



## **Terms of Reference for Recruitment of a Field Monitoring Officer for Region V (Kyegegwa and Kamwenge Districts)**

**Project:** Investing in Forests and Protected Areas for Climate Smart Development (IFPA-CD)

**Component 3:** Improved landscape management in refugee-hosting areas

**Sub-Component 3.2:** Supporting farm forestry for refugee fuel supply

### **1. Background**

Uganda is the largest refugee-hosting country in Africa and the third largest worldwide. Due mainly to conflicts and instability in the Democratic Republic of the Congo and South Sudan, Uganda is hosting over 1.4 million refugees and asylum-seekers. The refugee presence has added to existing pressure on the environment, leading to an increase in the rate of forest resource degradation and tree loss. In some cases, refugees have been settled close to high-value protected areas such as Central Forest Reserves and Wildlife Reserves, where the combined impacts of refugees and host communities on forest resources are locally significant.

Uganda's refugee response is coordinated by the Office of the Prime Minister (OPM) and guided by the Comprehensive Refugee Response Framework, launched by the OPM and the United Nations High Commissioner for Refugees (UNHCR) in 2017. To bridge between humanitarian and development approaches, the Refugee and Host Population Empowerment (ReHoPE) policy framework was launched in 2017 by the Government of Uganda (GoU), in collaboration with United Nations agencies and the World Bank. It provides guidance for a comprehensive response to address refugee and host community needs, and to build the capacity of hosting districts in planning and providing services to both groups. The Ministry of Water and Environment (MWE) has developed a Water and Environment Sector Response Plan for Refugees and Host Communities that responds to many of the same challenges.

The World Bank and GoU are supporting improved management of forest resources in refugee hosting areas. The IFPA-CD Project Development Objective is to improve sustainable management of forests and protected areas and increase benefits to communities from forests in target landscapes. Component 3 of the project focuses on refugee-affected areas and is being funded under the Refugee Sub-Window of the International Development Association. This Component is designed to encourage establishment of greater tree cover in refugee-hosting landscapes outside protected areas, supporting sustainable forest management and landscape resilience on private and customary land. Component 3 covers 19 districts in western and

north-western Uganda that either host refugee settlements or are within 5 km of a settlement boundary.

### **The Project**

Component 3 of IFPA-CD project will improve forest landscape management in refugee-hosting areas by supporting forestry development and sustainable woodland management outside formally protected areas. The activity package is informed by two analytical studies commissioned by the World Bank that show growing deficits of wood fuels around refugee settlements<sup>1</sup>.

Sub-component 3.2 of the project will set up a program to purchase fuelwood from Ugandan landowners and supply it to persons with specific needs (PSN)<sup>2</sup> within the refugee settlements in the project areas, as agreed with the OPM and UNHCR, and consistent with the Water and Environment Sector Refugee Response Plan. This will simultaneously stimulate farm forestry, provide an energy lifeline to the most vulnerable refugees to help them cope with increasing wood fuel scarcity, and reduce pressure on natural woodlands. The program will be scaled to provide about 50 percent of the wood fuel needs of PSNs<sup>3</sup>.

Firewood supply will be managed under separate sourcing and distribution contracts issued by the MWE, each divided into five geographic lots. Firewood will be purchased in bulk, using cubic meter stacks as measurement units. The firewood to be supplied will be eucalyptus, as this is readily identifiable, produces good-quality fuelwood, and stacks with minimal air space. The wood will be sourced from outside the boundaries of the refugee settlements and must meet strict size and moisture specifications. Reception, quality assurance, storage and distribution within the settlements will be managed by a team of supervisory staff and distribution clerks working through a service provider engaged by the MWE. The aim is to supply each PSN with 1 stacked cubic metre of fuelwood per year. Actual total volumes to be supplied will be determined based on the PSN numbers from the UNHCR.

These will be complex operations across a wide area, with the potential for significant logistical and operational challenges. To mitigate against possible risks and to ensure adequate oversight, there is need for the MWE to have supervision and monitoring support at field level in the refugee settlements. The MWE shall therefore recruit five Fuelwood Monitoring Officers to provide this support, each attached to one of the geographic lots.

## **2. The Objective**

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<sup>1</sup> (a) World Bank & FAO. 2019. Rapid Assessment of Natural Resource Degradation in Refugee Impacted Areas in Northern Uganda. Washington, DC. (b) World Bank & FAO. 2020. Assessment of Forest Resource Degradation and Intervention Options in Refugee-Hosting Areas of Western and South-western Uganda. Washington, DC.

<sup>2</sup> UNHCR and OPM have well-defined criteria for identifying PSNs. The following are groups generally considered to have specific needs: girls and boys at risk, including unaccompanied and separated children, persons with serious health conditions, persons with special legal or physical protection needs, single women, women-headed households, older persons (persons over 60 years), persons with disabilities, and persons with a diverse sexual orientation or gender identity, among others. As of November 2021, there were 162,182 refugees classified as PSNs by UNHCR/OPM. Population data is updated regularly by UNHCR and will be reflected in adjustments to firewood supply volumes and targeting.

The overall objective is to ensure the smooth running of the firewood procurement and distribution operation to PSNs in the refugee settlements, by ensuring adherence of suppliers and distributors to contractual obligations and avoiding breaks in the firewood supply chain.

### **3. Roles and responsibilities**

The monitor will be responsible to:

- 3.1 Ensure compliance of MWE's woodfuel suppliers with applicable government regulations for wood harvesting and transport;
- 3.2 Spot-check conformity of the supplied firewood with the agreed volumetric procurement targets and delivery locations and schedules;
- 3.3 Spot-check conformity of the supplied firewood with the defined wood quality and other contractual technical specifications; (noting that routine receiving, quality checking and signing off will be the responsibility of the designated firewood distribution contractor).
- 3.4 Ensure that supplies are managed in a way that firewood stocks held in the settlements are always at least two supplies (i.e., two months) ahead of requirements;
- 3.5 Monitor systems for firewood distribution in the settlements by MWE's contracted partners to ensure that monthly targets are met and that the intended beneficiaries are correctly identified and targeted;
- 3.6 Ensure compliance by both suppliers and distributors with relevant environmental and social safeguards of IFPA-CD and the humanitarian operation;
- 3.7 Provide monthly summaries of progress, issues of concern, measures taken and outstanding actions needed;
- 3.8 Verify payment claims by firewood suppliers and distribution service providers;
- 3.9 Monitor and fast-track payment claims to avoid unnecessary breakage in the supply chain;
- 3.10 Participate in settlement agency coordination meetings, where relevant to the project-supported activities;
- 3.11 Detect any problems with sourcing and distribution, and take mitigating actions as appropriate at settlement level, including mediating between MWE-contracted organisations, involving OPM, UNHCR and other agencies as relevant;
- 3.12 Escalate issues to the PCU where they cannot be satisfactorily resolved locally.
- 3.13 Any other duties assigned by the IFPA-CD project national project coordinator.

### **4. Required skills, competencies and experience**

The main required skills, competencies and experience are summarized below:

- At least a Bachelor's degree in forestry or other environmental discipline, social sciences, business administration, economics, or statistics.
- Minimum of 5 years of progressively more responsible professional experience, ideally in performance monitoring and/or evaluation roles.
- At least two years' experience in data analysis, monitoring and evaluation of development activities. Knowledge of government or refugee M&E systems is an added advantage.
- Experience of working in the refugee operation.
- Demonstrated ability and interest in challenging field-based work.
- Excellent computer skills, including Microsoft Office and database management.

- Local language skills from one or more of the targeted regions will be a significant advantage.

## 5. Duration of the assignment and duty station

### 5.1 Duration

The duration of the assignment is 3 years (full time), with an initial probation period of 3 months. In any case, the contract period may not go beyond June 30, 2026, which is the project closing date. A performance evaluation will be undertaken at the end of the probation period using the following criteria:

- Unbroken supply of firewood to PSNs of targeted quality and quantity, as confirmed by contractors' data uploaded to IFPA-CD M&E system;
- Monthly summaries of progress, issues of concern, measures taken and outstanding actions needed;
- Effective support and participation in IFPA-CD Project visits by M&E personnel,
- The client will also avail the following equipment for smooth implementation of the monitor's roles: Motorbikes, Laptops, an Office with office furniture, among others

### 5.2 Duty station

The monitor will be based in Kyaka II and working in the refugee settlements relating with the regions in the table below.

Region	District	Location of refugee settlement
Region 5	Kyegegwa	Kyaka II
	Kamwenge	Rwemwanja

## 6. Supervision and coordination

The Monitor shall report to the National Project Coordinator through the Monitoring, and Evaluation Specialist for IFPA-CD project and will work closely with OPM, UNHCR and key operating partners at settlement level.