

East African Sustainability Watch (EA SusWatch) Network

TERMS OF REFERENCE:

Development of the EA SusWatch Network's *Lake Victoria Environment Management Project Phase II (LVEMPII) Civil Society Watch Project Strategic and Operational Plan*

1. Introduction

The East Africa Sustainability Watch (EA SusWatch) Network is a network of NGOs from Kenya, Uganda and Tanzania spearheaded by Uganda Coalition for Sustainable Development (UCSD), Sustainable Environmental Development Watch Network (SusWatch Kenya), and Tanzania Coalition for Sustainable Development (TCSD). EA SusWatch Regional Secretariat is hosted by UCSD in Kampala, Uganda.

The **Mission** of EA SusWatch *to catalyze and mobilize civil society in Eastern African to exert accountability from governments and international development institutions to achieve a socially and environmentally sustainable world.*

The **mandate** of EA SusWatch is “*monitoring and advocating for the effective implementation of national and regional obligations to International agreements and other arrangements for sustainable development in Eastern Africa*”.

The EA Suswatch Network is currently implementing LVEMP II Civil Society (CS) Watch project which is a three-year initiative to be implemented from November 2011 to October 2014, with support from the Government of Sweden. LVEMP II CS watch project is being implemented in partnership between Uganda Coalition for Sustainable Development (UCSD), Tanzania Coalition for Sustainable Development (TCSD), and Sustainable Environmental Development Watch Network (SusWatch Kenya).

The LVEMP II Civil Society Watch project is a three-year initiative of the East African Sustainability Watch (EA SusWatch) Network, implemented from November 2011 to October 2014, with support from the Government of Sweden, working in partnership with Uganda Coalition for Sustainable Development (UCSD), Tanzania Coalition for Sustainable Development (TCSD), and Sustainable Environmental Development Watch Network (SusWatch Kenya).

This project seeks to **lobby and advocate for realization of results-based performance from the Lake Victoria Environmental Management Project (LVEMP II) and implementation of the East African Climate Change Policy (EACCP).** In relation to LVEMP II, the project seeks to monitor national level interventions of the LVEMP II (Component 3) **on Watershed management focusing on natural resources conservation and livelihoods improvement.** At the regional level the project focuses on components 1 on Strengthening Institutional capacity for managing shared water resources and fisheries resources (focusing on harmonization of policies, legislations and regulatory standards)

The financing agreement for implementation of the project was signed between Government of Sweden and UCSD in November 2011. As a result of the gaps noted at the first Joint Project Review (December 2012), changes were made to the Project as explained below.

UCSD is the regional lead agency as per the MoU that was signed in 2011 and annually updated by the three organizations.

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EA SusWatch Network is composed of 3 Partner Networks (TCSD, SusWatch Kenya and UCSD) that also have constituent members with governance structures and thematic groups to help engage members. At the regional level, EA SusWatch has a Project Steering Committee.

Given its regional nature, the Project strategic and Operational Plan is intended to further guide members of the Project Steering Committee (PSC), the National Steering / Executive Committees and Subcommittees of the 3 Partners as well as the respective National Secretariats in smooth operationalisation of this project through cost effective and efficient processes and means.

The National Chapter Secretariats based in Kisumu, Mwanza and Tanzania for SusWatch Kenya, TCSD and UCSD respectively are led by a National Coordinator assisted by a Finance and Administration Assistant on a full-time basis. The Regional Secretariat that is based at UCSD, is led by a Regional Coordinator, who is assisted by 3 staff (Regional Information and Communication Officer, Regional Advocacy Officer and the Regional Finance and Administration Officer).

As a growing regional CSO network with intentions to be one of the leaders for advocacy related to environment and sustainable development, EA SusWatch would like to develop a *LVEMP II Civil Society Watch Project* Strategic and Operational Plan to help in effective and efficient project implementation at both national and regional levels.

Fortunately in 2009, EA SusWatch underwent a systems audit that came up with recommendations that are currently being implemented under the LVEMPII CS Watch Project.

Therefore, the strategic and operational plan is intended to build on and concretize the ongoing provisions in the MoU between the 3 Partners (November 2011), the Project document: *LVEMPII CS Watch Project* (September 2011), the Contract Agreements between UCSD: TCSD and SusWatch Kenya (November 2013), and the Contract Agreement with Government of Sweden (November 2011), EA SusWatch Network policies and procedures, and the *Modus Operandi* for the Project Steering Committee, and the EA Systems audit recommendations.

2. Objectives of the Project

This project seeks to lobby and advocate for realization of results-based performance from the Lake Victoria Environmental Management Project (LVEMP II) and implementation of the East African Community Climate Change Policy (EACCCP). In relation to LVEMP II, the project seeks to monitor national level interventions of the LVEMP II (Component 3) on Watershed management focusing on natural resources conservation and livelihoods improvement.

The overall goal of this Project Phase is to lobby and advocate for realization of results-based performance from LVEMP II and implementation of the East African Climate Change Policy (EACCCP, 2011).

The specific objectives¹ of the project are as follows:

- b. To periodically assess and document community beneficiary experiences, capacity, knowledge and level of adoption of sustainable land management (SLM) practices under LVEMP II, in selected areas in River Nyando (Kenya), River Simiyu (Tanzania) and River Katonga (Uganda) arising from the Community-Driven Development sub-projects that aim at reducing non-point sources of pollution into Lake Victoria so as to influence project implementation.
- c. To influence the operationalization of East African Climate Change Policy (EACCCP) provisions by LVEMP II, LVBC, LVFO and other regional institutions and interventions starting with assessing compliance of the key sectors of water supply and sanitation; agriculture and food security; rural energy supply.
- d. To further develop the EA SusWatch Network 's institutional capacity as a regional CSO network enabling environmental and natural resources – related collective quality monitoring, advocacy and watchdog roles for LVEMP II and other interventions in the Lake Victoria Basin.

2.1 Achievements to date

- Preparation and dissemination of a wide range of Information, Education and Communication materials that have been used to scale up awareness about LVEMP II amongst Government agencies, LVBC and other EAC institutions, NGOs and Community Groups, and the media.
- EA SusWatch network has initiated advocacy work (supported by online information generation and sharing using social media tools) in relation to highlighting challenges in implementation of the East African Community Climate Change Policy (EACCCP) and raising concerns over the pace in implementation of LVEMP II at the national levels in Kenya, Tanzania and Uganda (through a joint CSO communiqué to other actors) during the lake Victoria basin stakeholders forum.
- EA SusWatch network has successfully prepared 6 baseline study reports in a participatory manner in the selected areas in the 3 River basins. These will inform the subsequent 'tracking' of changes starting 2013
- 3 Computer centers have been set up in the three Networks under the management of host institutions within the communities. The host institutions are: Nature Palace Foundation located in Kasanje (Wakiso district) in Uganda, in Kenya, the computer centre is hosted at the Victoria Institute for Research on Environment and Development (VIRED International) located near Ahero, while in Tanzania, the computer centre is hosted by MAPERECE in Magu
- A regional CSOs meeting attended by 30 CSO representatives across the region raised concerns regarding the slow pace in the implementation of LVEMP II in a communiqué that was presented to LVBC during the 3rd Lake Victoria basin stakeholders forum. The communiqué resulted in reaction from LVBC to follow up with the concerns expressed.
- EA Suswatch was identified by LVBC after the 3rd Lake Victoria basin stakeholders' forum, to lead the thematic group on information and knowledge management based on its perceived strength in documentation and expansive outreach.
- Participation in local, regional and global events to contribute to sustainable development discussions and as part of capacity development within the Network
- Facilitating Network members through Mentoring and Coaching that has enabled them to learn and share ideas and experiences

¹ In Year One, the result on having the seven projects dated implementation covenants under the GEF Grant Agreement with EAC and the IDA Financing Agreements with Kenya, Tanzania and Uganda gradually fulfilled and implemented throughout Kenya, Tanzania and Uganda (objective a), was dropped in response to the restructuring of LVEMP II that necessitated EA SusWatch Network to also change accordingly.

- EA Suswatch Network has also conducted an assessment on the progress and level of implementation of the EACCCP in relation to rural energy supply to coincide with the global agenda of observing the Year 2012 as the UN International Year for Sustainable Energy. The key issues therein (summed up in the Lake Victoria Climate Change Readiness Brief No.1) has been a useful advocacy platform for the 3 national networks for Governments and other development actors to scale up rural energy options.
- EA Suswatch Network has initiated and sustained media interest on climate change and other sustainable development issues in the Lake Victoria basin through contributions of articles to media houses and through the EA SusWatch Network Facebook platform, You tube video uploads, monthly *LVEMPII Civil Society Watch Ebulletin* as well as in the *East African SusWatchdog Newsletter*.
- Community meetings have been held that has enabled communities to understand LVEMPII better while raising key issues like the slow disbursement of CDD subproject funds by LVEMPII.

3.0 Scope of the Assignment

The objective or purpose of this task is to come up with the most effective management structures and processes to further strengthening EA SusWatch Network's institutional, coordination and management capacity to effectively implement the *LVEMPII CS Watch Project* and future region-wide advocacy and lobby - related civil society collective interventions in support of environmental sustainability and sustainable development

The project strategic and operational plan is expected to gain from and capture insights of implementation of the MoU between the 3 Partners, the Modus Operandi and the EA SusWatch policies and procedures, the EA Systems Audit recommendations, among others.

Reporting to the Regional Coordinator of the LVEMPII CS Watch Project (c/o UCSD), the Consultant will be tasked with the following:

- Review relevant documents² and facilitate internal EA SusWatch Secretariat discussions aiming at coming up with the most suitable / cost effective coordination arrangements, staffing, fundraising options, membership involvement among others.
- Develop a plan to roll out the Project strategic and operational plan in the short, medium / long term to strengthen institutional capacity including internal systems, human resources and knowledge sharing and networking to ensure realization of the Project results.

4.0 Expected outputs / deliverables

- The Consultant is expected to come up with a LVEMPII CS Watch Project Strategic and Operational Plan that contributes to realization of the Result-Based Monitoring and Evaluation Framework and overall internal organization growth.

² List of documents to be developed and availed by the USCD Secretariat. They include among others: project Documents, Project Reports, Internal and external Evaluations, Relevant correspondences between Project and Government of Sweden, funding agreement, EA SusWatch Strategic Plan (2009 - 2013), etc.

5.0 Methodology

The Consultant shall develop and propose the methodology to be used, using the indicative guidelines below.

It is expected that the work shall consist of: Review of documentation, Field work for verification and for collection of complementary information and views with National Secretariats, and a de-briefing seminar with key stakeholders to present and discuss the draft.

Key informant interviews are expected to include but not be limited to:

- EA SusWatch Network staff (National and Regional staff in Kampala, Kisumu and Mwanza)
- EA SusWatch Chapter Chairmen (Kenya, Tanzania, Uganda) and NEC members
- Some members of UCSD, Kenya SusWatch Network and TCSD
- Key media Partners
- Other Key CSO networks in the region dealing with environment/sustainable development.

The Consultant shall consider if and how to inform informants and organizations beforehand and request them to prepare their inputs to the process in various ways.

The following shall be contributed by the East African SusWatch Network (UCSD) in Kampala:

- Organising national and regional level consultations.
- Introductory letters and contact addresses where necessary.
- Timely feedback on proposed work schedules and draft documents.
- Names and contact addresses of partners.
- All basic documentation concerning the Project before the start of the assignment.
- Any complementary information necessary (through documentation or interviews).
- Recording /reporting on planning meetings at national and Regional levels.

5. Time frame and level of effort

This undertaking will be carried out in 15 days.

6. Consultant Qualifications

This consultancy requires a highly motivated, analytical, forward thinking, and experienced professional. The consultant shall possess the following qualifications and competencies:

- Experience in Organisational Development and NGO capacity building.
- Good understanding of the role and challenges of civil society in development and multi-stakeholder engagement within East Africa.
- Demonstrated ability to assess complex situations in order to succinctly and clearly distil critical issues and draw forward looking conclusions.
- Experience and familiarity with East African integration processes and relationships with regional stakeholders and partners, as well as knowledge of the East African Region.
- Experience in project management, governance, participatory and inclusion approach to decision-making processes.

It is essential that the consultant should have an open mind to undertake this analytical and flexible process that involves participants in 3 countries

The tender must include:

- A description in the form of Curriculum Vitae for the person who is to be responsible for the performance of the task. The CV must contain a full description of the person's theoretical qualifications and professional work experience. The CV must be signed by the person proposed.
- Two written specifications of previously performed similar tasks by the proposed person. <The specifications must be signed by the principal for whom the person performed the similar assignments>.
- Expected fees to be charged for the assignment
- Tender in your interest to the **Attention: Chairman Uganda Coalition for Sustainable Development on email: rkimbowa@ugandacoalition.or.ug by Monday July 8, 2013.**

7. Reporting and Documentation

All Reports will be submitted in hard copy (2 copies each) and digital format. Digital reports should be made using MSWord and presentations in MS PowerPoint.

The contents of the report shall reflect the areas of particular interest (LFA, Results-based Framework, an elaborate budget)

8. Suggested references

Suggested references will be availed to the successful candidate