
The successful service provider is expected to take part in a one (1) hour inception meeting with the project partners soon after signing the agreement, to discuss the assignment.

After the inception meeting, the service provider will identify key stakeholders within the community, assess the status quo of the cooking sector in Kisenyi, as well as clean cooking awareness gaps and opportunities in the Kisenyi community through a field assessment. Findings from the assessment will inform the selection of suitable clean cooking solutions to be deployed in the community (at a later stage and out of the scope of this ToR), and will also be utilised to develop a clean cooking awareness raising strategy. The service provider is expected to carry out this activity in close collaboration with a minimum of two staff from KCCA.

4.2. Phase 2: Community engagement and awareness raising
The service provider will conduct at least two (2) community engagement events in Kisenyi community to: 1) introduce the ENACT project, 2) raise awareness on the benefits of clean cooking using the messages and approaches identified during the inception phase. The service provider is expected to leverage key social/cultural events happening in the community during this period to maximise participation of key stakeholders from the community, increase impact and hence increase value for money. The service provider is expected to document lessons during this phase.

4.3. Phase 3: Reflection
The service provider will develop a close-out report and lead a reflective session with the project partners and key representatives from the community where they will present their findings, challenges, lessons and recommendations from the community engagement and awareness raising activities. Take-aways from this session will inform the design and implementation of community engagement and awareness raising activities for the remainder of the ENACT project (outside of the scope of this ToR).

The table below details these three phases and their related timelines.
<table>
<thead>
<tr>
<th>Phases (Timeline)</th>
<th>Activities</th>
<th>Deliverables</th>
</tr>
</thead>
</table>
| Phase 1: Inception | • Attend, and present in, an inception meeting with project partners.  
• Draft an inception report (in MS Word), which covers 1) notes and action points from the inception meeting; 2) any proposed changes following discussions from the inception meeting; and 3) list key stakeholders to engage within the community. This list should include, but is not limited to, administrative officials, elected leaders, religious leaders, local cooking value chain actors (e.g., sellers of charcoal, wood, briquettes, stove), prominent businesspersons or small business group representatives, youth leaders, women groups, opinion leaders in the community, and heads of social institutions such as schools and hospitals.  
• Attend progress meetings with the project partners.  
• Make written inputs on a questionnaire developed by project partners, which will be used by the service provider to administer a survey to investigate 1) the clean cooking access status, and 2) the clean cooking awareness gaps and opportunities in Kisenyi community. The service provider will investigate this by conducting a household survey on a statistically representative sample of the community; conducting at least two Focus Group Discussions (FGDs) with key stakeholders within the community; and conducting Key Informant Interviews (KII) with up to 10 stakeholders, mainly including vendors of cooked-food, cooking fuels and stoves.  
• Administer the questionnaire on the ground through household survey, KII and FGDs as per the above, and share data with project partners to analyse and develop a report.  
• Provide inputs to the report prepared by the project partners on clean cooking access status and awareness raising gaps and opportunities, as well as the community engagement strategy.  
• Prepare a brief report on the experiences from the field, including challenges faced, key observations, and general feedback from community members. | • Attendance of inception meeting and presentation of proposed approach and methodology for the assignment.  
• An inception report.  
• Written inputs provided on the questionnaires, guiding questions, and methodology for conducting the investigation in the community  
• Repository of all data collected, including participant lists and photos/videos taken during the survey.  
• Written inputs provided on the clean cooking status and awareness report/strategy prepared by the project partners.  
• A brief report summarising experiences of the service provider from the field, including challenges faced, key observations, and general feedback from the community.  
• Translated awareness raising material from English to the local language used in Kisenyi |
### Phase 2: Community engagement and awareness raising

**Weeks 9-11 (3 weeks)**

- Conduct at least two (2) awareness raising events in Kisenyi community to 1) introduce the ENACT project, and 2) raise awareness on the benefits of clean cooking using the strategy and key messages developed in Phase I
- Develop a report detailing the activities carried out, challenges and successes experienced, and recommendations for other awareness raising activities in the future.

### Phase 3: Reflection

**Week 12 (1 week)**

- Lead a reflective session with the ENACT project partners on the community engagement and awareness raising experience and recommendations. Depending on alignment with other ENACT activities, this session may be held in-person at KCCA’s offices or remotely.

- Repository of photos and videos taken during the engagement and awareness raising activities.
- Attendance registers of participants in the awareness raising activities.
- Report (in MS Word) detailing activities carried out, as well as lessons and challenges experienced during community engagement and awareness raising. The report should also include clear recommendations for the ENACT team to incorporate in future awareness raising activities (examples include who else to engage as participants and/or collaborators, methods for awareness raising, other key messages to incorporate, other complementary activities to carry out with the awareness raising, etc.).

### 5. Specifications

The budget for this ToR is up to a maximum of **GBP 5 000.0** for the successful service provider to deliver the activities and deliverables within **twelve (12) weeks**, commencing in **May 2023**. Only one (1) proposal per service provider will be accepted.
6. **Service Provider Requirements**

The service provider must meet the following requirements:

1. At least two (2) years of demonstrated experience and knowledge in community engagement activities in Ugandan urban informal settlements.
2. At least two (2) years of experience facilitating community engagements, awareness raising, and sensitisation in urban areas.
3. The service provider must be able to connect with the project partners virtually throughout the assignment period.
4. Excellent written and verbal skills, in both English and the local language in Kisenyi.
5. Have legal and regulatory compliance to conduct business in Uganda.
6. Demonstrate experience in administering surveys in urban informal settlements using various electronic tools.

**Advantageous requirements**

7. Demonstrated experience working in Kisenyi informal settlement will be an added advantage
8. Experience with using KoBo Toolbox for data collection will be an added advantage.

7. **Evaluation Criteria**

Bids will be evaluated on demonstrated understanding of the ToR; qualifications/skills of the team, team composition, demonstrated experience; methodology proposed, and detailed budget breakdown (daily rates per team member and field expenses).

8. **Submission Process**

Please submit your application to Kweku Koranteng (kweku.koranteng@iclei.org) with Carine Buma (carine.buma@iclei.org) in copy by **17:00 SAST on 12 May 2023**. Use the subject line: “**Service Provider: ENACT community engagement in Kisenyi, Kampala**” when submitting your proposal.

Attach the following for your application:

1. Proof of all requirements for this work as per the service provider requirements section above.
2. Concept note (10 pages max) detailing:
   a. The service provider’s qualifications and relevant experience for this assignment.
   b. A brief overview of the service provider’s understanding of Kisenyi community (statistics must be supported by references).
   c. The methodology the service provider will use to carry out the assignment.
   d. A comprehensive risk matrix and proposed mitigation measures.
3. Budget proposed. The budget must detail estimated costs (in British Pound Sterling – GBP) of labour and field expenses per phase. Labour and field expenses must be clearly broken down and itemised.

4. A comprehensive workplan. Each activity should be unpacked to include:
   a. Outline of team member(s) working on each deliverable with time allocated to each deliverable.
   b. Total number of days assigned to each task.
   c. Clear dates for submission of deliverables.

5. Resumes of all team members to be involved in the assignment.

6. A company/organisation profile (for each party if a consortium),

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER IN RELATION TO THIS TERMS OF REFERENCE

- For more information on the ENACT project see: https://africa.iclei.org/project/enact/
- For more information on ICLEI Africa see: https://africa.iclei.org/
- For more information on Energy 4 Africa see: https://energy4impact.org/