

Terms of Reference for Consultancy on Logistics and Arrangements for CPDE/Faith Based Constituency Training Event in Kampala, Uganda

Kampala, Uganda

Proposed date of workshop: *7-9th Nov 2017*

Introduction to Project Concept

Project Description

This project's goal is to ensure that faith leaders and communities in East Africa understand the importance of and engage on development effectiveness, Agenda 2030 and the national and global planning processes to deliver them. Currently faith based organisations, although often wielding substantial resources and activities, are not sufficiently involved in the development community at national level.

The specific outcomes we are looking for are:

1. To have trained key leaders and staff from FBO networks across four countries in East Africa- Kenya, Uganda and Tanzania to understand the principles and implementation of development effectiveness and Agenda 2030.
2. To have enabled national FBO networks to have engaged with and contributed to national development processes at a national level .

Activities.

The envisaged activities include:

1. A regional training/learning exchange meeting in Kampala for up to 25 people to which faith networks and apex organisations will be invited to for three days. Support will be provided for travel costs and accommodation within a budget. Depending on the demand, some organisations may need to contribute to costs.
2. After 2-3 months a follow up one-day meeting will be held in the capital of each participating country to provide learning exchanges at national level and develop further coordinated planning for engagement between and within different faith groups. We expect these meeting to be for up to 12 people.

Purpose of this consultancy:

On behalf of the Faith Based Constituency Steering Group¹, to organize and implement all the logistical and practical arrangements for the regional training event in Uganda, and assist with the 3 in-country preparatory trainings

¹ ACT Alliance, Brot fur die Welt, Caritas Internationalis, Islamic Relief Worldwide, Lutheran World Federation

Key tasks and deliverables:

Within the agreed budget parameters:

- Identify and secure a suitable venue for the training in or around Kampala. The applying consultant should ideally suggest a proposed venue in Kampala within the proposal if possible.
- Organise the catering (refreshments, coffee breaks, lunch)
- Organise required technology and communications equipment
- Organise in country transport for participants as required on arrival and departure
- Organize compensation to participants for approved travel costs incurred in attending the training, ensuring all expenditure is covered by valid receipts.
- Organize one evening dinner event for the whole group of participants

Key responsibilities:

- To work with ACT Alliance and the SG to agree the budget, and stay within this
- To undertake security risk analysis and communicate this to SG
- To coordinate fully with the Training Consultant in terms of what the event will require

Time commitment:

We expect that the project will last 4 months with activity starting in late August with the securing of a venue and the identification of participating organisations with the help of the agencies on the steering group and capacity particularly needed around the week of the November meeting and a strong communications coordination provided throughout.

Remuneration:

Funding may be claimed for identified costs in advance at stages throughout the project. Subsequent payments will be dependent on proper reporting and accounting for expenditure. Funding for the event comes from CPDE and will be managed by Act Alliance secretariat.

Applying as a consultant

If you are interested in managing the project activities identified within the key tasks and deliverables section above, please send a response according to the criteria outlined below by 16th August 2017 by email to:

Alison Kelly, ACT Alliance

Email: alison.kelly@actalliance.org

CONSULTANCY CONTRACT

All potential applicants must submit a proposal containing the below three points and fill in the table beneath in **Appendix 1** to help collate key data pertaining to this tender. The applicant must be clear about other expenses being claimed in relation to this consultancy and these must be specified clearly.

For this consultancy all applicants are required to submit:

- A covering letter with a company profile(s) of all stakeholders and the CV of the lead consultant(s).
- A proposal including, planned activities, methodology, deliverables, timeline, and cost proposal (including expenses) are expected. See below appendix 1 table for costs summary.
- Other relevant supporting documents should be included as the consultants sees fit.

All applicants must have permission to operate in Uganda

TENDER DATES AND CONTACT DETAILS

All proposals are required to be submitted by **Wednesday 16th August 2017** pursuant to the attached guidelines for submitting a quotation and these be returned to alison.kelly@actalliance.org

For any issues relating to the tender or its contents please email directly to [Alison or other named colleagues detailed in Appendix 1](#)

Following submission, Act Alliance may engage in further discussion with applicants concerning tenders in order to ensure mutual understanding and an optimal agreement.

Submissions must include the following information for assessment purposes.

1. Payment terms (payment normally made within 28 days of invoice)
2. Full breakdown of costs including expenses and any VAT
3. References (two are preferred)
4. Technical competency for this role
5. Demonstrable experience of similar work carried out successfully

APPENDIX 1

Please fill in the table below. It is essential all sections be completed and where relevant additional expenses be specified in detail. In case of questions about how to complete the table below, and for further clarifications and enquiries the following people may be contacted:

<p>Alison Kelly Act Alliance Email: alison.kelly@actalliance.org Office: +1 212 867 5890, ext 303 US Cell: +1 347 443 4434 UK mobile: +44 (0)7900 007713</p>	<p>Eva Ekelund Church of Sweden E-MAIL: eva.ekelund@svenskakyrkan.se TELEPHONE: +46-18-+46-18-169822 MOBILE PHONE: +46-18-+46 70 2835656</p>
<p>Atallah FitzGibbon Islamic Relief Worldwide atallah.fitzgibbon@irworldwide.org Office: +44 121 6220722 Mobile - +44 (0)7877905088</p>	

Cost Breakdown Sheet	
<u>Cost evaluation of CPDE consultancy</u>	Applicants name
Company name	
No of proposed hours per working day	
No. of proposed days	
Earliest available start date	
Hourly rate	
Daily rate	
Inclusive of Taxes if relevant (Total)	
Other expenses (please specify)	
Other expenses (please specify)	
Other expenses (please specify)	
Payment terms terms are normally 28 days.	
Total cost for consultancy	

Note

The applicant is expected to take responsibility for paying full taxes and social charges in his/her country of residence.