

TERMS OF REFERENCE (ToR)



For a world without hunger

For

Developing Lokok River sub catchment/watershed plans.

Country:	Uganda
Project Holder:	Welthungerhilfe (WHH)
Project Title:	Protection and conservation of the Lokere and Lokok watersheds through advocacy and practical demonstration, Uganda
Project Number:	UGA 1150
Project Period:	1 st April 2025 – 31 st December 2027

Date of call: 27 June 2025

Closing date: Tuesday 15th July 2025 at 05:00pm

1. INTRODUCTION AND CONTEXT:

a) About Welthungerhilfe:

Deutsche Welthungerhilfe e. V. is one of the largest non-governmental organizations in Germany, operating in the sectors of humanitarian assistance and development. It was established in 1962 as the German section of the "Freedom from Hunger Campaign", one of the world's first initiatives aimed at eradicating hunger.

Welthungerhilfe's work remains dedicated to the following vision: all people have the right to a self-determined life in dignity and justice, free from hunger and poverty. This commitment spans from rapid disaster relief to reconstruction and long-term development cooperation projects with national and international partner organizations.

In Uganda, Welthungerhilfe began operations in 1986, establishing a country office in 2002. The organization works with and for the people of Uganda, providing technical and financial support in areas such as food and nutrition security, youth skills development, water, sanitation, and hygiene (WASH), women's empowerment, ending gender-based violence (GBV), and promoting gender equality. In collaboration with the Government of Uganda and national and local non-governmental organizations, Welthungerhilfe runs projects in five sub-regions: West Nile, Karamoja, Teso, Central, and Western.

b) About the Project

Welthungerhilfe with funding from the German Federal Ministry for Economic Cooperation and Development (BMZ) is implementing a 36-month (2025-2027) project titled **Protection and conservation of the Lokere and Lokok watersheds through advocacy and practical demonstration, Uganda**. This third phase of the project (UGA 1150) follows the first and second phases which were implemented between 2018 to 2024. This project aims to strengthen watershed management in Uganda through policy reforms and their implementation at national level. It contributes to the achievement of the national development goals, and the Sustainable Development Goals by 2030.

The project works in the Kyoga Basin, precisely in the Lokere and Lokok catchments. The Lokok catchment covers 5,521 km² and the Lokere Catchment covers 8,156 km² in north-eastern Uganda. The Lokok Catchment covers the districts of Kaabong, Kotido, Abim, Napak, and Amuria districts, while Lokere covers districts including Kaabong, Moroto, Kotido, Napak, Nabilatuk, Amuria, Kapelebyong, Katakwi, and Soroti, with an estimated population of 1,080,703 people.

However, Phase 1 and 2 of the projects were implemented in Lokere catchment in Moroto, Nabilatuk and Napak Districts in Karamoja Region.

Target Groups

Micro level: The direct participants of the project are the population in the water catchment areas of Lokere and Lokok in the districts of Moroto (approx. 100,000 people), Napak (approx. 45,000 people) and Kotido (approx. 250,000 people).

Meso-level: The direct target group consists of 1,070 people, including representatives of the watershed management organization, which is made up of research institutes, the private sector, religious and cultural institutions, civil society organizations, political and technical authorities of the districts, and the decentralized legal institutions. These people will be trained in the further implementation of the management plans for the Lokok and Lokere river basins.

Macro-level: The direct target group will be around 80 people from the MWE as well as from other line ministries such as the MAAIF, the Ministry of Equality, Labour and Social Development (MGLSD) and the Ministry of Local Government. At the macro level, universities/research institutions, the private sector and WASH networks such as UWASNET and the Uganda WASH Agenda for Change Forum are also involved.

Indirect participants include approximately 810,000 people living in the Lokok and Lokere catchment areas where the project is being implemented, as well as an estimated 45 million people in Uganda's four water management zones who will benefit from the project-supported policy reforms to protect water sources.

Key Results of the project

The project is focusing on two key goals:

1. Improved enabling environment at national level which considers governance, gender, and socioeconomic aspects for sustainable management of Water and Environment Resources (Macro level).
2. Improved livelihoods in Lokere and Lokok watersheds through strengthened Catchment management planning and implementation (Meso and Micro levels).

To achieve the above goals, the project intends to focus on the following result areas.

1. Review water and environmental policies and plans to strengthen climate resilience, governance, gender, and socioeconomic aspects (Macro).
2. Build National level capacity for implementation of the Catchment based Integrated Water Resource Management guidelines (Macro).
3. Strengthen Lokere and Lokok watersheds management institutions to protect and sustainably manage natural resources through the support of the local population, line ministries and politicians (Meso).
4. Implement adaptation measures to protect, restore and conserve local ecosystems in the Lokere and Lokok watersheds mainly through local actors.

2. PURPOSE OF THE ASSIGNMENT

The main purpose of this assignment is to develop sub catchment plans for Lokok River under the direct supervision of the Head of Project and the Ministry of Water and Environment.

Specific Objectives of the Assignment

1. To develop 3 sub-catchment Management Plans for the Upper and Middle parts of the catchment with specific environmental and hydrological characteristics.
2. To identify specific sub-catchment interventions for sustainable water, rangeland/natural resource management in the upper and middle Lokok sub catchments.
3. To conduct a stakeholder's analysis, including stakeholder participation framework.
4. To generate maps indicating resources and where the various interventions will be implemented.

3. SCOPE OF THE ASSIGNMENT

Time frame: The duration of the assignment is 30 working days. The Consultant(s) will be required to begin by 21st July 2025.

Geographical area: The study shall be conducted in the 4 Districts of Napak, Kotido, Kaabong and Abim, in the Lokok Catchment.

Stakeholders: The key stakeholders for this study will include the Lokok Water Catchment Management/Technical Committee members, Kyoga Water Management Zone staff, Ministry of Water and Environment staff, NGOs operating in the catchment, Cultural Institutions, local communities of respective sub catchments, District and Sub County Local Government Technical staff and Political leaders, and Welthungerhilfe staff.

4. USERS OF THE PRODUCT

The Primary users of the Lokok sub catchment plans will include: Welthungerhilfe, Project participants, respective District Local Governments of Kaabong, Kotido, Abim and Napak, Implementing partners (TBD) and the Donor (BMZ).

The secondary users will be the relevant Government of Uganda Authorities, Ministry of Water and Environment, NGOs and other players in the project Region and respective sectors.

5. METHODOLOGY

The development of Lokok sub-catchment management plans is part of strengthening institutions and stakeholders, a critical step in contributing to the implementing of protection and conservation measures at all levels.

The consultancy team(s) will employ a participatory process in the development of the sub catchment management plan using both qualitative and quantitative methods of data collection where applicable. The process should take into consideration gender inclusiveness and integration of local knowledge and science.

- Inception meeting: The consultant Team will meet with Welthungerhilfe and MWE Teams to discuss and agree on the scope and priorities, including required project materials.
- Literature review: The consultant will review project documents such as the project proposal, Lokok catchment management plan, IWRM guidelines, and others.
- Field visit to the 4 districts to collect data and documentation of the draft report
- Debrief meeting to present preliminary findings, analysis and recommendations of the assignment to Welthungerhilfe and MWE prior to the validation meeting.
- Validation meeting to present the second draft (findings, analysis and recommendations) of the assignment to all stakeholders (Welthungerhilfe, MWE, DLGs, and Development partners to gather critical input and feedback to improve the SCMPs and the final report.
- Submission of the final report in soft copy after incorporating feedback within one week following completion of the process.

6. KEY DELIVERABLES

The following are the key deliverables expected from the consultant during the assignment. Specific reporting deadlines will be discussed and agreed upon with the consultant during the inception meeting.

- i. Inception report: Outlining consultant understanding of the assignment, detailed methodology, workplan and tools to be used.
- ii. Draft sub-catchment management plans for upper and middle Lokok river catchment.

- iii. Debrief meeting: presentation of preliminary findings, analysis and proposed interventions to Welthungerhilfe and MWE teams.
- iv. Validation Workshop: summary of stakeholder feedback gathered to improve the SCMP
- v. Final SCMP plans
- vi. Maps and Visual aids

7. REQUIRED EXPERTISE

- A master's degree in IWRM, Climate Change and Development, Natural Resources Management or Environmental Science. Broad scientific understanding of IWRM, environment/natural resource management, renewable energy, adaptation and mitigation in the context of climate change.
- Experience and Knowledge of Catchment based Integrated Water Resources management (CbIWRM) in Uganda is essential.
- Experience in developing water catchment management plans.
- Demonstrated writing and analytical skills.

8. TECHNICAL AND FINANCIAL OFFER

Applicants have to provide:

A technical and financial proposal

a) The technical section of the proposal should address the perceived feasibility of the Terms of Reference (ToR). Additionally, it should provide a brief overview of the overall design and methodology of the consultancy, along with a work plan or any adaptations to the existing work plan. The submission should also include the consultants' CVs, references, and at least one written report from a previous similar assignment.

b) The financial section should present a proposed budget for complete consultancy. This should detail the fees per working day (plus applicable VAT), the number of proposed working days, and any additional costs (e.g., visa expenses). Proof of professional registration and taxation is also required, such as providing the tax number.

- The consultant(s) are responsible for obtaining all necessary insurances.
- Welthungerhilfe will provide soft copies of relevant documents.
- Welthungerhilfe staff will assist with community entry and establish contacts with other interviewees.
- Materials for workshop facilitation will be supplied by Welthungerhilfe.
- Translators, if required, will be arranged by Welthungerhilfe.
- The consultant(s) are required to provide their own laptops.

Offers will be accepted from individual consultants, commercial companies, NGOs and academia until 05:00pm on Tuesday 15th July 2025, through the eTender portal, tender ref: RFT 397010 - UGA 1150/026/2025

Please note that before choosing the winning offer, Welthungerhilfe may invite the top-ranked offers for an interview.

EVALUATION CRITERIA

S/N	Evaluation Criteria	Max Score (%)
1	Understanding the Term of Reference	15
2	Proposed methodology	20
3	General experience of a consultant on similar assignments	15
4	Qualifications of a Consultancy team	10
5	Ability to deliver in Time	5
6	Detail of activities and requirements	5
7	Realistic Financial Proposal	20
8	Payment mode	5
9	Evidence of paying taxes	5
Total Score		100

KEY REFERENCES /ANNEXES:

Annex 1: Format of Technical Proposal (Max 10 pages)

- Cover page
- Preliminary pages
- Introduction/Background
- Understanding of /comments on the ToRs
- Capability statements
- Deliverables
- Methodology (design, sample size, data quality control, research ethics, composition & qualifications of team members, work schedules)
- Related assignments
- Implementation schedule/Planning matrix
- Appendices (e.g., report of past assignment, certificate of completion, CVs/Resumes of consulting team etc.)

Annex 2 : Format Financial Proposal (Max 3 pages)

- Financial bid submission sheet (addressee, the total price of the bid, name of submitting person and his or her capacity, signature of submitting person and date of submission).
- Summary of bid price (technical fees, reimbursable, miscellaneous expenses & appropriate tax that applies (withholding or income tax)
- Breakdown of technical fees (positions, days for work, daily rate & amount)
- Breakdown of reimbursable (transport, communication, stationery, training, Per diem etc.)

- Breakdown of miscellaneous expenses
- Term of payment and currency.

Tender accessible through this link.

<https://eu.eu-supply.com/app/rfq/edittransaction.asp?TID=397010>

Please note that before choosing the winning offer, Welthungerhilfe may invite the top-ranked offers for an interview.

Contact person details for any inquiries: procurement.uganda@welthungerhilfe.de

Mode of Application

- Applications should include a proposal, evidence of experience in similar assignments, Reference
- Applications shall be received through the eTender system. Upload your application online on the eTender Portal under tender ID: Tender ID: Tender Ref: RFT 397010 - UGA 1150/026/2025: Follow the link below;

<https://eu.eu-supply.com/app/rfq/edittransaction.asp?TID=397010>

Deadline for application is **(17:00hrs) Tuesday 15th July 2025.**

Guide on how to access e-Tender system by first time users, you will need to register first. Then log in and click on the link to tender you are interested in:

Go to: *New Supplier Registration*. Fill in the form and save- if completed. >Back to Login >Put the correct password you have registered.>Accept terms & Conditions>Then click *Public RFT* and select your RFT of interest, Click *Accept*; then go under Documents and click *Access documents*.

To submit: Follow the same link and Go to My Response <attach documents>upload >done> *Submit response*>

Other General Welthungerhilfe Request for Quotation/ Proposal and Purchase terms.

Welthungerhilfe reserves the right to hire one or more consultants depending on the need.

- Welthungerhilfe is a Withholding tax agent, thus the resultant order / Contract will be subject to WHT per Cap 340 of Uganda Income tax Act. If the Supplier/ contractor is not WHT-exempted, then Welthungerhilfe is obliged to deduct (6% for nationals and 15% for non -Ugandans) of the contract sum and transfer the amount directly to U.R.A. If exempted, proof of exemption should be presented.
- Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373(2001) and the European Union,

Welthungerhilfe is firmly committed to the international fight against terrorism and against the financing of terrorism. It is the policy of Welthungerhilfe to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, Welthungerhilfe will match their suppliers and Service providers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this. Please fill in your details in the screening form provided under this tender.