



Terms of Reference

Consultancy:	Conduct a survey on citizens' needs on infrastructure transparency and collect feedback from the Scoping Study (short term)
Title:	Consultant
Client:	Africa Freedom of Information Centre on behalf of the MSG.
Reporting to:	Executive Director through the CoST Programme Officer
Duration:	15 work-days

1.0. Introduction

CoST – an Infrastructure Transparency Initiative is aimed at improving citizen's lives through promoting the use of the Infrastructure Data Standard for information Disclosure, conducting independent Assurance processes on infrastructure projects, promote dialogue, trust and stakeholder participation in the delivery of infrastructure projects using the Multi-Stakeholder working and Social Accountability arrangements.

CoST Uganda is a National Chapter of CoST International, a charity based in the United Kingdom. The initiative is built on a tripartite partnership between Government, Private Sector and Civil Society to address the challenges in the construction sector in Uganda. CoST Uganda is Championed by the Ministry of Works and Transport and guided by a Multi-Stakeholder Group (MSG) of nine persons and one observer who lead, plan, engage together to build trust, transparency and accountability amongst the three sectors. In Uganda, the Initiative is hosted by Africa Freedom of Information Centre; a pan African NGO that promotes access to information and Open Contracting in Africa.

2.0. Background to the Survey.

Due to its significant contribution to socioeconomic development¹, its huge environmental impacts and its key role in a functioning economy, adequate infrastructure development is vital for our sustainable future. The way infrastructure such as roads, sewage systems, power plants and hospitals are developed is central to tackling today's most pressing challenges: improving resource efficiency; advancing sustainability; and improving society's resilience against the bad effects resulting from poor infrastructure.

In August 2017, CoST Uganda published its Scoping Study which identified that only **20% of the data points** in the CoST Infrastructure Data Standard are legally required to be disclosed and that the average amount of data that is actually disclosed by public procuring entities is 34%. The Study also revealed that whilst Uganda has an 'enabling environment' for the implementation of CoST there is still work to be done. It identified issues such as low data capacity, lack of judicial appeal mechanisms, attitudes of public officials, limited civic engagement, and poor information storage and retrieval systems.

¹<https://www.wrforum.org/promoting-change-transparency-building-infrastructure-evaluating-systems-private-public-building/>

The Study recommended that the Government adopts a Formal Disclosure Requirement to provide a legal mandate for disclosing data throughout the project cycle. Among other things it recommended that the Ministry of Works and Transport champions the CoST Infrastructure Data Standard within government, to build and create awareness on data disclosure among public officials. The aim is to enhance transparency, accountability, citizens' participation and appreciation of government programmes as well as enhance value for money invested in infrastructure projects at all levels. Core to this is information disclosure.

Transparency implies openness, timely communication and accountability². It speaks to participation, and under here, the citizen is and should be at the center stage for they are the beneficiaries of all infrastructure programmes, and face the negative effects of bad infrastructure. Transparency makes it easy for others to see what actions are being performed as well as when, how and why they are happening. This entails honestly outlining with ease to any interested party how a project is being managed. No information is hidden, not even the financial status of the project or the audit reports. Transparency in the construction industry should be done to all sectors: transport, irrigation, manufacturing, mining and building. The transport sector comprises construction and rehabilitation of roads, bridges, water travel facilities, airports, railways and stations. If transparency is to be enhanced, information has to be included. The general public can be motivated to monitor the progress, including the completion of projects, if such details are displayed. Besides that, contractors may feel ashamed if they fail to complete or abandon any construction projects since everyone knows about the project.

One activity that also addresses transparency in the construction industry is the Assurance process; in August 2017 CoST Uganda published its first Assurance Report which assessed data disclosure from five major road sector projects in Uganda. The Report revealed that the procurement entities of the projects disclosed a low level of data across all stages of the project cycle and highlighted a number of shortfalls in the delivery of the projects. These shortfalls included, exceeded budgets and schedules; difficulty in obtaining authorization for land acquisition from land owners; and a lack of quality assurance and control processes. The Assurance Report recommended the Procurement Entities enhance disclosure using the Infrastructure Data Standard, enhance quality assurance and control processes, strengthen community sensitization and engagement on the economic benefits of the projects to ease obtaining ease of way from land owners, to the government, the report recommended putting in place conducive policies to address compensation challenges especially on locally funded projects, provision and enhancement of occupational health and safety measures, engaging gender on projects, ease monitoring performance of infrastructure projects, embrace CoST full disclosure process and put in place a Formal Disclosure Requirement for the implementation of CoST.

²<http://mwnation.com/transparency-in-construction-sector/>

3.0. Objective of the survey

A consultant³ will be contracted to conduct a survey on citizens needs in relation to infrastructure transparency, and gather feedback on the 2017 CoST Uganda Scoping Study, and the 2017 1st Assurance Report.

The Consultant(s) will conduct an assessment on citizens' perceptions, expectations and concerns regarding infrastructure projects in Uganda; and using the Scoping Study and Assurance reports, the consultant will identify, gather or collect feedback from stakeholders on the findings and recommendations from the Scoping Study. The relevance of the citizens perceptions are to build engagement points for CoST with relevant stakeholders, and the relevance of the Scoping Study feedback is to gauge the impact/influence of CoST work in the sector in the last two years, identifying key points to further advocacy on CoST core features.

4.0. Specific objectives of the survey;

- a. Identify key citizens' concerns and best practices on infrastructure projects in relation to infrastructure transparency and CoST.
- b. Identify how transparency and accountability in public infrastructure within central and local government needs to be improved.
- c. Identify how CoST can be adapted to contribute to those improvements

5.0. Scope of Services

The consultant will be expected to carry out and deliver on the following tasks in close consultation with the Secretariat:

- a. Review the CoST Scoping Study, 1st Assurance Report and extract key issues for consideration in the survey, these may include but not limited to; key findings on disclosure, citizens participation, levels of transparency, policy reviews and recommendations.
- b. Develop a data collection sheet, a list of respondents using the information gathered from desk reviews. A total of 100 respondents should be met in this research including key government officials from the 8 highly spending Procurement Entities that were piloted in the 2017 Scoping Study, 1st Assurance Report and citizens within atleast 5 districts of Uganda.
- c. Conduct data collection, analysis and presentation.
- d. Develop a "citizens' concerns and feedback report from the Scoping Study Report" including the key findings, experiences, testimonies, recommendations and best practices from the respondents and stakeholders reached.

6.0. The consultant will provide a final report that includes;

1. Title of the report, table of contents, executive summary, background and objectives, methodology, Results (findings, concerns, experiences, testimonies, and best practices), conclusion and recommendations as well as appendices.

³A team of at least two consultants

7.0. Timeframe

- It is anticipated that the Assignment will be completed within a total of 15 working days from the date of signing the contract between AFIC on behalf of the MSG and the consultant. All work must be completed by **30th June 2018**.
- Deliverables will be reviewed by the CoST Programme Officer and the Executive Director AFIC, and certified as satisfactory by the MSG. They must be submitted in both electronic version in relevant Microsoft Office format and hard/printed copy, in font 12, Times New Romans.

8.0. Co-ordination of visits or interviews

- The consultant will be responsible for arranging their own logistics, including meetings, transport and accommodation if required. The consultant will work with the secretariat to get support with focal point offices within the Procurement Entities, and communities of pilot.
- The Secretariat will provide basic background documents to inform the desk work, however, the consultant will be required to conduct additional reviews on related themes.
- All relevant expenses will be covered by the contract budget.

8.0 Skills and Qualifications

The consultant(s) should possess: a Masters degree in Research methods, Procurement, Social Sciences, Development or Management Studies, Public Management or other relevant field; in addition, the consultant must possess the following;

1. a proven practical and professional background in infrastructure, governance, transparency and accountability in Uganda;
2. a proven experience in conducting studies using common set of research methodologies including interviews, qualitative surveys, desk reviews, focus groups, etc.
3. Experience of effective interactions with local, national organizations, government, procurement entities and international actors.
4. Skills and experience in gathering evidence based objective feedback, reporting and presentation.
5. Experience and knowledge on CoST work is an added advantage.

The consultant(s) who meet these requirements should submit a maximum of 5 pages expression of interest, which should include the following:

- A one pager suitability statement, including commitment to availability for the entire assignment
- A two pager brief statement about the proposed study methodology including a detailed work plan.
- A detailed financial proposal, including daily cost per major activity
- Updated curriculum vitae clearly spelling out qualifications and experience

The deadline for expression of interest is on the 24th May 2018 at 5.00 p.m.

Please email proposals to, CoST Programme Officer via info@cost.or.ug