TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS FOR CONSULTANCY SERVICES

Greneral information

Assignment Name	**Urban forest management action plan and strategy development, Land use and Land cover mapping**
Beneficiary	Kasese Municipality
Country	Uganda

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TERMS OF REFERENCE

1. Background

Urban forest management, tree planting and open space management intervention in Kasese municipality is a joint partnership between Kasese Municipality, Expertise France under the Covenant of Mayors in Sub-Saharan Africa (CoM SSA) initiative to make cities in Sub Saharan Africa resilient in the fight against climate change and ensuring access to clean energy. Under CoM SSA, local authorities make a voluntary political commitment to implement climate and energy actions in their communities and agree on a long-term vision to tackle 3 pillars, namely access to sustainable energy, climate mitigation and climate adaptation.

Cognisant of this, Kasese municipality developed its Sustainable Energy Access and Climate Action Plan (SEACAP) that was approved by the Municipal council in 2021. Wetland management intervention is part of the priority actions for the SEACAP implementation.

The CoM SSA initiative is made up of three actions:

- Supporting the design, the implementation and the SEACAP assessment
- Supporting investments in sustainable energy and climate
- Supporting cooperation and twinning activities between municipalities at different levels (National, regional, international)

2. Implementing Entities

2.1. Expertise France

Expertise France, the French public agency for international technical assistance, aims to contribute to sustainable development based on solidarity and inclusiveness, mainly through enhancing the quality of public policies within the partner countries. Expertise France is supporting Kasese in implementing actions identified in the SEACAP.

2.2. Kasese Municipality

Kasese Municipality has faced the increasing frequency of hydrological floods due to its location on the slopes of Rwenzori Mountains with rivers and their tributaries flowing from the bogs of the mountains. This has made the Municipality highly susceptible to flood disaster. This, coupled with high population rate, poor urban planning with infrastructural development in river flood plains, encroachment and degradation of river banks escalates the reoccurrence of floods that extend to various drainage channels in the municipality. One of the main causes of the floods in Kasese Municipality is generally agreed to be limited tree coverage of the surrounding hills and in various strategic locations in the Municipality hence resulting into decreased infiltration of run-off.

In recognition of this gap, in 2013, the Municipality Mayor launched a One million tree planting Campaign. This was followed by the 2016 council resolution to plant trees in compounds. These

two pronouncements resulted into great improvement in tree coverage especially along the roads and streets within the central business district hence providing evidence that urban forestry is feasible as a step towards a vision of a 'green' Municipality. However, despite this success, the tree survival rate is still low and there is no action n plan in place to guide the urban forest interventions in Kasese Municipality.

Therefore, as part of implementation of the SEACAP, Expertise France in partnership with Kasese Municipal council is looking for consulting firms or individual consultants or a consortium of consultants in Uganda to conduct a land cover and lands use mapping of Kasese Municipality, build local capacity in GIS and develop a practical urban forest management action plan and an urban forest management strategy.

3. Objectives and deliverables of the assignment

3.1. General Objective
The overall objective of the assignment is i) to conduct a land cover and land use mapping for Kasese Municipality with focus on forest cover, ii) develop an urban forest management action plan and a practical implementation strategy and iii) build local capacity in GIS and urban forest management.

3.2. Specific objectives
1) To map the land cover and land use for Kasese municipality and produce a land cover and land use map highlighting forest cover and open spaces in all Wards of the municipality;
2) Produce satellite images for the land cover and land uses of Kasese municipality for the year 2020, 2021, 2022 and generate statistical tables showing the trends in land cover and land use;
3) Classification of the unplanted area in the municipality by ownership and intended use;
4) Establishing dedicated green belts/community woodlots around/within institutions (schools, churches, etc.) for carbon neutral development and provision of sustainable wood supply for their needs;
5) To develop the urban forest action plan and its implementation strategy with various practical interventions developed with active participation of key community stakeholders;
6) To build capacity of 2 municipality staff in appropriate GIS packages and equip them with GIS tools and software to aid in mapping, implementation and monitoring of the climate mitigation and adaptation interventions in Kasese Municipality;
7) To build capacity of the community (20 Trainers of Trainees) in practical implementation of the developed urban forest management strategy using a one-acre model on a bare hill in Kasese municipality. The practical demonstration will focus on increasing the tree survival rate, identifying and understanding the species most adapted for the area,

capacitating the community in a sustainable tree management whose results will inform scalability and sustainability of urban forest management interventions.

3.3. Scope of the assignment

The assignment will be conducted in the 18 Wards of Kasese municipality.

3.4. Methodology

The consultant(s) will design a suitable methodology based on the objectives and deliverables of this assignment. The proposed methodology should be presented in a kick-off meeting, and reviewed and validated by Expertise France and Kasese Municipal Council before commencing of fieldwork.

3.5. Deliverables

The consultant shall be required to deliver the following key outputs:

1) **Inception report and data collection checklist.**
The consultant(s) will review project documents, prepare and submit an inception report containing the technical design of the assignment. The inception report should include background information to the assignment, general and specific objectives of the assignment, a clear methodology to achieve each of the specific objectives and deliverables of the assignment, guiding questions for the participatory involvement of the different key stakeholders, data sources, data collection materials and methods, appropriate analysis tools and methods, training curriculum, details on mode of delivery, an assessment report of the trained staff and TOTs and schedule of activities for the assignment. The inception report shall be submitted one week after contract signing.

2) A **GIS map of Kasese Municipality showing land cover and land use**, highlighting forest cover and open spaces by Ward (in Soft and hard copy) and 3 Satellite images showing land cover and land use of Kasese Municipality for the year 2020, 2021 and 2022, as well as statistical tables showing the trends in land cover and land use.

3) An **Urban forest action plan for Kasese Municipality**, detailing steps, activity by activity and the means to put it in place that provide direction for planting, restoring, maintenance and improvement of Kasese Municipality urban forest now and for the future.

4) A **clear Urban Forest Management Strategy** developed with practical and feasible interventions developed in consultation with key community stakeholders as an orientation that guides the activities and the direction to take, including the objective and the long term vision of the urban forest as a vital contributor for beautiful and resilient city. The strategy should give practical recommendations to enhance Kasese Municipality urban forest in the short, medium and long term under the guiding principle of "Beautiful and Resilient City".

5) **Classification of the unplanted area in the municipality** by ownership, intended use and recommendation of interventions for the identified and classified unplanted areas and solution for mitigating or resolving conflicts between farming operations and incompatible land uses.

6) **Established dedicated green belts/community woodlots around/within institutions** (schools, churches, etc.) for carbon neutral development and provision of sustainable wood supply for their needs.

7) **2 municipal staff equipped with practical skills in appropriate GIS packages and equipped with GIS tools** to enrich planning and monitoring of climate adaptation and mitigation interventions.

8) **20 TOTs** equipped with practical skills in urban forest management on a one-acre model demonstration to improve the tree survival rate. This will be done concurrently with other activities and spread in all the period.

9) **Final assignment report**.

3.6. Time frame and cost for the assignment

The Assignment period is September to December 2022 with a total of 60 days commencing the day of signing the contract. The total maximum cost for the assignment, including stakeholder engagement trainings and all related costs is 26,500 € exclusive of VAT.

The following deliverables will be submitted under the indicated timelines:

Deliverable	Tentative calendar
Inception report and data collection checklist.	T0+7
A GIS map of Kasese Municipality showing land cover and land use	T0+13
Draft Urban forest action plan and Urban Forest Management Strategy	T0+20
Final Urban Forest Management Strategy	T0+20
Final Urban forest Action Plan	T0+30
Classification of the unplanted areas in the municipality by ownership and intended use	T0+30
Established dedicated green belts/community woodlots around/within institutions (schools, churches, etc.)	T0+40
2 municipal staff equipped with practical skills in appropriate GIS packages and equipped with GIS tools	T0+40
20 TOTs equipped with practical skills in urban forest management on a one acre model demonstration	T0+45
Final assignment report.	T0+60
Total number of days	**60**

4. Required Expertise and Profile

4.1. Qualifications and Competences

Successful completion of the assignment requires consulting companies or teams of individual consultants with proven expertise in Geographical Information Systems (GIS), Remote sensing and forestry. Demonstrated knowledge and skills in use of GIS in land cover and land use mapping and analysis and urban forestry are key requirements. The team must have at least 3-5 years' experience in urban forest management, forest action plan development and GIS.

The lead consultant must have at least a MSc degree in GIS, remote sensing or MSc in Forestry geography or related field. Irrespective of who leads, the consultancy team must have a GIS specialist and a forester:

- At least 3-5 years' experience in conducting land cover and land use mapping, assessments and analysis using GIS software;
- Excellent knowledge in the most updated GIS soft wares from the open sources;
- Excellent knowledge on acquisition of high resolution satellite images from secondary sources, satellite image pre- processing and processing;
- Proven experience in use of participatory approaches to community engagements and Community Based Natural Resource Management (CBNRM);
- Excellent skills in analytical report writing and visualization;
- Excellent practical training skills in appropriate GIS packages and software;
- Proven history of delivering quality products on time for similar assignments.

5. Offer, duration and terms

Technical Proposal (not more than 15 pages excluding annexes) that includes:

- Introduction
- Interpretation/Understanding of the ToR
- Methodology
- Work plan
- Proposed personnel and summaries of their relevant educational backgrounds, experience and skill sets and their CVs

- Experience and capabilities statement. Which includes individual and/or institutional past performance references.
- Sample products from previous assignments (links/pointers to the documents for evidence should be included)
- Proof of certificate of completion of similar assignments

Financial Proposal (not more than 3 pages) that lays out: detailed costs for the period of the contract broken down by deliverables and activity. This should include all costs associated with this assignment exclusive of Value Added Tax (VAT). Copies of relevant legal documents like license, VAT registration, etc. should be attached.

Supervision

For quality assurance, the consultants will be supervised by a supervising consultant recruited by Expertise France with support from Kasese Municipal technical teams. The assignment will be coordinated by the CoM SSA coordinator(s).

Payment

Payments will be effected in 3 instalments as detailed below:
- 20% advance payment on contract signature and delivery of inception report;
- 30 % down payment upon delivery and validation of deliverable GIS map, satellite images, (Action plan/Strategy);
- 50 % after validation of final assignment report.