

TERMS OF REFERENCE FOR CONSULTANCY SERVICES TO DEVELOP A MANUAL AND TOOLKIT ON SUSTAINABLE ENERGY TECHNOLOGIES AND PRACTICES FOR USE BY EADEN, NETWORK MEMBERS AND FARMERS' ORGANIZATIONS.

1. Background

About the Eastern Archdiocesan Development Network (EADEN)

Eastern Archdiocesan Development Network (EADEN) is non-profit, Catholic Church founded organization. It is a network organization coordinating Caritas and social development commissions of the five Dioceses in eastern Uganda including Jinja, Tororo, Soroti, Kotido and Moroto Dioceses.

About Civil Society in Uganda Support Programme (CUSP)

CUSP is a European Union and Germany Government funded programme implemented by GIZ in Uganda. GIZ's CUSP programme aims to contribute to reduced poverty through better governance. The programme's specific objective is to strengthen and improve the capacity and efficiency of civil society in Uganda, highlighting Government of Uganda-CSO engagement, in support of Uganda's national development goals.

EADEN has partnered with GIZ CUSP to implement a change project referred to as "**Capacity Development of EADEN to strengthen its mandate and service to members in the area of Sustainable Energy and Climate Smart Agriculture practices**". Under this change project, manuals, guides and toolkits will be developed to provide EADEN with technical competence to plan, design, manage and implement sustainable energy interventions. Competent firms/individual consultants will therefore be contracted to provide the consultancy services to develop appropriate manuals and toolkits.

2. Objectives of the consultancy

The overall objective is to develop EADEN's capacity to design, manage and implement sustainable energy initiatives within its network.

Specific objectives;

- a) To conduct a training needs assessment in line with knowledge, attitudes and practices on sustainable and energy technologies within EADEN, network members and farmer organisations
- b) To develop an appropriate user-friendly manuals and tool kits on sustainable energy technologies and practices.
- c) To train EADEN network staff on the use and technical content of the produced manuals and toolkits.

3. Specific tasks of the consultant;

- i. To present his/her proposed methodology before starts assignment.
- ii. Conduct needs assessment on sustainable energy in EADEN, network members and farmer organizations in Mbale, Manafwa, Tororo and Serere in order to inform the development process and content of the manual and tools on Sustainable energy.
- iii. Conduct a desk study on sustainable energy interventions and policy frameworks.
- iv. Develop an easy to use complete manual and supporting tools/resources relevant for planning, designing, implementing and managing sustainable energy practices.
- v. Train and orient EADEN secretariat and network organizations' staff from SOCADIDO and Caritas Tororo in understanding of the technical content of the manual and tools and how to use them with the farmers' organizations. Trainings to be both theoretical and practical.

4. The role of the EADEN Secretariat and participating network members

- i. Provide the consultant with access to key documents that may be useful during the process.
- ii. Provide funds as per the agreed consultancy fees and disbursement schedule.
- iii. Review and provide inputs to draft and final products.
- iv. Mobilize key stakeholders to be available for participation in the process.
- v. Facilitation of meetings related to the process.
- vi. Provide the logistical support and facilities required for the entire process.

5. Proposed technical content of the manual and toolkits

- i. Sustainable energy technologies suitable for domestic needs and agriculture value chain from production to consumption, their benefits, accessibility and associated challenges. Such technologies may include but not limited to solar, biomass (kiln) briquettes, improved cook stoves and biomass regeneration practices.
- ii. Practical steps of manufacturing selected sustainable energy technologies using local materials
- iii. Care and maintenance of each sustainable energy technologies described in the manual
- iv. Appropriate tools for monitoring adoption and utilisation of sustainable energy technologies.
- v. Suggested sources and artisans of sustainable energy technologies

6. Deliverables

The following deliverables are expected from the consultants:

- i. Inception report detailing the methodology of conducting the assignment
- ii. Needs assessment report
- iii. First draft of the SE Manual and tools kits for review.

- iv. Final Manuals developed and submitted to EADEN.
- v. Staff training report.

7. Profile of the consultant(s)

The required consultant(s) (individuals or firms) are expected to have the following qualifications:

- i. Team leader in case of a firm, or individual consultant to have a post-graduate degree in energy and other related and relevant fields
- ii. Proven experience of 5 years in similar work and consultancies in the field of sustainable energy technologies.
- iii. Relevant qualifications of the team members in the related fields
- iv. Experience in producing training manuals and toolkits with appropriate references.

8. Duration of the task

The task is expected to take a duration of 2 months, as indicated in the table below;

Activity	Due by
Award of tender to consultant	1 st April 2019
Submission of inception report	5 th April 2019
Conducting and Submission of needs assessment report	19 th April 2019
Development and submission of draft manuals and tool kits	3 rd May 2019
Submission of final manuals and tool kits	10 th May 2019
Preparing and conducting training of EADEN staff	24 th May 2019

9. Contracting and payment

The successful consultant will enter into contract with EADEN clearly stating the terms and conditions. Payment shall be made to the consultant in accordance with agreed terms and installments subject to withholding tax.

10. Expression of interest, reporting and communication

Suitable consultant firms or individuals can express interest to provide the above services by presenting soft or hard copies of their technical and financial proposal to EADEN. Also attach your profile and proof of experience with relevant references of similar assignments, CVs of key team members and deliver either by hand or postage or email to EADEN secretariat on the following address by **29th March 2019**, before 5pm EAT;

The Chairperson Procurement Committee
Eastern Archdiocesan Development Network (EADEN)
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