



Advocates Coalition for Development and Environment (ACODE)

Terms of Reference: Baseline Survey of the Local Government Scorecard Initiative (LGSCI) August 2020

1. BACKGROUND

ACODE is a regional Public Policy Think-tank with a programmatic focus on Environment and Natural Resources Governance, Economic Governance; Democracy, Peace and Security and Science, Technology and Innovations. Under the Democracy, Peace and Security Programme, ACODE has been implementing the Local Government Scorecard Initiative for the past 10 years. With support from the Democratic Governance Facility, ACODE is implementing a three year phase of the Scorecard Initiative with specific focus on strengthening governance structures and mechanisms in 35 districts and 20 municipalities of Agago, Amuria, Amuru, Arua, Apac, Bududa, Buliisa, Hoima, Gulu, Jinja, Kanungu, Kabale, Kabarole, Kaliro, Kamuli, Lira, Luwero, Lwengo, Masindi, Mbale, Mbarara, Moroto, Moyo, Mpigi, Mukono, Nakapiripirit, Nebbi, Ntungamo, Nwoya, Rukungiri, Sheema, Soroti, Tororo, and Wakiso. The LGSCSCI intervention has three target groups: technical and elected leaders at local government level; citizens in selected 35 districts and line ministries, departments and agencies at the national level.

The initiative has the following result areas

Outcome 1 : An engaged citizenry equipped with the knowledge and tools necessary to demand good governance

Outputs

- 1.1 Increased access to information by the citizens in the 35 local governments
- 1.2 Increased Civic Participation in the 35 local governments

Outcome 2 : Strengthened local government systems

Outputs

- 2.1 Increased functionality of governance structures in the 35 districts
- 2.2 Increased capacity of political leaders in the 35 districts to effectively respond to citizens' demands

Outcome 3 Increased Central Government Responsiveness to Local governance issues

Outputs

- 3.1 Increased interaction between local governments and central government entities
- 3.2 Enabling legal and policy framework
- 3.3 Key partnerships established

Drawing from the above background, ACODE would like to engage a reputable organization or individual to conduct a baseline survey for the Scorecard Initiative.



Advocates Coalition for Development and Environment (ACODE)

3 OBJECTIVES AND SCOPE OF WORK OF THE CONSULTANCY

3.1 Main Objective

The main objective is to establish baseline information against a set of indicators agreed under each of the three project outcomes. : The baseline will determine bench-marks for target setting within each specific objective, as per the indicators set out in the original log-frame; validate if the activities within the project design are sufficient in scale and scope, in order to meet these targets. Baseline findings will also be critical input into the project's M&E framework.

3.2 Specific Objectives

The consultant is expected to undertake the following tasks:

1. Carry out a desk-review of relevant project documents including project log-frame, budget and other relevant documents prior to the implementation of the study;
2. Collect baseline data for both qualitative and quantitative indicators as per the results framework
3. Produce a detailed baseline report explaining the baseline findings
4. Provide a clear basis for setting project targets and milestones
5. Provide a clear contextual analysis of key assumptions that may facilitate or hinder the attainment of the project objectives

4 TIMELINE & EXPECTED RESULTS

The assignment is expected to commence August 31st and is expected to take a maximum of 30 days which includes desk-review, fieldwork and report-writing

5 Deliverables

- Inception report detailing the evaluation design, methodology, tools, work plan that includes task description for local consultants, and budget
- Data collection tools, data set with codebook
- Draft and final Baseline Survey Report in English (in both hard and soft copy)
- *Copies of original and cleaned data sets including field notes, audio tapes, and transcribed material. Please note that the contents of the report specifically the raw data sets - will be re-analysed by the ACODE team and final payment will only be made upon agreement on the final Baseline Survey Report.*

6 Role of ACODE

The consultant will work closely with the LGCSCI Manager and M&E officer to finalise the design and inception plan for the study. ACODE will provide the logistics and programme documents and introductory letter to the districts. . ACODE will also review tools and provide support in the evaluation process. The consultant will be responsible for guiding the entire evaluation process and all other specific responsibilities as stipulated in the TOR.

7 Expected Profile of the Consultant

The consultant(s) is (are) expected to hold the following qualifications in order to be eligible for this assignment.

- An advanced Degree in Law, Development Studies. A PhD is an added advantage
- A strong Governance background particularly work in local governance
- At least 10 years' experience in project design, conducting baseline studies and M&E



Advocates Coalition for Development and Environment (ACODE)

- A demonstrated high level of professionalism and an ability to work independently and in high-pressure situations under tight deadlines.
- Strong interpersonal and communication skills

8 Response Proposal Specifications

Those interested in the consultancy must include in their application a detailed technical and financial proposals with the following components:

Technical

- Understanding and interpretation of the TOR
- Methodology to be used in undertaking the assignment
- Time and activity schedule

Financial

- Applicants to specify in their proposal professional fees/ daily rates for their work – to be negotiated with ACODE

Organisational and Personnel Capacity Statement

- Relevant experience related to the assignment
- Appropriate references
- Curriculum Vitae of key personnel

9 Submission of Proposals

The technical and financial proposals in PDF format should be sent by mail to acode@acode-u.org by **Friday August 28, 2020**

10 Evaluation and Award of Consultancy

ACODE will evaluate the proposals and award the assignment based on technical and financial feasibility. ACODE reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest, the highest or any bidder. Only the successful applicant will be contacted.