

Terms of Reference

ICLEI Africa seeks to appoint a service provider to undertake a programme evaluation of the Uganda ecooking Scale Up Programme implemented in support of the Ugandan Ministry of Energy and Mineral Development's Clean Cooking Unit (CCU)

ToR issued: 25 August 2026

Submission of queries by: 08 September 2026

Submission of bids: 22 September 2026

Bids and technical enquiries can be sent to David Sheridan (david.sheridan@iclei.org).

Please indicate interest to submit a bid and any queries by 8 September 2026 so that responses to queries may be shared with all bidders by 11 September 2026. Bids will still be accepted if interest is not indicated, but bidders must accept that they may not have received responses to questions of 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 within 3 months after the closing date please take it that you were not successful.



1. Background

The Uganda ecooking Scale Up Programme was launched in August 2024 in response to demand from the Ministry of Energy and Mineral Development. The UK Aid supported programme is made up of 3 distinct and complementary projects with the objectives of:

- Establishing a Clean Cooking Unit (CCU) within the Ministry of Energy and Mineral Development (MEMD) – led by the Global Green Growth Institute (GGGI);
- ENACT Uganda Scale up Project – led by ICLEI-Africa – that has collaborated with the CCU in piloting approaches to local government's market enabling role, and has worked with selected Ugandan owned companies in scaling clean and modern cooking access to priority communities in the GKMA; and
- demonstration interventions on supporting the ecooking supply chain, schools, national awareness raising and policy, repair and maintenance, and ecooking appliance standards and labelling under the Modern Energy Cooking Services (MECS) programme – led by Loughborough University (LU).

The programme is now seeking to commission an independent evaluation specialist, with a Uganda or East Africa presence, to assess its performance, effectiveness, and efficiency over the first two phases of implementation.

The evaluation will review the achievements against planned activities, the strength of partnership working, economy, effectiveness of activities, impact, sustainability, and value for money (cost effectiveness). The findings will provide valuable learning to the Clean Cooking Unit (CCU) in MEMD, the British High Commission Uganda, the programme's sponsor, and programme implementing partners.

2. Scope of Work

The evaluation shall be guided by internationally recognised evaluation principles. The service provider should propose in their response, an outline evaluation framework covering the following areas:

1. Achievements against planned activities (effectiveness)
2. Strength of partnership working
3. Relevance - of the project to the needs of Uganda
4. Coherence – how well the project complements existing policies, programmes, and initiatives.
5. Efficiency – how efficiently financial and institutional resources have been utilised
6. Impact – broader outcomes of implementation
7. Adaptive management – has the project effectively used evidence and learning to improve implementation
8. Sustainability & scalability
9. Value for money (cost effectiveness).



A full evaluation matrix that expands these areas of enquiry to specific evaluation questions, indicators, data sources, and methods will be developed by the winning service provider as part of the inception phase.

3. Service provider qualifications and experience

Academic qualifications:

1. A minimum of a Master's degree in Economics, Finance, Business Administration, Monitoring and Evaluation, Development Studies, Energy, Public Policy or another relevant discipline.
2. Professional training in evaluation methodologies including familiarity with OECD-DAC Quality Standards for Development Evaluation or similar.

Professional Experience:

- At least 5 years of relevant professional experience in programme or project evaluation, monitoring and evaluation, development finance or related fields.
- Demonstrated experience leading independent evaluation of development programmes in developing countries / East African region including of financing facilities, private sector development initiatives, public sector development initiatives, and/ or donor-funded projects.
- Experience evaluating programmes financed by development partners, international financial institutions and/ or government agencies.
- Experience in designing and implementing mixed-method evaluations, including document review, stakeholder interviews, surveys and data analysis.
- Demonstrated experience in conducting learning-oriented evaluations that go beyond performance assessment to identify implementation lessons, good practices, adaptive management opportunities, and recommendations for improving future programme design and delivery.

4. Deliverables, Budget & Duration

All deliverables must be completed and delivered by **31 January 2027**, these dates are non-negotiable. The service provider should demonstrate in their response to these ToRs how the work can be completed within the time available.

It is expected that there will be **up to 30 days** of effort spread between 1 November 2026 and 31 January 2027. The service provider should stipulate in the Gantt chart how these days are expected to be broken down into different activities.

The total budget is a maximum of **£10,000. This is the total contract value and must include any locally payable, WHT, VAT, taxes, and charges.** Budgets presented excluding these taxes will be automatically rejected. Payment is contingent on successful completion of all deliverables.



5. Responding to these ToRs

Each submission will be evaluated based on the following criteria;

- Appreciation and understanding of the task
- Quality of the evaluation framework – this section should outline the proposed evaluation framework. At a minimum it should include the key evaluation questions and evaluation method needed to evaluate each of the points set out in the scope of work.
- Implementation of the evaluation framework – this section should explain in detail, how the evaluation will be conducted with which individuals (roles rather than names are acceptable) and how the analysis of the data will be completed.
- Skills, expertise and experience of service provider including evidence of similar work completed. A minimum of 2 references must be provided.
- Proposed management of the activities including Gantt chart
- Price and costs – this must include all costs including any locally payable, WHT, VAT, taxes, and charges. Budgets presented excluding these taxes will be automatically rejected.

Shortlisted bidders may be invited to an interview (online) to finalise selection.

6. Important information

- Any person already connected to the eCooking Scale up and Support Programme, in any capacity (either as an awardee or working for an organisation that has benefited from the programme) is not eligible to apply.
- Technical responses should be a maximum of 6 pages (an annex of up to 3 CVs of maximum 2 pages each may be included and will not be considered part of the 6 pages)
- Any intended use of AI in the delivery of this assignment should be disclosed in the proposal and clearly described in the evaluation framework, including its purpose and application. Where AI tools are used, they must be accessed through approved professional or enterprise-grade accounts with appropriate data protection, confidentiality and security safeguards. Free, public or trial versions that do not provide adequate controls over data retention, use and access should not be used for assignment-related information.

Please send all responses to david.sheridan@iclei.org with the subject **‘UGANDA PROGRAMME EVALUATION’**

All proposals must be received by **22 September 2026 at 23:55 (South African Standard Time)**.

The time will be determined using the time of arrival in the specified inbox. Any offers received after 23:55 will be rejected.



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 within 3 months after the closing date please take it that you were not successful.

