



CONSERVATION  
INTERNATIONAL



## Call for Consultancy:

### Development of Cooperation frameworks between state and non-state entities for sharing data on greenhouse gasses in Uganda

#### TERMS OF REFERENCE

**Opening Date:** 19<sup>th</sup> September 2025

**Closing Date:** 6<sup>th</sup> October 2025 (12:00 pm EAT)

**Location:** Africa Innovations Institute, Kampala

**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 has 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 requirements of the Paris Agreement. 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](#).

## 2. Objective of this Assignment

The objective of this assignment is to develop and validate gender sensitive Memoranda of Understanding and / Cooperation Agreements between Greenhouse gas sector Lead Agencies and non-state actors (NGOs, CSO, CBO, private sector and academia) for enhancing access to and sharing of GHG data between state and non-state actors in the six emission sectors (Agriculture, Forestry, Energy, Industry, Transport, and Waste).

### Activities

Under the overall supervision of the Project Management Unit at AfrII and in close collaboration with the Climate Change Department of the Ministry of Water and Environment, the consultant will perform the following tasks:

- i. Review the existing GHG data sharing Memoranda of Understanding, Cooperation Agreements, policies, laws, regulations, guidelines, and other literature to identify institutional and legal frameworks necessary for the cooperation between government and non-state (private sector, civil society organization and academia) institutions on collecting, processing and sharing greenhouse gas data and/ information.
- ii. Conduct consultative meetings (physical and online) with key stakeholders and informants to enrich the information obtained in (1) above.
- iii. Develop Cooperation frameworks (MoUs/Agreements) between the sector Lead Agencies and their respective non-state partners, with defined roles and responsibilities; clear inter-sectoral and institutional arrangements.
- iv. Develop guidelines on GHG data sharing between the Sector Lead Agencies and their data providers including the state and non-state institutions, to support operationalization of the Cooperation frameworks
- v. Submit the draft Cooperation frameworks and the Data sharing guidelines for review and approval
- vi. Facilitate stakeholder validation meeting for improving the Cooperation frameworks and the Data sharing guidelines
- vii. Participate in the Public launch of the developed cooperation frameworks and guidelines

## 3. Scope of Work

The six GHG sectors and their corresponding Lead Agencies with which the frameworks will be signed are as follows;



- i. Agriculture: Ministry of Agriculture, Animal Industry and Fisheries (MAAIF)
- ii. Forestry: Ministry of Water and Environment (MoWE)
- iii. Energy: Ministry of Energy and Mineral Development (MEMD)
- iv. Industry: Ministry of Trade, Industry and Cooperatives (MTIC)
- v. Transport: Ministry of Works and Transport (MoWT)
- vi. Waste: National Environment Management Authority (NEMA)

The non-state institutions under consideration for cooperation in GHG data sharing with the above sector Lead Agencies include: academia (Universities and research institutions), Civil Society Organizations/Non-government Organisations, Community-Based Organizations, and the private sector (commercial institutions, Companies). All these actors should have a significant amount of activity data or information that can be used to enhance the national GHG inventory; Monitoring Reporting and Verification (MRV) for enhanced, transparent reporting.

#### 4. Deliverables

- i. Inception report outlining methodology and timeline.
- ii. Summary report on key literature informing the cooperation frameworks (3-5 pages max).
- iii. Draft cooperation framework documents (at least 6)
- iv. Stakeholder consultation report.
- v. Final cooperation framework documents ready for endorsement and signing (at least 6).

#### 5. Reporting modalities

The Consultant will work under the overall guidance of the Technical Lead CBIT II Uganda Project based at the African Innovations Institute with day-to-day supervision by the PMU team in close collaboration with the CCD-Ministry of Water and Environment.

#### 6. Duration of consultancy

The assignment is expected to take **30 working days** spread out in **3 months**. The assignment is expected to be completed by **31<sup>st</sup> December 2025**.

#### 7. Education

- At least a Master's degree in, Law and any other related field.
- Additional qualification in Sociology, Gender studies is added advantage

#### 8. Experience

- a. Minimum five years' experience in development and validation of legal frameworks such as; MoUs, Cooperation Agreements and others
- b. Demonstrated experience working with multi-sector stakeholders including government and non-state actors (civil society organizations, private sector and academia) is key



- c. Experience in delivering gender sensitive engagements/assignments
- d. Substantial experience working on GEF-funded projects under the climate change, particularly the area of climate transparency
- e. Demonstrable experience working with Conservation International and the Government of Uganda is an added advantage.
- f. Knowledge of relevant national and international climate change policies and frameworks, including: NDCs, UNFCCC, IPCC guidelines, NCCP, NAMAs etc.

## 9. Application process

Interested and qualified candidates should submit their technical and financial proposal no later than **6<sup>th</sup> October 2025 (12:00 pm EAT)**

**Physical Submission:** Africa Innovations Institute (AfrII) Bukoto, Kampala.

**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)

**Timeline:** proposals should include a work plan with detailed activities according to the deliverables indicated above.

### **Budget**

A budget narrative must accompany the budget spreadsheet, justifying proposed costs.

**Currency:** The budget should be in Uganda Shillings

AfrII will cater for costs of the validation workshop

Incomplete application and applications received after the deadline will not be considered. Only successful candidates will be notified

**Right of award:** AfrII may reject any or all bids that are not responsive to the Scope of Work.

## 10. 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.

## 11. Gender Consideration

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

## 12. Prohibited practices and institutional policies



The consultant(s) should ensure that they comply with AfrII, CCD-MWE, and CI-GEF policies on anti-corruption, anti-terrorism and other prohibited practices see details on the link below:  
[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)

## Evaluation and Selection Criteria

AfrII will evaluate proposals based on the following criteria:

Criterion	Score/100
<b>Demonstrated experience</b> in development and validation of legal frameworks such as; MoUs, Cooperation Agreements and others Experience in working with multi-sector stakeholders including government and non-state actors (civil society organizations, private sector and academia) is key Experience in delivering gender sensitive engagements/assignments	45
<b>Relevant technical expertise</b> to the project, including but not limited to: Law, 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>