

## **TERMS OF REFERENCE**

### **UBF Grants Program Evaluation Consultant**

**Location:** UBF Headquarters, Nyonyi Gardens, Kololo, Kampala;

Field visits to project sites in the Albertine Rift, Western Uganda

**Application Deadline:** 29<sup>th</sup> November, 2019

**Commencement Date:** 5<sup>th</sup> December, 2019

**Expected Duration of Assignment:** Not to exceed 15 Person Days, ending 31<sup>st</sup> December 2019.

**Languages Required:** English

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### **1. Background**

The Uganda Biodiversity Trust Fund (UBTF), also known by its brand name Uganda Biodiversity Fund (UBF) is a private trust fund whose mission is to serve as a catalyst for mobilising, managing and channelling financial resources for biodiversity conservation and sustainable use of natural resources in Uganda. UBF provides a mechanism through which the private sector, development partners, foundations, and individuals can contribute money, for wise investment so as to provide long-term funding for biodiversity conservation in Uganda.

UBF's Development Goal for 2017- 2022 is to be a credible source of funding for biodiversity conservation and natural resources management in Uganda. This goal is delivered through three Development Objectives:

1. To build UBTF credibility and capture a niche in the biodiversity conservation and Natural Resources Management arena.
2. To build UBTF capacity to deliver its Mission.
3. To mobilize and avail financial and other resources.

In pursuit of objective 1 and 3, UBF, with support from USAID, through USAID / UBTF Activity cooperative agreement with Wildlife Conservation Society (WCS), has completed its second granting cycle. The overall objective of this cycle was to use different appropriate granting amounts, develop projects and implement interventions that result in significant conservation outcomes and to document lessons and experiences learned in order to improve the organisational programming generally and the grant making policy specifically.

The program's priority focus was the Key Biodiversity Areas of the Albertine Rift in western Uganda. The target was two thematic areas, namely Biodiversity Conservation and Climate Change Adaptation and Resilience. Through a competitive process, UBF awarded grants to six sub-grantees, to implement projects from February to September 2019. The projects implemented included:

1. Promoting Coexistence between Humans and Plant Diversity in and around Kibale Forest in Kamwenge District by African Volunteers Association (AVA).

2. Habitat Restoration and Alternative Livelihoods to Conserve Chimpanzees on Community Land in Uganda (Hoima) by Bulindi Chimpanzee & Community Project (BCCP).
3. Biodiversity Conservation & Climate resilience around Bugoma Central Forest Reserve (Hoima) by Environmental Conservation Trust of Uganda (ECOTRUST).
4. Human Wildlife Conflict Resilience Fund II: A community led compensation mechanism for wildlife caused damage and or injury (Kikuube, Hoima) by the Jane Goodall Institute (JGI).
5. Positioning Communities at the Centre of Budongo's Biodiversity Promotion (Masindi) by Mid-Western Region Centre for Democracy and Human Rights (MICOD).
6. Green Clubs Energy Efficiency Project (Kyangwali Refugee Settlement, Hoima) by Raising Gabdho Foundation (RGF).

## **2. Overall Objective of the Assignment**

The overall objective of the assignment is to evaluate the second round of the grants program covering the period of February to September 2019. The evaluation is expected to cover the following;

- a) Assessing effectiveness of the grants program, i.e. the entire process of granting, including monitoring and evaluation process as well as close out of sub-grantees' projects.
- b) Confirming sub-grantees achievement of targeted outputs / outcomes. UBF will, based on this evaluation, streamline the relevant procedures and develop the next round of projects based on lessons learnt.
- c) Assessing effectiveness, impact and sustainability of sub-grantees' projects — assess projects' success. UBF will, based on the conclusion and recommendation of the assessment strengthen projects design and implementation with grantees in the next round of awarding and implementation of projects to achieve conservation targets.

## **3. Requested Services**

Under the supervision of the Programs Manager, over the period between 5<sup>th</sup> and 31<sup>st</sup> December 2019, the consultant will be expected to do the following tasks in a maximum of 15 person days.

1. Review and technically advice on the entire granting process of the grants program, including the following;
  - a. proposals development structure/form;
  - b. projects implementation process including the monitoring and evaluation frameworks;
  - c. monitoring and evaluation process and reporting;
  - d. grants/projects close-out process;
  - e. technical assistance to the grantees, structured on a demand driven basis.

2. Design an overall generalised (Organisation level), and yet practical system, targeting monitoring and evaluating sub-grantees project implementation and performance as well as closing out, with regard to the following key aspects:
  - a. What needs to be measured at organisational level?
  - b. What is the most appropriate source of information that needs to be collected?
  - c. How to collect the information and how often?
  - d. How to most efficiently store and analyse the collected data?
  - e. What is the most effective process to close out sub grants / projects?
3. Analyse sub grantees projects' and the grants program success, compile lessons learned, challenges faced and best practices obtained, which will inform UBF's next programming. The significance of the evaluation is on learning lessons in order to know what worked or did not work, so as to inform future planning.

The Consultant is expected to:

1. Study the relevant documents (including but not limited to the projects' documents, contractual agreements, grants manual, and reports).
2. Review the M&E needs of the Programs Department and propose the means through which they can be met, i.e.
  - a. Develop generalised forms for capturing quantitative and qualitative data and for periodic reporting.
  - b. Identify means of verification that UBF can use to confirm performance.
  - c. Design simple ways and means to store such information and the pathways for dissemination of that information.
3. Document lessons learned, challenges faced and best practices obtained during implementation of the grants program.
4. Produce a report covering all the aspects identified in these ToR and present it to UBF Management.

#### **4. Expected Deliverables**

Consultancy report in line with the ToR.

#### **5. Required Competencies**

The expert must have:

1. A graduate degree in Biodiversity Conservation or Natural Resource Management or equivalent, plus postgraduate qualifications in Monitoring and Evaluation.
2. Proven experience in M&E, particularly in the context of biodiversity conservation and / or rural development projects.
3. Knowledge of and experience in granting, project / program evaluations, project cycle management and well versed in logical frameworks.
4. Excellent communication and writing skills.

## **6. Timing and Logistics**

The Consultant is expected to travel to each of the six project / grantee sites. Given the limited time, the Consultant will be expected to prepare the trips so as to allow coverage of all six sites in one go. A tentative schedule should be included as part of the technical proposal. It will be subject to approval before the consultant visits the said project sites.

## **7. Application Procedure**

Interested candidates should send their technical (maximum 2 pages) and financial (½ page) proposals, and a detailed CV of no more than four pages, to the email below, no later than Close of Business on Friday November 29<sup>th</sup>, 2019

Email: [info@ugandabiodiversityfund.org](mailto:info@ugandabiodiversityfund.org)