



## TERMS OF REFERENCE (ToR)

### **Consultancy to Conduct an Environmental and Social Impact Assessment (ESIA) and Develop an Environmental and Social Management Framework (ESMF) for the Livelihoods Rwenzori Yethu Project (RYP)**

#### **1.0 Introduction**

Conservation and Demand Agency (CODEA) is a non-governmental organization incorporated in Uganda as a company limited by guarantee, dedicated to empowering communities to achieve sustainable livelihoods while ensuring environmental conservation. Guided by its vision of a self-sustaining society, CODEA works to promote lasting solutions that enhance community resilience, self-reliance, and inclusive growth.

With funding from Livelihoods Venture, CODEA and Livelihoods Venture are implementing the Livelihoods Rwenzori Yethu Project (RYP), a long-term landscape-level initiative aimed at improving rural livelihoods, restoring degraded ecosystems, and enhancing climate resilience through agroforestry systems in the Rwenzori sub-region. This project is being implemented in Kasese and Ntoroko districts, covering 25 sub-counties and targeting about 11,000 smallholder farmers. The project aims to:

- Restore approximately 7,000 hectares of land through agroforestry
- Plant approximately 3.1 million trees
- Promote boundary planting agroforestry system covering approximately 1.4 million meters
- Sequester approximately 1.34 million tons of CO<sub>2</sub> equivalent over 20 years

The project includes the creation of woodlots for a sustainable supply of fuel and timber, the planting of boundary trees to support environmental restoration and land demarcation, and integrated agroforestry systems (using coffee and cocoa to increase productivity and resilience). In collaboration with private nurseries, community-based nurseries and the CODEA nursery, the project will guarantee a consistent supply of high-quality seedlings, it also promotes soil and water conservation methods to lessen erosion and increase soil productivity. Additionally, the project aggressively involves women and vulnerable groups in inclusive youth labour groups to promote implementation while improving their livelihoods.

CODEA is seeking the services of a qualified NEMA-registered Consultant to carry out an Environmental and Social Impact Assessment on the proposed development in compliance with the National Environment Act, 2019 and the National Environment (Environmental and Social Assessment) Regulations, 2020.

#### **2.0 Overall Objective**

To undertake and secure approval of an Environmental and Social Impact Assessment (ESIA) Certificate for the Livelihoods Rwenzori Yethu Project in compliance with the requirements of the National Environment Management Authority and the Uganda Climate Change Mechanism.

#### **2.1 Specific Objectives**

1. To conduct an Environmental and Social Impact Assessment (ESIA) for the Livelihoods Rwenzori Yethu Project in the 25 selected sub-counties of Kasese District and Ntoroko

District and submit a NEMA-compliant ESIA Report within 30 days from commencement of the assignment.

2. To obtain an ESIA Certificate from National Environment Management Authority for the Livelihoods Rwenzori Yethu Project within 40 days from commencement of the assignment.

### 3.0 Scope of the Assignment

The consultancy assignment is aimed at securing an Environmental and Social Impact Assessment (ESIA) Certificate for the Livelihoods Rwenzori Yethu Project. The assignment shall include, but not be limited to, review of relevant project documents and applicable policy and legal frameworks; consultations and meetings with target communities, relevant government stakeholders, and CODEA management; and conducting field-based environmental and social assessments using a methodology proposed by the Consultant and approved by CODEA.

The Consultant shall prepare and submit the ESIA application and all required documentation to National Environment Management Authority on behalf of CODEA, follow up the review process, and support the timely issuance of the ESIA Certificate while maintaining high quality and ethical standards. The Consultant will also be required to comply with all deliverable requirements and performance indicators specified in this Terms of Reference (ToR).

### 4.0 Methodology

The Consultant shall propose a clear, practical, and detailed methodology and work plan for implementing the assignment in compliance with the requirements and guidelines of the National Environment Management Authority. The proposed methodology should outline the approaches, tools, timelines, and stakeholder engagement processes to be used in conducting the ESIA study and securing the ESIA Certificate.

Preference will be given to methodologies that demonstrate innovation, efficiency, cost-effectiveness, and the ability to deliver high-quality outputs within the required timeframe while adhering to professional and ethical standards.

### 5.0 Deliverables

Deliverable/ Milestone	Performance Indicator
Inception Report	<ul style="list-style-type: none"> <li>• Consultant shares soft copy in MS word and makes a 1hour presentation to the project team (CODEA and LV jointly)</li> <li>• The report shows clear understanding of the task evidence of literature review.</li> <li>• The inception report is validated and cleared to next step.</li> </ul>
Draft ESIA report	Validation meeting conducted with stakeholders to present key findings and recommendation and receive feedback (this can be physical or online, so the consultant should specify)
Final ESIA Report	Soft copy in Ms Word, and a PowerPoint presentation summarising the report (all after integrating stakeholder feedback) and validated by NEMA.
ESIA Certificate for the Livelihoods Rwenzori Yethu project	Consultant has submitted application, made all necessary engagements and CODEA has received the certificate from NEMA within the agreed timelines.

## 6.0 Consultancy Requirements

Interested Consultants are expected to submit the following:

### A. Technical Proposal (Not more than 15 Pages excluding annexes/attachments)

The Consultant shall submit a Technical Proposal of not more than 15 pages, excluding annexes. The proposal should demonstrate clear understanding of the assignment, compliance with the requirements of the National Environment Management Authority, and capacity to deliver a high-quality ESIA process and report.

The proposal should include a clear methodology, work plan, stakeholder engagement approach, and field assessment plan, as well as evidence of experience in conducting ESIA studies for forestry, agroforestry, agricultural, climate, or carbon-related projects in Uganda. Preference will be given to consultants/firms with proven experience in similar assignments.

#### Required Attachments

- Proof of registration as an EIA Consultant/Firm with National Environment Management Authority.
- Evidence of experience in similar ESIA assignments.
- List of past/current clients for related work (with contact information).
- Project scope and work plan.
- Stakeholder engagement plan.
- Field assessment plan.
- Details of years of experience.
- Team composition, CVs, and relevant certifications.
- At least two recommendation letters, completion certificates, or similar evidence of previous work.
- Any other relevant supporting information.

### B. Financial Proposal

- The Financial Proposal shall be output-based and linked to assignment deliverables.
- Costs should be clearly itemized and justified, including professional fees, working days, and phase-based expenses.
- The budget must be comprehensive, realistic, and inclusive of all applicable taxes.
- It should also include any statutory fees payable to National Environment Management Authority and the Uganda Revenue Authority, where applicable.
- Payment terms and schedules should be clearly stated and linked to deliverables.
- No additional payments beyond the signed contract shall be made; all costs must therefore be fully captured in the proposal.
- The proposal should demonstrate value for money and quality service delivery.

## **7.0 Reporting**

The Consultant shall report to the Director CODEA through the RYP Project Manager.

## **8.0 Application Submission**

Interested applicants should send their proposal (Technical and Financial) together with other supporting documents in one PDF file to the Procurement Office through [info@codeauganda.org](mailto:info@codeauganda.org) and copy in [jonankom@codeauganda.org](mailto:jonankom@codeauganda.org) and [mjcalvin@codeauganda.org](mailto:mjcalvin@codeauganda.org) by COB 3<sup>rd</sup> June 2026 with the subject head “PROPOSALS- RYP ESIA CONSULTANT”.

## **9.0 Terms and conditions of the proposal**

CODEA reserves the right to request new or additional information regarding each service provider and any individual or other persons associated with its project proposal. CODEA reserves the right not to make any appointment with the proposals submitted.

The consultant shall not issue any press release or other public announcement pertaining to details of project proposal without prior written approval from CODEA.

CODEA Service providers are required to declare any conflict of interest they may have in the transaction for which the tender is submitted or any potential conflict of interest. CODEA reserves the right not to consider further any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.

## **10.0 Confidentiality statement**

All data and information received from CODEA for the purpose of this assignment are to be treated confidential and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to CODEA.

**Only successful candidates will be contacted.**