



TERMS OF REFERENCE

Situation Analysis Study For The Project For Establishment Of Sustainable Model Villages In Uganda (ESMV) Phase II

Korea International Cooperation Agency (KOICA) was founded in 1991 with a mission to fight against global poverty. Since its establishment, KOICA endeavours to combat poverty and support the sustainable socio-economic development of its partner countries as Korea's dedicated aid agency. By doing so, KOICA establishes and strengthens friendly ties with developing countries.

KOICA operates 48 field offices in Africa, Asia, Latin America, Middle East, North America and Europe

Background to the ESMV Project Phase II

Korea International Cooperation Agency (KOICA) is currently supporting the Project for Establishment of Saemaul Model Villages (ESMV) in Uganda. The Project is jointly implemented by KOICA and Mpigi District Local Government on behalf of the Ministry of Local Government (MoLG). Following the successes realised during the project implementation from 2015 to date, MoLG has requested for scaling up the ESMV project to two more districts and KOICA is considering the same.

The purpose of the proposed five (5) year scale up project in the Districts of Mpigi, Mityana and Kalungu is to further demonstrate how community participation can enhance sustainable rural development based on *Saemaul Undong* model which is credited for the transformation of the rural South Korean economy using the principles of self-help, diligence and cooperation.

The ESMV phase II project therefore, using the *Saemaul Undong* development model and *Saemaul Undong* principles, seeks to establish model villages in the lower local Governments of Mpigi, Kalungu and Mityana Districts. The project intends to benefit an estimated population of 1,185,000 people living in the rural areas of the 3 districts.

The intervention will focus on;

- i. Increased household incomes and Agricultural productivity.
- ii. Improved Living Conditions and Community infrastructure
- iii. Improved Governance and Social Capital in the target villages

Purpose of the Assignment

This study aims at analysing the political, social, economic, technological and environmental situation of the Lower Local Governments in the districts of Mpigi, Mityana and Kalungu so as to establish possible feasible community development interventions for implementation in the next phase of the project.

Objectives of the situation analysis Survey

- i. To describe the current situation of each of the Lower Local Governments and District Local Governments within the ecological, political, technological, socioeconomic, demographic, and legal context.
- ii. To provide a comprehensive analysis of the Policy and Community Institutional frameworks within which rural development interventions are being implemented in the three districts.
- iii. To provide evidence based proposed interventions/strategies for the second phase of the ESMV project in line with the PCP and also help decision-makers align their strategies with the priorities and needs of the beneficiary communities.

Scope of Work

The situation analysis will be conducted in each of the Lower Local Governments in the districts of Mpigi, Mityana and Kalungu in Central Uganda. The assignment will involve engagement of all relevant stakeholders including opinion leaders, service providers, policy makers, partners, and potential beneficiaries through administering of questionnaires, conducting in-depth interviews, focus group discussions, and document review.

The situation analysis will involve a thorough study of the current status of the following in the respective Lower Local Governments and District Local Governments;

- Natural resource endowment (agricultural and non-agricultural, Arable land, water bodies, Forests, Rivers etc);
- Human resource Capital (quality and quantity of skilled labour (government staffing levels) per department etc);
- Pattern of social and cultural factors (Population, Religion, values, social stratification mobility, power structures and land tenure system);
- Economic structure (agricultural production structure, industry, private sector development, market relations and income distribution etc);
- Levels of technology uptake in Agriculture and in the Non-agricultural sector;
- Infrastructure (Physical infrastructure, transport and communication, social infrastructure, spatial order);
- Institutions and Organizations (Administration, People's organization, CSOs, production and marketing cooperatives, VSLAs, SACCOs etc.);
- Services (health, marketing, credit extension, social security);
- Education and training (formal and informal; Primary and secondary schools, colleges and tertiary institutions).
- Existence or Absence of Policy, Regulatory and governance frameworks that affect development interventions

The proposed duration of the assignment is 25 working days and shall cover all the sectors of proposed implementation

Key Deliverables and Schedule

The following are the key outputs/ deliverables of the assignment;

- i. Inception report within ten (10) working days after contract signature. This report will outline in detail the key scope of the work; a work plan/schedule of tasks designating a team member with the lead responsibility for each task and deliverable (output); data collection tools; sources of data; data collection procedures; data collection plan (list of people to be interviewed, their designation and when the interview will be conducted); and a data analysis plan.
- ii. Draft situation analysis report within 20 working days after contract signature. The consultant shall make a presentation of the draft report at a validation workshop to be held in KOICA country office board Room, Kampala.
- iii. Final situation analysis report within 25 working days after signing of contract. This report must include clear methodologies used, findings, and proposed evidence based interventions and conclusions. This report should follow, but not limited to the following structure below;

- ✓ Title page (with the KOICA logo and title of the assignment)
- ✓ Contents page
- ✓ List of abbreviations and acronyms
- ✓ **Executive Summary** (*clearly summarising the assessment, key findings and proposed evidence based intervention and strategies*)
- ✓ **Background** (*the context of the intervention and project objectives*)
- ✓ **Methodology** (*detailing what data was collected, how it was collected and by whom, what the sample size was and any possible limitations to the survey, measures taken to ensure data quality etc.*)
- ✓ **Key study Findings** (*summarizes the qualitative and quantitative data analyses and findings from the process in an easy to read format giving the results of the study according to the specific areas of focus under the scope of work*).
- ✓ **Conclusion**
- ✓ **Recommendations of proposed interventions and strategies:** *This should be evidence based culminating from the findings. Also describe the implications from the data and suggest next steps in relation to the phase PCP.*
- ✓ **Appendices** (*Include all relevant lists of sources and people reached, key documents and websites consulted, photos, data collection plan and tools used, data sets e.tc*)

Management and Supervision of the Assignment

The consultant shall report directly to the KOICA Uganda Country Director or an individual designated by the KOICA Uganda Country Director on all contractual obligations and all the key deliverables of the assignment as stated in the Terms of Reference.

Responsibilities of the KOICA

The **KOICA ESMV** Project implementation Unit (PIU)

- i. Providing the Terms of Reference for the assignment and all relevant Project documents.
- ii. Offer support in mobilizing the target stakeholders for the study
- iii. Obtaining all necessary permission from authorities to conduct the situation analysis.

Requirements for Qualifications and Experience of the Consultant

In order to conduct the assignment, KOICA seeks the services of a competent Consultant with the following;

Qualifications of the consultant

- i. University degree(s) in Statistics, Economics, Social Sciences, Agriculture, or related field.
- ii. Master's degree(s) in Evaluation, Statistics, economics, social sciences, agricultural economics, rural development or related field.
- iii. Possession of a PhD is an added advantage.

Experience requirements:

- i. At least 10 years of proven relevant professional experience conducting situation analysis and assessment studies for medium and large community development projects.
- ii. Experience in planning, designing and management of both qualitative and quantitative surveys.
- iii. Demonstrate experience in development of study tools for situation analysis, needs assessment and evaluation related studies for community development projects.
- iv. Demonstrate experience in writing situation and needs assessment reports for medium and large community development projects
- v. Proficiency in qualitative and quantitative data analysis software such as SPSS and STATA.
- vi. Experience in development and implementation of M&E systems
- vii. Understanding of rigorous evaluation methodologies.
- viii. Strong management, organizational, and communications skills.
- ix. Working with international, national and district based stakeholders.

Ethical standards and Intellectual Property

The consultant should take all reasonable steps to ensure that the study is designed and conducted to respect and protect the rights and welfare of the study subjects and communities involved and to ensure that the study is technically accurate and reliable, conducted in a transparent and impartial manner.

KOICA shall, solely and exclusively, own all rights in and to any work created in connection with this agreement, including all data, documents, information, copyrights, patents, trademarks, trade secrets or other proprietary rights in and to the work. The consultant is not allowed to post or publish (electronically or in print) any project related information without the explicit permission of KOICA.

Payment Terms and Schedule

Payment shall be effected by Electronic Funds Transfer (EFT) after presentation of an invoice by the consultant as per the following schedule.

- 40% of the contract sum after presentation of an acceptable inception report
- 30% of the contract sum after presentation of an acceptable draft report and other assignment deliverables.
- 30% of the contract sum after presentation of the an acceptable final report

Evaluation of bids Methodology

Evaluation of bids from consultants shall be done using **Quality Cost Based Selection methodology** with quality parameters taking 70% of the score and cost taking 30% of the score.

Bidders shall also be required to make a presentation of their technical proposal to a panel conducting the evaluation of bids.

The currency of evaluation shall be United States Dollars. For quotations in any other currency, conversion shall be based on the Bank of Uganda exchange rate of **24th August 2018**.

How to Apply

Individual consultants that meet the requirements should submit **Technical** and **Financial** proposals **SEPARATELY** (The envelope containing the Technical proposal should be marked “**Technical Proposal**” while the envelope containing the financial proposal should be marked “**Financial Proposal**”) to the address below **not later than Midday 24th August 2018**

*The Country Director,
Korea International Cooperation Agency,
2nd Floor, Mariba House,
Golf Course Road, Kololo
P.O Box 37636,
Kampala*

The technical proposal should detail how the consultant will, execute the assignment including a clear description of the methodology, work plan, evidence (copy of completion certificate or contract) of experience from similar assignments. The technical proposal should also have the capacity statement including an updated curriculum vitae of the consultant and all secondary staff involved who will undertake the work, clearly indicating their roles on the assignment, qualifications and experience and commitment that the service provider or firm will be entirely engaged if the consultancy is awarded.

The financial proposal should include breakdown of level of effort to conduct the survey, expected consultancy fees, reimbursable expenses and all applicable taxes. For emphasis, the currency of the quotation and therefore payment shall be **United States Dollars (USD)**.