



REQUEST FOR PROPOSAL (RFP)

DATE: May 11, 2022

REFERENCE: UNDP/UGA/RFP/2021/002

Dear Sir / Madam:

We kindly request you to submit your Proposal for a **Consultancy to undertake Baseline Assessment - Building Resilient Communities, Wetland Ecosystems and Associated Catchments in Uganda Project**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Thursday, May 26, 2022** and via email, to the address below:

tenders.kampala@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days

While preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the **PDF format**, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all the requirements, meets all the evaluation criteria, and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms did not award a Contract in a competitive procurement process. If you believe you have not been fairly treated; you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

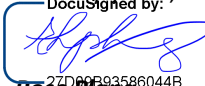
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying, and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


DocuSigned by:
27D00B93586044B...

Rose Piang
Head of Procurement
5/11/2022

Description of Requirements

Context of the Requirement	<p>The project intends to undertake an impact evaluation that will be based on a baseline as provided for in the concept for future scale up and funding by the Green Climate Fund (GCF), the project funder. To achieve this, an approach termed as the Learning Oriented Real Time Assessment (LORTA) is being adopted to measure impact at the end of the project.</p> <p>The LORTA was developed in 2018 by the Independent Evaluation Unit (IEU) of the Green Climate Fund (GCF) to develop, advise and assist GCF project teams in measuring their overall impact. It was built on the premise that the extent to which GCF projects lead to lower greenhouse gas emissions and increase climate resilience can be measured with the help of rigorous impact assessments. This is even more important as the empirical evidence on the impacts of climate-related projects is scarce and presents an opportunity for GCF to contribute to building a body of evidence on what works, for whom, why and under what circumstances.</p> <p>The IEU's LORTA Programme aims to:</p> <p>Embed real-time measurement systems into funded projects so that GCF project managers can quickly access accurate data on the quality of implementation and likelihood of impact.</p> <p>Build capacity within projects to design high-quality data sets for measuring overall impact.</p> <p>The IEU's LORTA Programme further aims to measure returns on GCF investments and assists GCF projects track implementation fidelity. To do so, LORTA helps GCF projects incorporate state-of-the-art approaches for measuring results and informing effectiveness and efficiency into GCF investments. It focuses on encouraging GCF project teams to employ mixed-methods approaches that involve quantitative and qualitative data-collection methods and analyses. Theory-based counterfactual impact assessments based on experimental or quasi-experimental research designs; real-time measurement systems and qualitative databases that help project teams measure progress are being implemented.</p> <p>The LORTA baseline is expected to build on previous studies such as:</p> <ol style="list-style-type: none"> 1. Market study, livelihoods gender analysis on employment needs and income streams that are resilient to climate change. The purpose of the two studies was to identify the gaps, employment needs and income streams that are resilient to climate change, with the objective of improving agricultural practices and off-farm livelihoods and identifying viable livelihood alternatives to restore wetlands and associated catchments. The studies were undertaken in the districts of Pallisa, Bukedea, Namutumba, Mbale and Kibuku) and six districts in south-western Uganda (Ntungamo, Kabale and Kisoro, Bushenyi, Sheema and Mitooma) targeting communities deriving their livelihood from wetland and catchment areas. 2. A rapid assessment to generate geographic information and selected characteristics on targeted wetlands in 20 project districts to update or bridge existing GIS data gaps. This study presented Ecological State (PES) of the targeted wetlands that were assessed by the ecologist. Using the PES indices, the level of degradation for the respective targeted wetlands were mapped as intact (no impact), slightly degraded (small impact), moderately degraded (moderate impact), degraded (largely impacted), highly degraded (highly impacted) and completely degraded (critically degraded). In addition, the study was able to assess all the wetlands categorized to depict their complexity as primary, secondary, tertiary and quaternary. 3. Rapid assessment to generate BASELINE WETLAND health for all the wetlands in 20 districts in Eastern and Southwestern Uganda and obtain georeferenced data on indicators of wetland health (flora, fauna, hydrology, soils). The study used a combination of remote (GIS & remote sensing) and rapid assessment to obtain the status of the wetland condition in 2019 by tracking on the stressors within and in the surrounding areas of the wetland
Implementing Partner of UNDP	Ministry of Water and Environment (MWE) in partnership with the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF) and Uganda National Meteorological Authority (UNMA).
Brief Description of the Required Services	The baseline survey team must provide evidence-based information that is credible, reliable, and useful. The baseline team will review all relevant sources of information including documents prepared during the preparation phase (i.e., baseline funding proposal submitted to GCF, FAA, the Project Document, project reports including Annual Performance Reports, Quarterly Progress Reports, UNDP Environmental & Social

Safeguard Policy, project budget revisions, records of surveys conducted, national strategic and legal documents, stakeholder maps, and any other materials that the team considers useful for this evidence-based review) and the LORTA preparatory phase synthesis report.

The baseline is expected to follow a collaborative and participatory approach ensuring close engagement with the Project Management Unit Team, Implementing Partner, NDA focal point, government counterparts, the UNDP Country Office, Regional Technical Advisers, and other principal stakeholders and beneficiaries.

Engagement of stakeholders is vital to a successful baseline survey. Stakeholder involvement should include (where possible) surveys/questionnaires, focus groups, interviews with stakeholders who have project responsibilities, including but not limited to executing agencies, senior officials and task team/component leaders, key experts and consultants in the subject area, Project Steering Committee, project stakeholders, local government, CSOs and project beneficiaries. If possible (given the COVID-19 restrictions), the baseline team is expected to conduct field missions in all or a selected representative sample from the 24 districts (Pallisa, Kibuku, Bukedea, Namutumba, Butaleja, Budaka, Tororo, Kaliro, Ngora, Butebo, Kumi and Mbale in Eastern Uganda and Kabale, Kisoro, Rukungiri, Kanungu, Bushenyi, Buhweju, Mitooma, Sheema, Rubirizi, Rubanda, Rukiga and Ntungamo in South-Western Uganda). Data collection (government data/records, field observation visits, GIS data, etc.) will be used to validate evidence of baseline status.

The Evaluation is expected to be as rigorous as possible; it will adopt a Quasi-Experimental design combining Propensity Score Matching (PSM) and Difference in Difference (DiD). The consultant will collect data from both the treatment and control groups, including, potentially, ecology of the wetlands, GIS data and socioeconomic status of the beneficiaries in the selected sites to take part in the study.

The specific design and methodology for the baseline will be developed in consultation with the project team (Project management unit- PMU), the Centre for Evaluation and Development (C4ED) technical team, and the Project Chief Technical Advisor (CTA) regarding what is appropriate and feasible for meeting the baseline purpose and objectives, given limitations of budget, time, and data. The baseline survey team must, however, use gender-responsive methodologies and tools and ensure that gender equality and women's empowerment, as well as other cross-cutting issues and SDGs are incorporated into the report.

The final methodological approach, including interview schedule, tools, sample size, study participants, Covid-19 contingency measures, ethical considerations, field visits and data to be used in the survey, and workplan and timelines must be clearly outlined in the Inception Report and be fully discussed and agreed between UNDP, stakeholders, and the Consultant.

- The final baseline report should describe the full baseline approach taken, and the rationale for the approach, making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the review. The final report must also describe any limitations encountered by the baseline team during the baseline survey process, including limitations of the methodology, data collection methods, and any potential influence of limitation on how findings may be interpreted, and conclusions drawn. Limitations include, among others: language barriers, inaccessible project sites, issues with access to data or verification of data sources, issues with availability of interviewees, methodological limitations to collecting more extensive or more representative qualitative or quantitative evaluation data, deviations from planned data collection and analysis set out in the ToR and Inception Report, etc. Efforts made to mitigate the limitations should also be included in the baseline report.

List and Description of Expected Outputs to be Delivered	#	Deliverable	Description	Timing	Responsibilities	
	1	Baseline Inception Report	Proposed evaluation methodology, work plan and structure of the Baseline report, and options for site visits	2 weeks after contract finalization.	Baseline survey team submits to UNDP CO and project management Unit	
	2	Baseline Data Collection Activities				
	2a	Training and pilot	<ul style="list-style-type: none"> • Prepare 5-day enumerator training, including ethics and behavior in the field, supported by the client. 			

		<ul style="list-style-type: none"> Conduct one day pilot with entire enumerator team and organize the following feedback and revision of tool rounds. 		
2b	Primary data collection	<ul style="list-style-type: none"> At least 1,500 household interviews completed, with representative sample considerations to be finally made during the inception phase and scientifically determined for the 2 groups for consensus with the consultant Field work supervision through field coordinator(s) Organization of logistics (transport, accommodation, stationery during data collection including tablets) for field teams Household data collection via tablets, including the collection of geographical coordinates (GPS) Interviews conducted according to provided questionnaires Provision of manuals Programming of questionnaire in CAPI software using applications such as Survey CTO, mWater, KoBoCollect and CommCare etc. Household sampling following the agreed protocol Daily data quality checks during field work Bi-weekly reporting on field activities in a written format. 		Sent to the Commissioning Unit, reviewed by technical advisor, Project Coordinating Unit
2c	Sharing raw quantitative data	Providing raw (uncleaned) data set to the client in xls, csv, xlsx or related format and support in solving queries for missing data, etc. on a bi-weekly basis	On a bi-weekly basis, starting 3 days after start of data collection,	Sent to the Commissioning Unit, reviewed by technical advisor, Project Coordinating Unit
2d	Sharing qualitative data	Qualitative field work, if applicable (tbd) <ul style="list-style-type: none"> Translation of FGD and KII guideline into local languages Organizing logistics (venue, food, technical equipment, transport) related to training and pilot Organizing the logistics and refreshment for FGDs and KIIs 	Within 1 month of end of Baseline mission	Sent to the Commissioning Unit, reviewed by technical advisor, Project Coordinating Unit

		(including venue) and transportation for researchers			
	2e	Data cleaning	Support for data cleaning <ul style="list-style-type: none"> Data cleaning: provide help to the client when local knowledge is needed (e.g., categories "Other, specify" variables) 	Within 3 weeks of end of Baseline mission	Sent to the Commissioning Unit, reviewed by technical advisor, Project Coordinating Unit
	3	Presentation	Initial Findings	Within 3 weeks of end of Baseline mission	Consultants Team presents to Project Management Unit and the UNDP CO
	4	Draft Baseline Report	Full report	Within 6 weeks of the Baseline mission	Sent to the Commissioning Unit, reviewed by technical advisor, Project Coordinating Unit
	5	Final Baseline Report*	Revised report with audit trail detailing how all received comments have (and have not) been addressed in the final report	Within 1 week of receiving UNDP comments on draft	Sent to the Commissioning Unit
	6	Concluding Stakeholder Workshop (optional)	Meeting to present and discuss key findings and recommendations of the baseline report, and key actions in response to the report.	Within 1-2 weeks of completion of final baseline report	Led by consultant team or Project Team and Commissioning Unit
Person to Supervise the Work/Performance of the Service Provider	<i>The team leader of the NCER unit, UNDP</i>				
Frequency of Reporting	<i>As indicated in the terms of reference</i>				
Progress Reporting Requirements	Update on the milestones and detailed plans for the upcoming				
Location of work	<input checked="" type="checkbox"/> Kampala with mission travel to Southwestern and Eastern Districts				
Expected duration of work	3 months				
Target start date	15/06/2022				
Latest completion date	30/09/2022				
Travels Expected	Yes, Mission travels to Southwestern and Eastern Districts				
Special Security Requirements	N/A				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Access to previous progress reports, project documents, and other information relevant to assignment All costs needed to achieve the deliverables set forth in this RFP are to be included in the financial proposals from the offerors (transport, professional fees, software, hardware, communication, consumables, etc.)				
Implementation Schedule indicating	<input checked="" type="checkbox"/> Required. To be included in the technical proposal				

breakdown and timing of activities/sub-activities																	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required. Technical proposals must identify who in the organization would be taking the role of Lead Senior Consultant and specify the roles of the different staff proposed.																
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (UGX)																
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be VAT EXCLUSIVE and other applicable indirect taxes																
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																
Payment Terms	<table border="1"> <thead> <tr> <th>Instalment of Payment/ Period</th> <th>Deliverables or Documents to be Delivered</th> <th>Approval should be obtained</th> <th>Percentage of Payment</th> </tr> </thead> <tbody> <tr> <td>1st Instalment</td> <td>Upon approval of the final baseline Inception Report as per Baseline deliverable above (deliverable 1)</td> <td>UNDP and MWE</td> <td>20%</td> </tr> <tr> <td>2nd Instalment</td> <td>Upon satisfactory delivery of the draft baseline report as per Baseline deliverable above (deliverables 2, 3 and 4)</td> <td>UNDP and MWE</td> <td>50%</td> </tr> <tr> <td>3rd Instalment</td> <td>Upon satisfactory delivery and approval of the Final baseline report as per Baseline deliverable above (deliverable 5 and 6)</td> <td>UNDP and MWE</td> <td>30%</td> </tr> </tbody> </table> <p>Note the following: -</p> <ol style="list-style-type: none"> The contract price will be a fixed output-based price regardless of extension of duration. The potential contractor should submit an all-inclusive bid with detailed costing for professional fees, operational costs, support personnel to be deployed, travel costs anticipated etc. Disbursement will be made by UNDP upon agreement on the milestones identified and in accordance with an approved work plan and budget. 	Instalment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment	1 st Instalment	Upon approval of the final baseline Inception Report as per Baseline deliverable above (deliverable 1)	UNDP and MWE	20%	2 nd Instalment	Upon satisfactory delivery of the draft baseline report as per Baseline deliverable above (deliverables 2, 3 and 4)	UNDP and MWE	50%	3 rd Instalment	Upon satisfactory delivery and approval of the Final baseline report as per Baseline deliverable above (deliverable 5 and 6)	UNDP and MWE	30%
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Project Officer and overall reporting to UNDP Resident Representative																
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional services																

Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <input checked="" type="checkbox"/> Expertise of the Firm 21% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 28% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 21% <p>Financial Proposal (30%)</p> <ul style="list-style-type: none"> • To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. • Proposals of what shall be used delivery of set outputs • Distribution of the resources allocated for human resources
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider based on criteria in Annex 4 a)
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Terms of Reference (TOR) (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3) <input checked="" type="checkbox"/> Technical criteria scoring table (Annex 4)
Contact Person for Inquiries (Written inquiries only)	ug.procurement@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	The Financial and Technical Proposals MUST BE together and clearly marked TECHNICAL and FINANCIAL PROPOSAL FOR BASELINE ASSESMENT Each application MUST clearly indicate the name of the Proposer, and Address. ONLY SOFT COPIES sent to tenders.Kampala@undp.org shall be accepted

**BUILDING RESILIENT COMMUNITIES, WETLAND ECOSYSTEMS AND ASSOCIATED CATCHMENTS IN
UGANDA.**

TERMS OF REFERENCE (TOR)

For the procurement of firm to conduct Baseline Survey for an Impact Evaluation



Project Title:	Building Resilient Communities, Wetland Ecosystems and Associated Catchments in Uganda Project
Scope of Advertisement:	Local Consultancy firm
Type of Contract:	Local Firm
Post Type:	National Consultant
Duty Station:	Home-based (with mission travel if possible)
Expected Areas of Travel:	A representative sample of the 24 project districts in Eastern and Southwestern Uganda
Languages:	English
Duration of Contract:	60 working days spread over a period of four calendar months
Start Date	Immediately after concluding Contract Agreement

1.0 INTRODUCTION

This is the Terms of Reference (ToR) for the Baseline survey of the United Nations Development Programme (UNDP) - supported Green Climate Fund (GCF) financed project titled *Building Resilient Communities, Wetland Ecosystems and Associated Catchments in Uganda Project* (PIMS5711), implemented through the Ministry of Water and Environment (MWE) in partnership with the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF) and Uganda National Meteorological Authority (UNMA). The survey is to be undertaken between May 2022 and July 2022. The project is implemented in 24 districts including Kabale, Kisoro, Kanungu, Ntungamo, Bushenyi, Buhweju, Mitooma, Rubirizi, Sheema, Rukungiri, Rubanda, Rukiga, Budaka, Pallisa, Ngora, Bukedea, Mbale, Kaliro, Namutumba, Kibuku, Butebo, Tororo, Butaleja and Kumi. The project is supported by GCF, UNDP and Government of Uganda (GoU). The project was started on 8th June 2017 and is currently in its fifth year of implementation. This ToR sets out to establish a baseline survey for an impact evaluation for the project.

2.0 PROJECT BACKGROUND AND INFORMATION

The impact of climate change, coupled with other human and environmental stressors, is increasing degradation of wetlands and their associated ecosystem services in Uganda. This is negatively affecting the livelihoods of approximately 4 million people living in and around wetland areas. In fact, over 80% of the people living adjacent to wetland areas in Uganda directly use wetland resources for their household food security needs. Given that wetlands are highly vulnerable to changes in the quantity and quality of their water supply, climate change will most likely substantially alter ecologically important attributes of wetlands and will exacerbate the impacts from human activity. The loss of wetlands could exacerbate the impact of climate change as they provide fundamental services that contribute to mitigation of such impacts. This project seeks to support the Government of Uganda to take climate change issues into account when managing critical wetland areas. Project activities were developed to specifically respond to and consider specific climate-related impacts and vulnerabilities of wetland ecosystems.

This project is restoring wetlands and their eco-system services, based on wise-use principles and guidelines as outlined by the Ramsar Convention on Wetlands, with sustainable land management practices and reforestation, is supporting resilient agricultural practices and alternative livelihoods for communities living in these areas to reduce the pressures on the wetlands, and finally is strengthening the climate information and early warning systems to support these communities to make climate-resilient decisions. The project targets two regions, with a focus on 12 districts in Southwestern Uganda including Kabale, Kisoro, Kanungu, Ntungamo, Bushenyi, Buhweju, Mitooma, Rubirizi, Sheema, Rukungiri, Rubanda and Rukiga and 12 districts in Eastern Uganda including; Budaka, Pallisa, Ngora, Bukedea, Mbale, Kaliro, Namutumba, Kibuku, Butebo, Tororo, Butaleja and Kumi; with a total population of 3,946,366 people and land areas of 13,000Km².

Project beneficiaries: At least 800,000 people in and around the wetlands will directly benefit from this investment. This initiative will improve the lives of some of the most vulnerable people in Uganda, dependent on subsistence agriculture and wetlands for their livelihoods. The project set out to achieve its intended Outcome of *'Restore and sustainably manage wetlands and support target communities in wetland areas of Uganda to reduce the risks of climate change posed to agriculturally based livelihoods'* through three outputs. Output 1 focuses on restoration and management of wetland hydrology and associated

catchments. Output 2 focuses on Improved agricultural practices and alternative livelihood options in the wetland catchment. Finally Output 3 focuses on strengthening access to climate and early warning information to farmers and other targets communities to support wetland management.

Implementing partners: Since November 2017, the Government of Uganda through MWE in close collaboration with Ministry of Agriculture Animal Industry and Fisheries (MAAIF) and Uganda National Meteorological Authority (UNMA) with support from UNDP/GCF has implemented the project demonstrating the direct link between the benefits of wetland conservation and people's livelihood with a specific focus on climate change risks and adaptation opportunities of these restored wetlands. The project is being implemented for a period of 8 years (2017-2025) with a total project cost of USD 44,262,160 including a grant of USD 24,140,160; with UNDP co-financing of USD 2,000,000 and Government co-financing of USD 18,122,000.

3.0 BACKGROUND TO THE BASELINE SURVEY

The project intends to undertake an impact evaluation that will be based on a baseline as provided for in the concept for future scale up and funding by the Green Climate Fund (GCF), the project funder. To achieve this, an approach termed as the Learning Oriented Real Time Assessment (LORTA) is being adopted to measure impact at the end of the project.

The LORTA was developed in 2018 by the Independent Evaluation Unit (IEU) of the Green Climate Fund (GCF) to develop, advise and assist GCF project teams in measuring their overall impact. It was built on the premise that the extent to which GCF projects lead to lower greenhouse gas emissions and increase climate resilience can be measured with the help of rigorous impact assessments. This is even more important as the empirical evidence on the impacts of climate-related projects is scarce and presents an opportunity for GCF to contribute to building a body of evidence on what works, for whom, why and under what circumstances.

The IEU's LORTA Programme aims to:

- Embed real-time measurement systems into funded projects so that GCF project managers can quickly access accurate data on the quality of implementation and likelihood of impact.
- Build capacity within projects to design high-quality data sets for measuring overall impact.

The IEU's LORTA Programme further aims to measure returns on GCF investments and assists GCF projects track implementation fidelity. To do so, LORTA helps GCF projects incorporate state-of-the-art approaches for measuring results and informing effectiveness and efficiency into GCF investments. It focuses on encouraging GCF project teams to employ mixed-methods approaches that involve quantitative and qualitative data-collection methods and analyses. Theory-based counterfactual impact assessments based on experimental or quasi-experimental research designs; real-time measurement systems and qualitative databases that help project teams measure progress are being implemented.

The LORTA baseline is expected to build on previous studies such as:

4. Market study, livelihoods gender analysis on employment needs and income streams that are resilient to climate change. The purpose of the two studies was to identify the gaps, employment needs and income streams that are resilient to climate change, with the objective of improving agricultural practices and off-farm livelihoods and identifying viable livelihood alternatives to restore wetlands and associated catchments. The studies were undertaken in the districts of Pallisa, Bukedea, Namutumba, Mbale and Kibuku) and six districts in south-western Uganda (Ntungamo, Kabale and Kisoro, Bushenyi, Sheema and Mitooma) targeting communities deriving their livelihood from wetland and catchment areas.
5. A rapid assessment to generate geographic information and selected characteristics on targeted wetlands in 20 project districts to update or bridge existing GIS data gaps. This study presented Ecological State (PES) of the targeted wetlands that were assessed by the ecologist. Using the PES indices, the level of degradation for the respective targeted wetlands were mapped as intact (no impact), slightly degraded (small impact), moderately degraded (moderate impact), degraded (largely impacted), highly degraded (highly impacted) and completely degraded (critically degraded). In addition, the study was able to assess all the wetlands categorized to depict their complexity as primary, secondary, tertiary and quaternary.
6. Rapid assessment to generate BASELINE WETLAND health for all the wetlands in 20 districts in Eastern and Southwestern Uganda and obtain georeferenced data on indicators of wetland health (flora, fauna, hydrology, soils). The study used a combination of remote (GIS & remote sensing) and rapid assessment to obtain the status of the wetland condition in 2019 by tracking on the stressors within and in the surrounding areas of the wetland.

4.0 DETAILED SCOPE OF THE APPROACH AND METHODOLOGY

The baseline survey team must provide evidence-based information that is credible, reliable, and useful. The baseline team will review all relevant sources of information including documents prepared during the preparation phase (i.e., baseline funding proposal submitted to GCF, FAA, the Project Document, project reports including Annual Performance Reports, Quarterly Progress Reports, UNDP Environmental & Social Safeguard Policy, project budget revisions, records of surveys conducted, national strategic and legal documents, stakeholder maps, and any other materials that the team considers useful for this evidence-based review) and the LORTA preparatory phase synthesis report.

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The Evaluation is expected to be as rigorous as possible; it will adopt a Quasi-Experimental design combining Propensity Score Matching (PSM) and Difference in Difference (DiD). The consultant will collect data from both the treatment and control groups, including, potentially, ecology of the wetlands, GIS data and socioeconomic status of the beneficiaries in the selected sites to take part in the study.

The specific design and methodology for the baseline will be developed in consultation with the project team (Project management unit- PMU), the Centre for Evaluation and Development (C4ED) technical team, and the Project Chief Technical Advisor (CTA) regarding what is appropriate and feasible for meeting the baseline purpose and objectives, given limitations of budget, time, and data. The baseline survey team must, however, use gender-responsive methodologies and tools and ensure that gender equality and women's empowerment, as well as other cross-cutting issues and SDGs are incorporated into the report.

The final methodological approach, including interview schedule, tools, sample size, study participants, Covid-19 contingency measures, ethical considerations, field visits and data to be used in the survey, and workplan and timelines must be clearly outlined in the Inception Report and be fully discussed and agreed between UNDP, stakeholders, and the Consultant.

The final baseline report should describe the full baseline approach taken, and the rationale for the approach, making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the review. The final report must also describe any limitations encountered by the baseline team during the baseline survey process, including limitations of the methodology, data collection methods, and any potential influence of limitation on how findings may be interpreted, and conclusions drawn. Limitations include, among others: language barriers, inaccessible project sites, issues with access to data or verification of data sources, issues with availability of interviewees, methodological limitations to collecting more extensive or more representative qualitative or quantitative evaluation data, deviations from planned data collection and analysis set out in the ToR and Inception Report, etc. Efforts made to mitigate the limitations should also be included in the baseline report.

5.0 THE BASELINE EVALUATION OBJECTIVES.

5.1. Evaluation purpose: The main objective of the baseline survey is to collect data on key indicators to feed into the impact evaluation design.

The main evaluation will focus on the first two outputs as mentioned in the project documentation by providing data on the level of resilience of community members to climate change disasters (floods, droughts, and mudslides) due to wetland restoration and alternative livelihood trainings. Sub-questions are as follows:

- What is the current state of wetland ecosystems in the selected sites in terms of level of degradation, presence of flora and fauna, amount of water?
- What are the current income levels of community members from both agricultural and non-agricultural livelihood options?
- How has the income changed as a result of project intervention?
- Is income volatility reduced due to alternative agricultural and non-agricultural livelihood trainings?

The project has adopted a quasi-experimental design called propensity score matching method which is to be mixed with a Difference in Difference design. This design will require a detailed baseline survey to provide threshold values for both the treatment and counterfactual (Control) groups. Additional statistical analysis (for e.g., comparison of group means, sub-group analysis) on baseline data should be proposed within the inception report.

5.2. Scope of the assignment:

To support the impact evaluation process, the baseline consultants are expected to:

1. Review the tools prepared by technical teams to ensure that they have a good understanding of the tools and revise them to adapt to the local context if required.
2. Review the proposed methodology with support from the CTA and the C4ED technical teams.
3. Collect georeferenced data on wetland health and socioeconomic and demographic status of the beneficiaries in the selected project districts using computer assisted interview techniques, implying software such as ODK, Surveyor, etc. and tablet or smart phone-based data entry in the field.
4. Install system for daily quality checks of the data coming in simultaneous to the data being collected.
5. Clean the data (removing low quality interviews, correction of incorrect data entries) in line for a rigorous analysis.
6. Analyze the data to provide a detailed baseline state on the key metrics of the study and programme, by treatment and control group status. The C4ED technical team will provide technical support where required.
7. Present initial findings to the Project Management Unit and UNDP
8. Completion of a draft baseline evaluation report using the UNDP/IEU baseline report template
9. Integrate comments from stakeholders and complete a final baseline report using the UNDP/IEU baseline report template
10. If desired, hold a concluding stakeholder workshop
11. Maintain ethical standards throughout the exercise.

6.0 BASELINE DELIVERABLES.

#	Deliverable	Description	Timing	Responsibilities
1	Baseline Inception Report	Proposed evaluation methodology, work plan and structure of the Baseline report, and options for site visits	2 weeks after contract finalization.	Baseline survey team submits to UNDP CO and project management Unit
2	Baseline Data Collection Activities			
2a	Training and pilot	<ul style="list-style-type: none"> • Prepare 5-day enumerator training, including ethics and behavior in the field, supported by the client. • Conduct one day pilot with entire enumerator team and organize the following feedback and revision of tool rounds. 		
2b	Primary data collection	<ul style="list-style-type: none"> • At least 1,500 household interviews completed, with representative sample considerations to be finally made during the inception phase and scientifically determined for the 2 groups for consensus with the consultant • Field work supervision through field coordinator(s) • Organization of logistics (transport, accommodation, stationery during data collection including tablets) for field teams • Household data collection via tablets, including the collection of geographical coordinates (GPS) • Interviews conducted according to provided questionnaires • Provision of manuals • Programming of questionnaire in CAPI software using applications such 		Sent to the Commissioning Unit, reviewed by technical advisor, Project Coordinating Unit

		<p>as Survey CTO, mWater, KoBoCollect and CommCare etc.</p> <ul style="list-style-type: none"> • Household sampling following the agreed protocol • Daily data quality checks during field work • Bi-weekly reporting on field activities in a written format. 		
2c	Sharing raw quantitative data	Providing raw (uncleaned) data set to the client in xls, csv, xlsx or related format and support in solving queries for missing data, etc. on a bi-weekly basis	On a bi-weekly basis, starting 3 days after start of data collection,	Sent to the Commissioning Unit, reviewed by technical advisor, Project Coordinating Unit
2d	Sharing qualitative data	Qualitative field work, if applicable (tbd) <ul style="list-style-type: none"> • Translation of FGD and KII guideline into local languages • Organizing logistics (venue, food, technical equipment, transport) related to training and pilot • Organizing the logistics and refreshment for FGDs and KIIs (including venue) and transportation for researchers • Transcription and translation of interviews. 	Within 1 month of end of Baseline mission	Sent to the Commissioning Unit, reviewed by technical advisor, Project Coordinating Unit
2e	Data cleaning	Support for data cleaning <ul style="list-style-type: none"> • Data cleaning: provide help to the client when local knowledge is needed (e.g., categories “Other, specify” variables) 	Within 3 weeks of end of Baseline mission	Sent to the Commissioning Unit, reviewed by technical advisor, Project Coordinating Unit
3	Presentation	Initial Findings	Within 3 weeks of end of Baseline mission	Consultants Team presents to Project Management Unit and the UNDP CO
4	Draft Baseline Report	Full report	Within 6 weeks of the Baseline mission	Sent to the Commissioning Unit, reviewed by technical advisor, Project Coordinating Unit
5	Final Baseline Report*	Revised report with audit trail detailing how all received comments have (and have not) been addressed in the final report	Within 1 week of receiving UNDP comments on draft	Sent to the Commissioning Unit
6	Concluding Stakeholder Workshop (optional)	Meeting to present and discuss key findings and recommendations of the baseline report, and key actions in response to the report.	Within 1-2 weeks of completion of final baseline report	Led by consultant team or Project Team and Commissioning Unit

*The final Baseline report must be in English using the specified template.

7.0 BASELINE ARRANGEMENTS

The principal responsibility for managing this baseline survey resides with the Commissioning Unit. The Commissioning Unit for this project’s baseline is UNDP Country Office. During this assignment, the consulting team will report to the Team Leader Nature, Climate, Energy and Resilience (NCER) Unit in the UNDP CO, who will provide guidance and ensure satisfactory completion of deliverables.

The commissioning unit will contract the consultants and ensure the timely provision of logistical support such as per diems and travel arrangements within the country for the team. The Project Team will be responsible for liaising with the baseline team to provide all relevant documents, set up stakeholder interviews, and arrange field visits.

7.1. Institutional arrangement/reporting relationship

The consultants will work under the daily supervision of the National Project Coordinator and the overall guidance of the Team Leader Nature, Climate, Energy and Resilience (NCER) at UNDP Country Office. Overall, the Consultant will report to the UNDP Resident Representative, with regular working relationship with the National Project Coordinator at MWE. The Consultant will report to MWE on technical obligations and to UNDP on all contractual obligations.

8.2 Logistics and administration support

- i) The UNDP Uganda and MWE through the Project Management Unit will make available all the transport and ensure that the consultancy firm has access to resources, key partners and sites as planned. The Project Management Unit will facilitate the baseline team to meet and interact with the stakeholders at the national level and in the districts/communities.
- ii) UNDP will support the Consultants in the following areas:
 - Access to required information (copy of project document, Annual Work plans, Progress reports and other project related reports).
 - Access to UNDP Office and its infrastructure (e.g., conference room and internet while at UNDP).
 - Support and assistance to gain access to relevant stakeholders for consultations.
- iii) UNDP Kampala and the Project Office will coordinate the study and keep abreast of the Mission's activities.

8.0 TEAM COMPOSITION

The weight to all preferred qualifications apart from the minimum academic qualifications and experience are shown in the Technical Evaluation Criteria below. The Firm is expected to constitute a team with the required skills set and prior experience in in Natural resource Management, Livelihoods, GIS and socio-economic and demographic data collection.

9.0 BASELINE ETHICS

The baseline team will be held to the highest ethical standards and is required to sign a code of conduct (see ToR Annex D) upon acceptance of the assignment. This baseline will be conducted in accordance with the principles outlined in the UNEG [Ethical Guidelines for Evaluation](#). The baseline team must safeguard the rights and confidentiality of information providers, interviewees, and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The baseline team must also ensure security of collected information before and after the baseline and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the baseline process must also be solely used for the baseline and not for other uses without the express authorization of UNDP and partners.

10. PAYMENT MODALITIES AND SPECIFICATIONS

Instalment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Instalment	Upon approval of the final baseline Inception Report as per Baseline deliverable above (deliverable 1)	UNDP and MWE	20%
2 nd Instalment	Upon satisfactory delivery of the draft baseline report as per Baseline deliverable above (deliverables 2, 3 and 4)	UNDP and MWE	50%
3 rd Instalment	Upon satisfactory delivery and approval of the Final baseline report as per Baseline deliverable above (deliverable 5 and 6)	UNDP and MWE	30%

11. CRITERIA FOR EVALUATION OF PROPOSAL:

Only those proposals which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the

price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP's General Terms and Conditions will be awarded the contract.

12.1 Selection Criteria

Qualified consultancy firm are expected to submit both the Technical and Financial Proposals. The Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- i) Responsive/compliant/acceptable, and
- ii) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - **Technical Criteria weight is 70%**
 - Expertise and qualification of the company – **300 points (21%)**
 - Methodology, Approach and Implementation Plan – **400 points (28%)**
 - Qualification of Key Personnel – **30 points (21%)**
 - * It is a mandatory criterion and shall have a minimum of 50%
 - **Financial Criteria weight is 30%**

13.0 REQUIRED PERSONNEL, EXPERIENCE AND QUALIFICATIONS

13.1 Academic Qualifications for team lead:

Advanced University Degree (Masters or equivalent) in natural sciences; with a specialization in environment, biodiversity, climate change or any other closely related field,

Experience:

- i) Minimum 7 years of relevant professional experience in relevant technical areas.
- ii) Minimum of 4 years proven track record of application of results-based approaches to evaluation of projects focusing on Conservation Science, Natural Resource Management and Climate Change.
- iii) Highly knowledgeable of participatory monitoring and evaluation processes.
- iv) Familiarity with Uganda's development, environment, climate change and other relevant policy frameworks.
- v) Project evaluation/review experiences within United Nations system will be considered an asset.

13.1.1 Competencies:

- i) Recent experience with result-based management evaluation methodologies:
- ii) Experience applying SMART indicators and reconstructing or validating baseline scenarios
- iii) Competence in adaptive management, as applied Climate Change mitigation and adaptation processes
- iv) Experience working with wetlands and landscape restoration and evaluations.
- v) Experience working in East Africa
- vi) Demonstrated understanding of issues related to gender and Climate change, environment conservation, biodiversity, livelihood, ecosystem management or food security experience in gender sensitive evaluation and analysis
- vii) Excellent communication skills
- viii) Demonstrable analytical skills

13.3 The consultancy firm should comprise of the following experts:

a) Natural resource and environment Specialist

The Specialist must have an advanced university degree (Masters or equivalent) in Environment and Natural resources and at least 5 years' experience implementing and managing environment and natural resource programmes and surveys with a climate change related course or field experience.

b) Social Economic and Livelihood Specialist

The Specialist must have an advanced university degree (Masters) or an equivalent in agricultural economics, agriculture, rural economy or any other livelihood related field. He/she should have at least 5 years' experience in conducting social economic surveys with a bias in Livelihood management and improvement.

c) GIS expert

The specialist must have a degree or an equivalent in Geographical Information Systems (GIS) or land use planning or mapping or Surveying. He/she should have experience of at least 5 years in using applications such as ArcView and associated packages for assessment of land use /land cover change and production of maps using appropriate technologies such as GPS.

Other skills that are expected of the consultant team include:

The consultancy firm should be well versed in the tasks which deliver the expected outputs as described in the section on scope of the approach. More specifically, they need to be able to conduct a comprehensive socio-economic survey, selecting a sample from the baseline surveys already conducted which would allow a comparison of their status. The consultants should be well versed in Quasi-Experimental design combining Propensity Score Matching (PSM) and Difference in Difference (DiD).

1. Appropriate sampling designs
2. Design and running of schedules, semi-structured and structured interviews and questionnaires (in local languages)
3. Conducting focus group discussions and meetings (in local languages)
4. Participatory data collection methods.
5. Familiar with ODK tools and applications.

13.4 Language and other skills:

Proficiency in both spoken and written English

13.5 Compliance of the UN Core Values:

- i) Demonstrates integrity by modelling the UN's values and ethical standards,
- ii) Promotes the vision, mission, and strategic goals of UNDP,
- iii) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability,
- iv) Treats all people fairly without favoritism,
- v) Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

14.0 CONFIDENTIALITY

The Consultancy firm shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

[insert: Location].
[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations.*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. **Cost Breakdown by Cost Component**

Description of Activity	Total Period of Engagement (days)	Remuneration per Unit of Time	Total Rate
I. Personnel Services			
1 Team Leader	60		
1 Natural resource and environment Specialist	60		
1 Social Economic and Livelihood Specialist	60		
1 GIS Expert	60		
II. Out of Pocket Expenses			
Management fee of not more than 5% of the total cost	1		
III. Other Related Costs			

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		300

Section 2. Proposed Methodology, Approach, and Implementation Plan		Points Obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled, and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50

2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

Section 3. Management Structure and Key Personnel		Points obtainable	
3	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		100
3	Qualifications of key personnel proposed		
3.2 a	Team Leader		100
	Advanced University Degree (Masters or equivalent) in natural sciences; with a specialization in environment, biodiversity, climate change or any other closely related field.	30	
	i) Minimum 7 years of relevant professional experience in relevant technical areas	30	
	ii) Minimum of 4 years proven track record of application of results-based approaches to evaluation of projects focusing on Conservation Science, Natural Resource Management and Climate Change	20	
	iii) Highly knowledgeable of participatory monitoring and evaluation processes.	20	
	iv) Familiarity with Uganda's development, environment, climate change and other relevant policy frameworks.		
	v) Project evaluation/review experiences within United Nations system will be considered an asset.		
3.2 b	Natural resource and environment Specialist		45
	The Specialist must have an advanced university degree (Masters or equivalent) in Environment and Natural resources and at least 5 years' experience implementing and managing environment and natural resource programmes and surveys with a climate change related course or field experience.	45	
3.2 c	Social Economic and Livelihood Specialist		30
	The Specialist must have an advanced university degree (Masters) or an equivalent in agricultural economics, agriculture, rural economy or any other livelihood related field. He/she should have at least 5 years' experience in conducting social economic surveys with a bias in Livelihood management and improvement	30	
3.2 d	GIS expert		25
	The specialist must have a degree or an equivalent in Geographical Information Systems (GIS) or land use planning or mapping or Surveying. He/she should have experience of at least 5 years in using applications such as ArcView and associated packages for assessment of land use /land cover change and production of maps using appropriate technologies such as GPS	25	
Total Section 3			300