TERMS OF REFERENCE FOR Undertaking Documentation Of Case Studies For The Jobs And Oil Project.

Background
Living Earth Uganda (LEU) is a natural resources and environmental management NGO that was established and formally registered under the Non-Governmental Organizations Registration Statute, 1989 and licensed to operate in Uganda in September 1999. LEU promotes awareness and skills creation in environmental management, to prompt communities and other stakeholders to translate the right ideas into action. LEU envisions “an environment where people learn and act together to help sustain the systems and resources necessary for a fulfilled life”. Her mission is to turn ideas into action working with people to resolve their environmental and socio-economic concerns with a greater goal of contributing to addressing environmental and socio-economic concerns.

Living Earth Uganda in partnership with Living Earth Foundation (UK) have been implementing projects titled ‘Jobs and Oil: Improving Access to youth employment in Western Uganda, The 3 AND ½ year project is implemented in the districts of Hoima and Buliisa with funding from European Union and DFID.

The projects’ interventions are aimed at supporting communities to benefit from opportunities presented by the emerging economy as a result oil and gas industry development and have alternative sources of livelihood to improve their livelihoods while ensuring environment conservation. Intervention areas include; Vocational and Technical skills Development, Local Enterprise Development, Functional Skills (FS) Training, Youth placements, Stakeholder engagements, Organizational Safety and Health (OSH) Practices, Promotion of Science, Technology, Engineering and Mathematics, Youth and women empowerment on their rights, and Promotion of networking platforms for the business community including entrepreneurs and farmers.

LEU is seeking services of a consultant to undertake documentation of the project’s success stories highlighting best practices and lessons learnt.

Specific Objectives of the documentation
1. The assignment generally requires documentation of the good practices of the projects. Specific objectives include;
   To highlight what have been the outcomes of this project,

2. Methodology
To meet the objectives, the consultant is expected to apply qualitative approach. However qualitative data will be privileged. A combination of qualitative (key informants interviews, video recording, observations) is recommended.

3. Expected deliverables and roles of the consultant
1. Produce 4 well documented case studies in 4 thematic areas of vocational training, business development, women empowerment and Science for secondary school programme (STEM) in a clear, concise and standard English highlighting the project results, both intended and
unintended; The stories should carry meaningful quality photo in accordance with LEU branding standards
2. Produce a seven minutes quality video showcasing best practices
3. All raw data and soft documents are LEU properties

3.1. Roles of consultant:
1. Present proposal document outlining methodology, sample, analysis approach, reporting template as well as coordination and collaboration plan with LEU and LEF team.
2. Prepare the information and data collection tools and guidelines.
3. Manage the day to day operations related to this assignment.
4. Draft of the entire documentation report and produce a video within 5 days.
5. Ensure the 7 minutes quality video in English with key messages presented in a culturally acceptable manner.
6. Be responsible of his/her own transport and upkeep at field

2. Roles for LEU
1. Give overall guidelines of the assignment,
2. Review the inception document, drafts of reports and giving timely input before the finalization at each stage.
3. Facilitate and organize debriefing sessions
4. Effect payment to the consultant after verifying that the services have been delivered as per the TOR and contract.

4. Consultant team qualifications
The lead consultant shall have a minimum qualification degree with at least 5 years practical experience in relation to the assignment.

5. Evaluation Criteria for Documentation consultancy,
The number of points to be given under each of the evaluation criteria is:

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<tr>
<th>Competencies</th>
<th>Points</th>
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<tr>
<td>Documentation or experience in editing and writing of the consultant team</td>
<td>1</td>
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<tr>
<td>Previous experience on qualitative assessments</td>
<td>2</td>
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<tr>
<td>Qualifications and competencies of the consultant</td>
<td>3</td>
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<td>Experience in region &amp; language</td>
<td>4</td>
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<td>Reasonable costing of the assignment</td>
<td>5</td>
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6. Timeline/Schedule and Proposed Work Plan
The assignment is expected to commence on 26th September, 2016. LEU proposes 7 calendar days starting from the day of contract approval to complete the assignment. The consultant is
expected to prepare detail action plan and get the consent of the client. For monitoring purpose the consultant is required to submit the following three documents:

7. Payment Schedule
The payment will be effected in three segments:

- 50% at signing of contract
- 50% upon submitting and getting acceptance on the final report.

8. Time frame
7 calendar days from the date of the contract is signed by the consultant.

9. Deadline for submission
The deadline for submission of proposals is September 21st at 5pm local time. Any proposals received after this shall not be considered.

Submit to:
The Executive Director
Living Earth Uganda
Plot 509 Canon Njuba Road Nakulabye
Or Plot 11 Tayali Road Kijungu Hoima
P.O Box 28694 Kamapala

Or by email to: swithern@livingearthuganda.org with copy to john@livingearthuganda.org