



## Call for Consultancy service

### Training on Greenhouse Gas Inventories (GHGI) in the Key Greenhouse Gas Sectors of Uganda (Agriculture, Forestry, Energy, IPPU, Transport, and Waste)

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**Opening Date:** 08<sup>th</sup> September 2025

**Closing Date:** 29<sup>th</sup> September 2025

**Location:** Africa Innovations Institute, Kampala, Uganda

**Electronic Submission:** [procurement@afrii.org](mailto:procurement@afrii.org); copy to [cbit.mwe@afrii.org](mailto:cbit.mwe@afrii.org) and [info@afrii.org](mailto:info@afrii.org)

#### 1. General Background

The Africa Innovations Institute (AfrII) is a not-for-profit, non-governmental center of excellence in agricultural innovations. Established in 2005, AfrII undertakes research and innovations development on agriculture and food systems to ensure a sustainable increase in smallholder farmers' income, food and nutrition security as well as environmental sustainability in Eastern and Central Africa.

The Government of Uganda received funding worth USD 1.5 m from the Global Environment Facility (GEF) through Conservation International (CI) to support the implementation of the second phase of the Capacity Building Initiative for Transparency (CBIT II) project. The CBIT II project was launched on 1st November 2024. The Ministry of Water and Environment is implementing the project through the Climate Change Department (CCD) in partnership with Africa Innovations Institutes (AfrII).

This project is a phase two (CBIT II) and is a follow-on to the first CBIT project in Uganda (GEF ID 9814), which focused on building capacities for data collection and processing for GHG Inventories, as well as the formalization of institutional arrangements for the collection and management of such information. It builds on achievements and lessons learnt from the first project which laid a foundation on formalization of GHG data and information-sharing process in which a formal inter-ministerial Cooperation Agreement, as well as MOUs with relevant sectors, were signed.

The main objective of this project is to strengthen the institutional and technical capacity of Uganda to respond to the Enhanced Transparency Framework (ETF) requirements of the Paris Agreement (PA). The project has four main components:

- I. Strengthening institutional capacity for improved transparency over time
- II. Strengthening the technical capacity of state and non-state actors for enhanced transparency reporting
- III. Learning and Knowledge Sharing
- IV. Monitoring and Evaluation

The approved Project Document can be accessed [HERE](#).

The project has already conducted a Comprehensive Capacity Needs Assessment with a capacity building plan which will support on development of training needs assessment and plan to execute the assignment. The Comprehensive Capacity Needs Assessment can be accessed from AfrII.

## **2. Objective of this Assignment**

The objective of this assignment is to conduct hands-on training in methodologies for GHG Inventory (GHGI), and Measuring Reporting and Verification (MRV).

## **3. Target audience**

The target audience will include staff of the Climate Change Department, Ministry of water and Environment, GHG sector hub (AFOLU, Energy, IPPU, Transport and Waste) members responsible for compiling and managing the sector GHG inventories, members of academic and research institutions, representatives of the private sector and Civil Society Organizations.

## **4. Location of Task/Applicable Trips**

The consultant shall work from their base of operations and will be required to make visits to identified stakeholders' organizations in Uganda as necessary. The stakeholders are mostly located within the Kampala Metropolitan Area. Trainings on measurements with Gas Chromatography will be conducted at the Africa Innovations Institute in Kampala.

## **5. Key Tasks**

Under the overall supervision of the Technical Lead CBIT II Project at the Africa Innovations Institute (AfrII), and GHG/MRV Expert, and in close collaboration with the Climate Change Department of the Ministry of Water and Environment (CCD-MWE), the consultant will perform the following tasks:

1. Identify sector-specific gaps and training needs including those of Government/state and non-state sectors (private sector, Civil Society Organization, and academia);
2. Develop a gender-sensitive training plan for delivering the assignment;
3. Develop sector-specific training manual(s) and materials for field data collection, processing and reporting;

4. Carryout training on preparing sector-level GHG inventories based on the Modalities, Procedures and Guidelines (MPGs) of the Enhanced Transparency Framework (ETF);
5. Conduct training on gender-disaggregation in GHG data collection, processing and reporting;
6. Conduct training on collecting and analyzing GHG sample concentrations using Gas Chromatography;
7. Support the trainees to improve the existing sector-specific GHG Inventories and improvement plans;
8. Using the data collected in the above processes, support the trainees to develop at least three country-specific emission factors in selected sectors;
9. Using emission factors developed in (8) above, support the Sector hubs to recalculate GHG inventories developed in (7) above;
10. Improve the existing content management and collaboration platform for enhanced data sharing.

## **6. Deliverables**

1. Inception report detailing the understanding/ interpretation of the ToRs; the methodology of carrying out the assignment; work plan and implementation schedule as agreed upon with AfrII, and CCD-MWE .
2. A training manual and materials on field data collection, processing and transmission across the six key emission sectors (Two hard copies and soft copies).
3. A training plan on field data collection, processing and transmission from the six emission sectors to the national data sharing platform at the CCD-MWE.
4. Training report with lists of participants
5. At least three country-specific emission factors for selected sectors for at least three emission sectors developed
6. Updated sector-specific GHG inventories and improvement plans
7. The data sharing platform for transmitting GHG data from the Sector Hubs to the national MRV system at the CCD-MWE updated

## **7. Required Skills and Experience**

AfrII is seeking a team of experts or a firm with the following qualifications to perform the work described above.

- i. The team/firm will have at least a minimum of 10 years' experience in the field of climate change, environment conservation/management, Greenhouse gas concepts and Measuring, Reporting and Verification systems;
- ii. Experience in developing GHG/MRV system;
- iii. Experience in training on the GHG/MRV data collection, tracking and reporting;
- iv. A gender inclusive team with a blend of international and local (Uganda) expert(s) is most preferred;
- v. Experience working with non- state actors (civil society organizations, private sector and academia) will be desirable;

- vi. Substantial experience working on GEF-funded projects under the climate change, particularly the area of climate transparency;
- vii. Demonstrable experience working with Conservation International and the Government of Uganda is an added advantage.

## 8. Estimated Budget and Reporting

- a) **Format:** budgets must be prepared and submitted in Microsoft Excel and should explicitly show all units (e.g., labour days, unit costs e.g., loaded daily rates etc.), and total costs. Excel files should be “unlocked” to show the calculations.
- b) **Included costs:** budgets should include lines for:
  - i. **Labour**, by individual expert, in person-days, multiplied by either a base daily pay (in US dollars) or a “loaded” daily pay (e.g., inclusive of fringe benefits, other indirect costs, or fee). Proposed daily rates must be in accordance with the qualifications represented in the resumes of the named individuals.
  - ii. **Other direct costs**, including costs for items like telephone, internet, photocopying, small office supplies, etc. (if required).
  - iii. **Professional services or subcontracts**, if the applicant will engage experts who are not direct employees of the Firm, then, as with Item 3.1 above, these lines should list individual expert, in person-days, multiplied by either a base daily pay (in US dollars) or a “loaded” daily pay (e.g., inclusive of fringe benefits, other indirect costs, or fee). Proposed daily rates must be in accord with the qualifications represented in the resumes of the named individuals.
- c) **Budget Justification:** a budget narrative must accompany the budget spreadsheet, justifying proposed costs.
- d) **Currency:** The budgeted should be in United States dollars.

AfrII is calling for applications from a team of individual consultants or registered consulting firms to submit bids with a Technical and Financial proposal covering the details described in this tender. The proposals must be written in English.

## 9. Instructions for Submission of proposals

Interested bidders should submit their applications (hard or soft copies) to:

The Technical Lead, CBIT II Uganda Project,

1. Africa Innovations Institute, Plot 1544, Koiri Close, off Old Kiira Road Bukoto, Kampala Uganda

or

2. Email: [procurement@afrii.org](mailto:procurement@afrii.org), [cbit.mwe@afrii.org](mailto:cbit.mwe@afrii.org) copy to [info@afrii.org](mailto:info@afrii.org)

- **Cover and signature:** Applicants should submit their proposals with a cover letter signed by an authorized representative of the applicant in the case of teams or institutions.
- **Expert table:** proposals should include a table with the name, position title, and level of effort (in person-days) of all individual(s) proposed to work on the project.
- **Resumes:** proposals should include the resume of all named personnel corresponding to the tasks listed in item 6 above.
- **Timeline:** proposals should include a work plan with detailed activities according to the deliverables indicated above.
- **Right of award:** Afrii may reject any or all bids that are not responsive to the Scope of Work.
- **Deadline for Submission:** The deadline for submission of the bids is **29<sup>th</sup> September 2025; 5:00 pm (EAT)**
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## 10. Evaluation and Selection Criteria

Afrii will evaluate proposals based on the following criteria:

Criterion	Score/100
<b>Demonstrated experience</b> in establishment of greenhouse gas inventories in Agriculture, Forestry and other land Uses (AFOLU), Industrial Processes and Products Use (IPPU), Waste, Energy and Transport Sector; Measuring Reporting and Verification System (MRV), Capacity building and training on GHGI and MRV in developing country context preferably Africa, establishment of GHG data sharing platforms, UNFCCC reporting, IPCC methodologies, Gender and climate action, and multi-stakeholder engagements.	45
<b>Relevant technical expertise</b> to the project, including but not limited to: Climate Science, Biodiversity and Environment, Sociology and Gender	15
<b>Experience</b> working with the Government of Uganda, on GEF funded Projects, and with Conservation International	15
<b>Appropriate budget</b> demonstrating appropriate allocation of labour days in relation to tasks and deliverables; appropriate consultant daily rates in relation to qualifications; appropriate other direct costs in relation to the scope of work; and overall cost effectiveness.	25
<b>Total</b>	<b>100</b>

## **Confidentiality**

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals.

**Gender consideration** – Africa Innovations Institute is an inclusive non-discriminative institution committed to gender equality and promoting inclusivity. Women are encouraged to apply.

**Prohibited practices and institutional policies**- The offerors should ensure that they comply with AfrII, CCD-MWE, and CI-GEF policies on anti-corruption, anti-terrorism and other prohibited practices

([https://www.conservation.org/docs/default-source/gef-documents/prohibited-practices.pdf?sfvrsn=f1e1d9f3\\_0](https://www.conservation.org/docs/default-source/gef-documents/prohibited-practices.pdf?sfvrsn=f1e1d9f3_0))