



TERMS OF REFERENCE (ToR)

Consultancy to Develop, Pilot, Validate, and Institutionalise the RA–PURE Starter Pack through a Participatory and Multi-Actor Process

1. Background

The Power for Food programme is a multi-stakeholder initiative designed to accelerate the integration of renewable energy within agricultural systems in Uganda, with the overarching goal of improving productivity, strengthening resilience, enhancing value addition, and promoting inclusive economic growth. A central pillar of the programme is the advancement of Renewable Agriculture–Productive Use of Energy (RA–PURE) as a practical approach to unlocking the RA–PURE nexus across priority value chains such as Cereal, Legumes, Horticulture, and Dairy.

Despite growing investments and increased attention to RA–PURE, implementation remains fragmented and largely project-driven. Existing interventions are characterised by inconsistent diagnostic approaches, weak integration of market systems and social inclusion considerations, and limited district-level institutional capacity to systematically assess readiness, prioritise investments, and guide implementation. As a result, learning is constrained, evidence is not comparable across contexts, and opportunities for coordinated scaling remain underutilised.

In response to these systemic challenges, NREP has embarked on implementing this activity centred around the participatory development of Learning and Practice Frameworks, Diagnostic Tools, and Data Systems, which seeks to establish a structured, inclusive, and evidence-driven RA–PURE system through the co-development and deployment of a RA–PURE Starter Pack. This Starter Pack is envisioned as a comprehensive diagnostic-to-action system that integrates technology assessment, market-readiness analysis, social inclusion diagnostics, and data management into a unified framework to support consistent, scalable implementation across districts.

To deliver this activity, NREP seeks to engage a highly qualified consultant or firm to lead the technical design, piloting, refinement and institutionalisation of the RA–PURE Starter Pack in close collaboration with programme partners, district authorities, and other ecosystem actors.

2. Objective of the Assignment

The overall objective of this consultancy is to design, pilot, validate, and support the institutional uptake of a comprehensive RA–PURE Starter Pack that enables district authorities, programme partners, and relevant stakeholders to systematically diagnose, plan, implement, and learn from RA–PURE interventions across diverse contexts.

The assignment aims to produce a robust, field-tested, and scalable system that integrates technology performance assessment, district market-readiness diagnostics, social inclusion analysis, and structured data management frameworks within a coherent and user-friendly implementation model.



3. Scope of Work

The consultant shall undertake this assignment through a structured, phased, and iterative process that combines technical rigor with participatory engagement and real-world application.

- Inception and detailed planning. During this phase, the consultant will refine the methodology, develop a comprehensive work plan aligned with programme timelines, conduct stakeholder mapping, and identify key risks and mitigation strategies. The consultant will also establish a clear framework for coordination and engagement with NREP, programme partners, and district stakeholders.
- The second phase will involve the co-design and development of the RA–PURE Starter Pack. The consultant will design and facilitate multi-actor engagement processes, including workshops, consultations, and technical sessions involving farmers, agri-SMEs, district authorities, extension workers, research institutions, civil society organisations and private sector actors. These engagements will ensure that the tools and frameworks developed are grounded in practical realities and reflect the needs of diverse stakeholders. Based on these engagements, the consultant will develop a modular RA–PURE Starter Pack comprising a Technology Performance Assessment Tool, a District Market Readiness Assessment Tool, a Social Inclusion Assessment Tool informed by GESI analysis, a comprehensive set of Data Management Tools and Frameworks, and an RA–PURE Inclusive Implementation Framework. All components must be designed to be practical, user-friendly and adaptable across different value chains and district contexts.
- The third phase will focus on piloting and field application. The consultant will support the selection and preparation of at least 10 districts that represent diverse agro-ecological and market contexts. Working closely with district authorities and programme partners, the consultant will guide the application of the tools within ongoing RA–PURE interventions. This phase will include structured field observations, stakeholder engagements, and systematic data collection across selected value chains. The consultant will ensure adherence to data quality standards and consistency in application across districts.
- The fourth phase will involve iterative refinement and validation. The consultant will analyse data and feedback generated during the piloting phase and facilitate structured reflection workshops and technical validation sessions with stakeholders. Based on these processes, the consultant will refine all tools and frameworks to enhance usability, technical robustness, and contextual relevance.
- The final phase will focus on dissemination and institutionalisation. The consultant will produce final, user-oriented versions of the Starter Pack, facilitate capacity-building sessions for district authorities and programme partners and support integration of the tools into national Knowledge platforms such as the Agri-Energy Desk. The consultant will also provide recommendations for scaling and sustained institutional adoption.

As part of the institutionalisation process, the consultant shall design and deliver structured capacity-building interventions targeting district authorities, extension workers, and programme



partners. These sessions shall focus on the practical application of the RA–PURE Starter Pack, including the use of diagnostic tools, data management processes, and interpretation of results for planning and decision-making. The consultant shall ensure that training approaches are practical, user-oriented, and tailored to participants' varying levels of technical capacity.

4. Deliverables and Acceptance Criteria

- An inception report shall be submitted within three weeks of contract commencement. This report must include a refined methodology, a detailed work plan with clear milestones, a stakeholder engagement plan, a risk assessment and mitigation strategy, and a clear description of the tools development approach. The report shall be considered acceptable only if it demonstrates technical clarity, feasibility and alignment with programme objectives.
- The consultant shall develop and submit the first three core diagnostic tools namely: Technology Performance Assessment Tool, Social Inclusion Assessment Tool and District Market Readiness Assessment Tool. These tools must be accompanied by clear user guides, data collection templates and data protocols. Acceptance will be based on technical soundness, practical usability in field conditions, clarity of indicators, and alignment with programme priorities.
- The consultant shall submit documentation of the piloting phase, including comprehensive datasets, field reports, evidence of tool application across at least ten districts, and analysis of findings. The quality of this deliverable will be assessed based on completeness, data integrity, analytical depth and the relevance of the insights.
- The final RA–PURE Starter Pack shall be submitted in validated form, incorporating all tools, frameworks, and data systems. The final outputs must be field-tested, user-ready, and aligned with district planning processes and national coordination requirements.
- The consultant shall design and implement structured capacity-building sessions to support uptake and effective use of the RA–PURE Starter Pack. This shall include the development of comprehensive training materials, facilitation of training sessions for district authorities and programme partners, and documentation of participation and learning outcomes.
- A final consultancy report shall be submitted, detailing the full process, key findings, lessons learned, challenges encountered, and recommendations for scaling and sustainability.

All deliverables shall be reviewed by NREP within ten working days of submission. Where outputs do not meet required standards, the consultant shall revise and resubmit within an agreed timeframe.

5. Duration, Timeline, and Milestones

Phase	Timeline (Month)	Key Activities	Expected Outputs
Phase 1: Inception & Planning	Month 1	Refinement of methodology, stakeholder mapping, development of a detailed workplan, risk assessment and mitigation planning	Approved inception report, detailed implementation plan
Phase 2: Tool Development & Co-Design	Months 2–3	Multi-actor design workshops, development of RA–PURE tools and frameworks, integration of stakeholder inputs	Draft tools developed and initial data frameworks
Phase 3: Piloting & Field Application	Months 4–5	Deployment of tools across selected districts, field data collection, stakeholder engagement, and real-time testing	Field datasets, pilot implementation reports, and initial findings
Phase 4: Refinement & Validation	Month 6	Analysis of pilot data, validation workshops, technical reviews, and tool refinement	Validated and improved tools and frameworks
Phase 5: Finalisation & Dissemination	Month 6 (overlapping final weeks)	Final packaging of Starter Pack, capacity building sessions, dissemination to stakeholders, and reporting	Final RA–PURE Starter Pack, dissemination materials, final consultancy report

The consultant shall submit monthly progress reports detailing achievements against milestones, challenges encountered, and proposed corrective actions.

6. Payment Structure

The payment structure for this consultancy shall be milestone-based and strictly tied to the satisfactory completion and approval of deliverables.

An initial payment of forty per cent (40%) of the total contract value shall be made upon submission and approval of the inception report.

A second payment of forty per cent (40%) shall be made upon submission and approval of the first three core tools.

The final payment of twenty per cent (20%) shall be made upon successful completion of the assignment, including the submission and approval of the final RA–PURE Starter Pack, incorporating validated diagnostic tools, data management systems and frameworks, and the RA–PURE Inclusive Implementation Framework, as well as completion of agreed piloting, refinement, validation, and capacity-building activities.

Payments shall be processed upon formal written approval of deliverables.



7. Post-Consultancy Support

Upon completion of the core assignment, the consultant shall provide continued technical support for 9 months. This support shall include capacity building, advisory services and guidance on iterative improvements based on emerging implementation needs.

The consultant shall commit to a defined level of effort during this period, to be agreed upon at the contract stage and shall provide periodic technical inputs, including advisory notes and participation in review sessions as required.

8. Reporting, Coordination, and Communication

The consultant shall report directly to NREP Programme Management and shall work under the technical oversight of designated NREP teams. The consultant shall maintain close coordination with programme partners, including SNV, district local governments and other relevant stakeholders.

Regular communication shall be maintained through progress reports, coordination meetings and technical reviews. The consultant shall ensure timely sharing of information and responsiveness to feedback.

9. Team Composition and Level of Effort

The assignment may be undertaken by an individual consultant or a firm. Where a firm is engaged, a multidisciplinary team shall be proposed, comprising expertise in agri-energy systems, market systems development, data and monitoring systems and gender and social inclusion.

The consultant shall clearly indicate the level of effort, including the number of days allocated to each phase and team member.

10. Intellectual Property, Confidentiality, and Data Protection

All outputs produced under this consultancy shall remain the exclusive property of NREP and the Power for Food programme. The consultant shall not use or distribute any materials without prior written consent.

All data collected shall be treated as confidential and managed in accordance with agreed data protection standards. The consultant shall ensure compliance with ethical data collection practices, including informed consent and secure data handling.

11. Performance Management, Risk Management, and Termination

The consultant shall be responsible for identifying and managing risks associated with the assignment. A risk management plan shall be included in the inception report.

NREP reserves the right to terminate the contract in cases of non-performance, delays or failure to meet agreed standards. In such cases, payments may be withheld and corrective actions required.

12. Logistical and Operational Arrangements

The consultant shall include all logistical costs, including travel, accommodation and workshop facilitation, in the financial proposal. Responsibilities for logistical support shall be clearly defined at the contract stage.

13. Ethical, Safeguarding, and Inclusion Considerations

The consultant shall adhere to ethical standards and safeguarding principles, ensuring that all engagements are inclusive, non-discriminatory and respectful of participants. Particular attention shall be given to gender equality and inclusion of marginalised groups.

14. Proposal Submission and Evaluation Criteria

Interested consultants or firms are invited to submit both a technical and financial proposal demonstrating a clear understanding of the assignment, proposed methodology, implementation approach, work plan, team composition, and relevant experience in delivering similar assignments.

All proposals must be submitted electronically in PDF format to nrep.memd@gmail.com cc: project@nrep.ug no later than **20th May 2026 at 5:00 PM EAT**. Late submissions will not be considered under any circumstances. Bidders are required to prepare and submit their proposals using the prescribed templates provided as annexes to these TORs. Specifically, the technical proposal must be developed in accordance with **Annex I: Technical Proposal Template**, and the financial proposal must be submitted using **Annex II: Financial Proposal Template**. Submissions that do not adhere to these templates may be considered non-responsive.

Each submission must include a complete set of documents comprising a technical proposal outlining the consultant's interpretation of the assignment, methodological approach, detailed work plan, and team structure; a financial proposal with a clear and itemised budget; curriculum vitae of key personnel; evidence of previous relevant assignments; and at least two professional references who can verify the consultant's experience and performance.

Requests for clarification regarding these ToRs may be submitted in writing to project@nrep.ug no later than **12th May 2026 at 12:00 PM EAT**. Where necessary, responses will be shared with all prospective applicants to ensure transparency and equal access to information.

Proposals will be evaluated through a competitive selection process using a weighted scoring system as outlined below:

Evaluation Criteria	Weight (%)
Understanding of the assignment and technical approach	25%
Methodology and workplan (clarity, feasibility, and robustness)	20%
Relevant experience of the consultant/firm	10%
Qualifications and composition of the proposed team	10%
Demonstrated experience in similar assignments	10%



Evaluation Criteria	Weight (%)
Financial proposal (value for money)	25%
Total	100%

Only proposals that meet the minimum technical threshold (to be determined by NREP) will be considered for financial evaluation. Final selection will be based on combined technical and financial scores.

Only shortlisted applicants will be contacted for further engagement.