

## TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS FOR CONSULTANCY SERVICES

### General information

Assignment Name	<b>Wetland action plan, Strategy &amp; Inventory</b>
Beneficiary	Kasese Municipality
Country	Uganda

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## TERMS OF REFERENCE

### 1. Background and Implementing Entities

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)

#### **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.

#### **Kasese Municipality and wetlands**

Wetlands in Kasese Municipality constitute 0.6% of the total land area. This includes the swamps, bogs, and river and stream banks. The main wetlands include Nyamwamba valley, the Kasesa. Most of the wetlands and river banks have no clear boundaries and have been encroached on by the surrounding communities. Most of the activities being undertaken by the encroachers include but are not limited to cultivation/farming, sand mining, quarries, brick laying, settlement, waste disposal. The inappropriate mechanisms in which most of these activities are being carried out has been linked to the increased flooding of river Nyamwamba and the flash floods routinely destroying infrastructure. Over the years a number of interventions have been undertaken including sensitization and tree planting, but with neither clearly defined boundaries nor a wetlands management action plan, thus keeping people away from these fragile resources remains an immense challenge.



Whereas Kasese Municipality has a number of wetlands and river banks, their number, size and the boundaries are not known. Without this information, it is challenging for the municipality to monitor or plan for their restoration and management. Therefore, development of a wetlands inventory is key to establishing the number, size, location, status of the wetlands in Kasese Municipality. In addition, the consultant will survey and demarcate wetlands boundaries, beyond which human activities will be regulated.

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 develop an inventory of wetlands for Kasese municipality, survey, demarcate their boundaries and develop a wetland management action plan with practical implementation strategy and build local capacity in participatory community based restoration of degraded wetlands.

## 2. Objectives and deliverables of the assignment

### 2.1. General Objective

The overall objective of the assignment is to develop an inventory of wetlands and river banks in Kasese Municipality, survey, demarcate their boundaries and develop a wetland management action plan with a practical implementation strategy and build local capacity in participatory community based approaches to restoration of degraded wetlands.

### 2.2. Specific objectives

- 1) To develop a comprehensive wetlands management strategy and its practical implementation action plan emphasizing priority actions for the different wetlands.
- 2) To develop an inventory of all wetlands and river banks in all Wards of the Kasese Municipality and establish the number, location status and ownership of adjacent land
- 3) To survey and demarcate the boundaries of all wetlands and river banks in Kasese Municipality
- 4) To plant 300 beacons along the boundaries of wetlands in Kasese Municipality for demonstration purposes to inform future scalability by Municipality
- 5) To build capacity of the community (20 TOTs) in practical implementation of the developed wetland management strategy using one wetland in Kasese municipality. The practical demonstration will focus on restoration of a degraded wetland, capacitating the community in participatory Community Based wetland restoration approaches whose results will inform scalability and sustainability for wetland management interventions

### 2.3. Scope of the assignment

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



## 2.4. Methodology

The consultant 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.

## 2.5. Deliverables

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

1) **Inception report and data collection checklist.**

The consultant will review project documents, prepare and submit an inception report containing technical design of the assignment. The report should at least include background information to 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 TOTs and schedule of activities for the assignment. The inception report shall be submitted **one week** after contract signing

2) **An inventory of all wetlands and river banks showing location, ownership and status** (in terms of ecosystem services, biodiversity, levels of degradation or human encroachment) in Kasese Municipality developed. This task will **take up to 15 days**

3) **Well surveyed wetlands and river banks in Kasese municipality and their boundaries well demarcated.**

4) **Planting 300 Beacons** along the boundaries of one wetland in Kasese Municipality. Deliverables **3 and 4** will take **30 days** commencing after submission of the wetlands inventory.

5) **A clear wetland management action plan for Kasese Municipality** clearly describing priority actions for each of the wetlands developed in consultation with key stakeholders and communities living adjacent to the wetlands and river banks. The action plan shall detail steps, activity by activity and the means to put it in place that provide direction for planting, restoring, maintenance and improvement of Kasese Municipality wetlands now and for the future.

6) **A wetland management strategy** 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 enhancing wetland ecosystem services and resilience and as a vital contributor to biodiversity conservation, water treatment, flood control among others. The strategy should give practical recommendations for each of the wetlands in Kasese Municipality to enhance restoration and management in the short, medium and long term.



- 7) **20 TOTs equipped with practical skills in participatory Community Based wetland restoration and management using one degraded wetland for demonstration** to improve plant diversity and ecosystems services and resilience.
- 8) Final assignment report produced.

## 2.6. Time frame and cost of the assignment

The Assignment period is September to December 2022 with a total of 80 days commencing the day of signing the contract. The total maximum cost for the assignment, including stakeholder engagement trainings and all related costs is **42,000 €** exclusive of VAT.

The following deliverables will be submitted under the indicated timelines:

Deliverable	Proposed calendar
Inception report and data collection checklist.	T0+5
An inventory of all wetlands and river banks showing location, ownership and status	T0+15
Surveying, Demarcating all wetlands and planting 300 beacons	T0+45
A wetland management action plan for Kasese Municipality	T0+60
A clear wetland management strategy	T0+60
20 TOTs equipped with practical skills in participatory Community Based wetland restoration and management	T0+70
Final report	T0+80

## 3. Required Expertise and Profile

### 3.1. Qualifications and application procedures

Successful completion of the assignment requires consulting companies or teams of individual consultants or consortium of consultants with proven expertise in conservation with a bias in limnology and wetland management, ecology and wetlands ecosystems management. Demonstrated knowledge and skills in land surveying and boundary demarcation.

The lead consultant must have at least a MSc degree in Limnology and wetland management or MSC in environmental sciences (limnology and wetland management) or MSc in Ecology or MSC in Biodiversity conservation or MSc in conservation and natural resource management with at least a course unit in limnology and wetland management. Irrespective of who leads, the consultancy team must have a surveyor and a conservationist with bias in limnology and wetland management:

- At least 3-5 years' experience in wetland ecosystems management, wetland action plan and implementation strategy development
- At least 5 years' experience in land surveying and boundary demarcation
- Excellent knowledge in the most updated surveying tools and software



- Excellent knowledge in developing accurate survey maps using land survey software
- Proven experience in use of participatory approaches to community engagements and Community Based Natural Resource Management (CBNRM)
- Excellent practical training skills in appropriate participatory approaches to community engagements and Community Based Natural Resource Management (CBNRM)
- Excellent skills in analytical report writing and visualization
- Proven history of delivering quality products on time for similar assignments

#### 4. Offer, duration and terms

**Technical Proposal (not more than 15 pages)** 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. In case of a consortium, the proposal will indicate the Team Lead who will be the focal point for the assignment
- Experience and capabilities statement. Which includes individual and/or institutional past performance references.
- Sample products from previous assignments (feel free to use links/pointers to the documents for evidence)
- Proof of certificate of completion of similar assignments

**Financial Proposal** that lays out: detailed costs for the period of the contract broken down by deliverables. This should include all costs associated with this assignment inclusive of Value Added Tax (VAT). Attach copies of relevant legal documents like license, VAT registration, etc.

#### 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% down payment on contract signature and delivery of inception report
- 30% upon validation of deliverable (final wetland Inventory, Action plan/Strategy)
- 50 % after validation of final report.

