



BASELINE SURVEY FOR THE OIL GOVERNANCE AND ENVIRONMENTAL SUSTAINABILITY PROJECT

Terms of reference (ToR) and call for Expression of Interest (EoI)

February 2020

RE-ADVERTISED

1. Background

The Advocates Coalition for Development and Environment (ACODE)¹ and the Civil Society Coalition on Oil and Gas (CSCO)² are implementing the Oil Governance and Environmental Sustainability (OGESU) project. This project is financially supported by the Democratic Governance Facility (DGF) for a period of three years, 2019 – 2023.

In order to establish good basis for tracking the achievements and effects of the planned interventions under the OGESU Project, ACODE and CSCO are commissioning a Baseline Survey that will help to collect the required qualitative and quantitative data prior to the commencement of the Project activities and consistent with the project objectives. This Baseline Survey will be carried out through an independent consultancy and is expected to be useful to guide a focused regular monitoring and evaluation (M&E) exercise during the Project life cycle.

2. Brief Project Information

The overall goal of the project is to *promote transparency, accountability, participation and environmental sustainability* in the governance of Uganda's petroleum resources in order to improve the welfare of Ugandans. The project has three outcomes, each of which will be achieved through a number of outputs as shown below.

Outcome 1: Improved legal and policy frameworks that support good governance of petroleum resources. This outcome will be realised by achieving three outputs (i) supporting integration of social and environmental safeguards in policy and legal frameworks (ii) contributing to development

¹ ACODE is an independent public policy research and advocacy think tank registered under the NGO Registration Bureau and based in Uganda. Our core business is public policy research and analysis, policy outreach, advocacy and citizen engagement, capacity building of government institutions and likeminded Civil Society Organizations (CSOs).

² CSCO is a loose network of more than 60 Non-Governmental Organisations that work on petroleum issues. CSCO's vision is to see well governed and managed oil and gas sector for the benefit of all Ugandans. Its' Mission is to foster an effective and efficient CSO Coalition that promotes good governance through networking, research, information exchange and advocacy in the oil and gas sector for socio-economic transformation of Uganda. It is hosted at ACODE



of new policy and legal frameworks, and (iii) monitoring implementation of existing policy and legal frameworks.

Outcome 2: Improved transparency in the management of oil and gas resources will be realized by achieving two outputs (i) Enhanced citizen engagement and participation in Extractive Industries Transparency Initiative (EITI) processes, and (ii) Improving Awareness and information access on oil and gas.

Outcome 3: Improved Engagement and Citizen Participation in decision making over management of oil and gas resources. To realize this outcome, two outputs will be achieved; (i) National and Subnational Actors will be engaged on oil and gas issues and (ii) capacity for CSCO to effectively engage on oil and gas issues will be improved.

3. Overview of the assignment

The main purpose of this assignment is to undertake a baseline study against which the planned results (outputs, outcomes and impacts) of the project shall be measured. The assignment entails carrying out a survey to assess the prevailing situation in respect to each of the project targets so as to establish a foundation for the project results monitoring and impacts assessment. Each of the project outcome and output has distinct benchmarks against which the project will be measuring progress. The benchmarks are contained in the project results framework. Therefore, the successful consultant shall be expected to establish the status quo against which the project progress shall be measured. As part of the responsibility, therefore, the Consultant will be assigned mainly to:

- i. Study the results framework of the OGESU Project and provide a critical analysis and external perspective with regards to the alignment, coherence and attribution of the project's interventions (outputs) towards reaching higher results (outcomes and impacts).
- ii. Carry out a comprehensive literature review that will help to better conceptualize the survey.
- iii. Conceptualize methodology of the survey based on the critical analysis and the literature review.
- iv. Design the survey tools and methodology that will later be adopted and refined after presentation and amendments at the inception meeting.
- v. Plan and conduct the survey (national, regional, and local levels consultation, etc.) accordingly with the approved plan of stakeholders to consider during the survey.
- vi. Compile the survey data and consolidate the draft the baseline survey report and ensure validation, review, and final submission.

4. Methodology & scope of work

The consultant shall carry out the critical analysis of the OGESU project results framework and deepen literature review on how to observe data on change that will occur in the targeted beneficiaries and other groups of stakeholders. This will help to develop a matrix of parameters that



shall be discussed in detail during the inception meeting. This baseline shall focus on planned results at impact, outcome and output levels. Tools, including questionnaires and any other relevant instruments, will be used and their appropriateness and relevance shall be discussed at the inception meeting, as well as the sampling and selection of units of analysis (e.g., group of stakeholders to interview, etc.). The survey should be consultative enough to involve stakeholders from national, sub-regional (covering all the 13 oil districts) and local levels. A representative sample size for the survey shall be determined (taking into account stakeholder representation) within the financial limitations of the project to meet the objectives of the survey. Data collection and field visits would be envisaged for stakeholders, including CSCO member organisations.

An inception report on the conceptualization of the survey shall be prepared by the Consultant and discussed during the Inception Meeting. The inception report will indicate the milestones and the time frame for the different stages of the assignment, and any other important issues. The Inception Meeting will be organized by ACODE within two (2) weeks after the Consultant is recruited. The Consultant shall consider the outcomes of the Inception Meeting to amend and refine the Inception Report, including survey tools and detailed implementation plan. Based on the agreed conceptual framework, the Consultant(s) is responsible to design and execute the plans for implementing the survey.

The Consultant(s) is also responsible for field operations, including logistical arrangements for data collection and obtaining the consent of respondents. ACODE can only assist with providing introduction letters whenever required.

The Consultant is responsible for preparation of the plan for data analysis, baseline report outline, quality control, data delivery, and data usage to compile the report of the Baseline Survey. The Consultant is responsible for preparing the final report based on the progress and draft reports with associated comments received from ACODE. The final version of the survey tools, charts, maps, and field notes will be presented as annexes of the Final Report.

5. Duration and Time Schedule

The consultancy is to be fully completed within a period of not more than 2 months from the start date. The date of starting work shall at most be the 15th day following the date of signing the contracts. Once recruited, the Consultant(s) shall provide a detailed time schedule of various activities to be undertaken during the consultancy, and with respect to the timeline for the delivery of the final report.

6. Location of the Assignment

The assignment will be carried out at the Consultant's office with trips for the field work, and to the offices of ACODE whenever required or as per the baseline survey's implementation plan. ACODE



may provide temporary arrangements for office space when the Consultant(s) is on mission in the institution.

7. Key deliverables and Deadlines

Contractually, the Consultant will report directly to the Deputy Executive Director, ACODE. The key deliverables of the assignment are:

- The Inception Report of the survey which comprise the Final Conceptual Framework of the Survey that shall be submitted, latest, 1 week after the Inception meeting.
- The monthly progress reports that shall be submitted at the end of each month counting from the 1st day of commencement of the assignment.
- The Draft Baseline Survey report shall be submitted not later than one month after the commencement of the assignment.
- The Final Baseline Survey report shall be submitted not later than two months after the commencement of the assignment with the following annexes: (1) The survey tools used for data collection; (2) any charts, maps, and field notes that were used during the survey.
- Any audio recordings, transcribed material and raw data from the survey. These may be re-analyzed by the ACODE team for quality control.

8. Confidentiality and Data Ownership

The Consultant shall protect the confidentiality of those participating in the survey at all stages. All data is confidential and is the property of ACODE. No data or other information from this survey will be released to third parties without the written approval of ACODE.

9. Budget

The Consultant shall provide detailed estimates of the budget including travels, other related activities and submit for discussion during the negotiation of the contracts and in line with ACODE's procurement procedures.

10. Stylistics and Ethics

ACODE, at present, prefers Chicago Style Referencing. Researchers are required to find and read the 16th Edition of the Chicago Style in order to familiarize themselves with expectations regarding referencing. Any cases of plagiarism, where found or reported, may lead to cancellation of the contract, and other penalties as may be considered fit during and after executing the assignment. Researchers are strongly dissuaded from any temptations of plagiarism as widely understood in the research and/or scholarly community.

11. Qualification Requirements

The successful candidate for this assignment should possess the following;



- At least a Master's Degree in Social Sciences; Management Science; Natural Resources Management; Petroleum Studies; Development Studies; or related fields;
- Excellent understanding of governance issues in the oil and gas sector in Uganda
- Demonstrable experience in project design, and monitoring and evaluation (M&E)
- High level of professionalism and an ability to work independently and in high-pressure situations under tight deadlines.
- Excellent command of oral (social) and written (academic) English language.

12. Call for Expressions of Interest

ACODE calls upon interested and competent consultant(s) to express interest to undertake a Baseline Survey for the OGESU Project. The Expression of Interest (EoI) should be in response to these ToR, and should consist of the following:

1. An understanding of the ToR.
2. Proposed Methodology for executing this assignment
3. Field- and desk-research plan or work plan for executing the assignment
4. Statement of researcher's competencies to undertake the study.
5. Any other relevant information

The EoI should, in addition to the above, have as appendices: (i) A ***financial proposal*** indicating the resources considered necessary for executing this assignment in UGX; and (ii) Detailed ***Curriculum Vitae*** of the Researcher(s)

The **deadline** for submission of expression of interest is **12th February 2021**.

All Expressions of Interest shall be addressed to the Deputy Executive Director, Advocates Coalition for Development and Environment, and hand delivered or emailed to:

Hand Deliveries

ACODE Offices
Plot 96, Kanjokya Street, Kamwokya
P.O. Box 29836,
Kampala – UGANDA

Emails:

o.mugenyi2@gmail.com / omugenyi@acode-u.org

Copied to:

jngubwagye@acode-u.org
lydia.aine@acode-u.org