



TERMS OF REFERENCE

MAPPING OF LOCAL CIVIL SOCIETY/ MEMBER-BASED ORGANIZATIONS AND COOPERATIVES RELEVANT TO AGRICULTURE, ADEQUATE HOUSING, GENDER EQUALITY & WOMEN EMPOWERMENT AND FINANCIAL INCLUSION SECTORS IN EASTERN AFRICA SPECIFICALLY IN KENYA, UGANDA AND TANZANIA MAINLAND

1.0 Introduction

We Effect is an international development cooperation organization founded in 1958 by the Swedish cooperative movement. We Effect works in 25 countries in Asia, Europe, Latin America, Southern and Eastern Africa. We Effect operates within two main thematic fields, namely Sustainable Rural Development and Adequate Housing. In addition, Environment and Climate change, Gender equality and Financial Inclusion are the mainstreaming themes implemented alongside each of the two main thematic areas. Our values are respect, transparency and together. In East Africa, We Effect operates in Kenya, Uganda and Tanzania and supports 37 partners projects involved in various value chains including coffee, dairy, timber, cotton and in promoting access to adequate housing. For more information, see www.weeffect.org.

The target groups for We Effect development cooperation are the partner organizations and their existing and potential members. The partner organizations are member-based and the members are mainly either small holder farmers or urban poor living in urban, peri-urban and rural areas advocating and supporting their members to realize their rights to adequate housing. Alongside these two focus areas, We Effect works closely with gender equality strengthening organizations to support these membership organizations to entrench good practices that enhance increased women participation and generally equality in their operations. Further We Effect works closely with member based financial service providers and insurance institutions to enhance inclusive access to appropriate and affordable financial products (Savings, loans) and services (financial literacy, advocacy) for meeting their individual needs and increased productivity. In providing services to their members, the partner organisations endeavour to develop and strengthen mechanisms to enhance members' financial literacy, develop acceptable and affordable financial products for their members and enhance risk management in their operations. Further Environmental sustainability including building resilience to Climate Change is an integral part for all development initiatives in the region. Access to various forms of financial services is an important aspect for women, men, youth (male and female) living in poverty and

who have been excluded from mainstream financial sector to (denied their rights) improve their livelihoods thus eradicate/ reduce poverty levels substantially.

To advance our operations and ensure that we remain aligned with the right local partners, We Effect intends to commission a documentation exercise to map out the existing relevant organizations, their locations, sectors of focus in order to build a data base of potential organizations for future partnership as and when need arises.

2.0 General Objective

The overall objective of this exercise is to map out and document existing local member-based organisations whose members are mainly small holder farmers or other membership groupings in urban or peri-urban areas involved in agricultural production/ agribusiness, mobilization or advocacy for the rights to adequate housing/ urban planning, supporting gender equality/ women rights/ empowerment and providing financial inclusion services. They should be operating in Kenya, Uganda and Tanzania mainland. The exercise will seek to understand the type of organization, their geographical coverage/spread, registration status, their strategic objectives, their specific locations of operation (district/ regions), their target group(s), membership composition, contact details and physical address for their national offices.

2.1 Specific objectives of the consultancy

- i. Map out variety of formally registered local membership-based organization/ cooperatives supporting the small holder farmers, adequate housing sector, gender equality and community based financial/insurance inclusion servicesⁱ in Kenya, Uganda and Tanzania operating on the minimum at District/ County level geographically. The organizations could be active, semi-active or struggling to regain activity especially for the first two categories (agriculture and housing related). For adequate housing sector, smaller organizations at formative stages can be mapped if there is proof that formally registered organizations are rare. Include information on their target group, membership composition.
- ii. Capture brief background of the organization (name, registration/ incorporation status, membership (individual or affiliate or both plus numbers), year of registration, form of registration, laws of the country that govern its operation, vision, mission, physical address, contact details (e-mail and telephone), objective of the organisation, strategic focus, governance & management structures and state their level of activity.
- iii. Map out national level/ regional (East Africa level) organizations involved in advocacy and coordination of local national member-based organizations in the

sectors of small holder farming, agribusiness, adequate housing, gender equality and financial inclusion¹ and document,

iv. Document the specific geographic areas of operation for the various relevant local organizations e.g entire region, specific districts in a region/ county/ sub-county, entire country etc

v. Summary of projects/programmes if any, networks of affiliation or collaboration and the donors/development partners who support them

vi) Make recommendations on organisations which could be considered for partnership with We Effect in the current phase and in rolling out the current interim strategy

3.0 Scope of work

3.1 Activities to be undertaken by the consultant;

Review of We Effect Strategy and Current Types of Partnerships

For the consultants to gain in-depth understanding of We Effect, s/he will need to review the current strategy and the local development partners implementing the strategy for them to align their mapping with We Effects objectives in the region. This review is expected to inform the choice of methods and stakeholders / institutions that will be prioritized for sourcing the required information.

A briefing session will be held with responsible We Effect officers to gain proper understanding of the task as expected by We Effect.

Documenting relevant partners / organizations under the various sectors

a) Agriculture/ agribusiness/ farmers cooperatives/ small scale farmers organizations – at least 20 farmer organizations/Cooperatives² per country four of which should be at national / East Africa region level. The organizations should be involved in, agriculture/ Agribusiness, value addition, small scale cash crops production and marketing, food production/marketing, community forestry initiatives, agro-forestry , community led environmental conservation, advocacy for small scale farmers rights, agriculture related

¹ Financial services organizations refer to those that provide community based accessible, affordable and acceptable options for savings, accessing credits and provide financial literacy/ linkage services. They exclude commercial micro-finance institutions and commercial banks unless they have friendly (affordable & acceptable) products reaching underserved groups in communities living in conditions of poverty.

² When documenting cooperatives/ FARMERS NETWORKS, identify the mother / District / county level apex organization. Do not list the Primaries as independent organizations though should be included as annexure to show membership to the apex organization

livelihood enhancement initiatives or related initiatives. Should include 3 to 4 national / Eastern Africa level apex organizations.

- b) Adequate housing organizations / cooperatives** – at least 15 relevant member-based organizations/ cooperatives (not commercial limited companies) per country pursuing the objective of adequate housing for their members in urban, peri-urban and rural areas. This could include any NGOS or other member based organizations that are involved in policy review and advocacy in the areas of urban planning, housing finance, promoting WASH initiatives, and developing and /or advocating for suitable and affordable housing models in various settings among others. This should include at least 3 to 4 national level related organizations
- c) Gender Equality / women empowerment organizations** – at least 8 member-based organizations/ NGOs per country that promote gender equality and women empowerment initiatives particularly experienced in various livelihoods enhancement / diversification approaches.
- d) Community based Financial service providers**– at least 8 community focused financial services providers mainly driven by members / members' interests to improve access to financial services, risk management/ localised insurance options/ models (not commercial insurance institutions except when such institutions have specialised affordable/acceptable products for underserved communities/ groups). It is highly preferable to have partners with a wide geographic coverage where possible (about two districts or at least a county or several sub-counties). However, growing institutions can be mapped out in areas where widely spread organizations do not exist.

Notes:

1. Mapped organizations in the four categories should be distributed across the country and not concentrated at one or few regions and should exclude the current We Effect partners.
2. Gender equality is the core of We Effect's development work hence women led/ women dominated organizations must be identified deliberately possibly in all the categories. On the minimum categories a and b above must have at least 3 women membership organizations.

4.0 Roles of the Consultant

The consultant(s) will be expected to perform the following tasks;

Pre-study/ Phase i

- i. Prepare and present a proposal on how they will undertake the partner mapping exercise (methods to be used)
- ii. Propose list of key relevant stakeholders/actors in each sector to be interviewed/ contacted to provide information about relevant partners

- iii. Design the mapping tools indicating all information that will be captured in a logical flow
- iv. Hold a briefing session with We Effect responsible officer

Documentation /Phase ii

- v. Contact stakeholders and relevant local organizations to gain contacts with organizations/ to collect more details about the organizations
- vi. Consolidate the collected information into a report covering all identified partners
- vii. Make a presentation of the findings and any interesting observations / learnings during the mapping exercise
- viii. Make relevant recommendations based on the mapping experiences in reference to We Effect's strategic ambitions

5.0 Deliverables

- i. An inception proposal which responds to the scope of work clarifying mapping approach / methods, or implementation arrangements and work plan
- ii. A comprehensive report detailing methods applied, mapped out partners under each sector, lessons learnt and any recommendation to We Effect in expanding future partnerships including relevant appendices
- iii. Power point slides/ presentation templates that will be used to share the findings/ mapped out partners, lessons and recommendations

6.0 Timeframe

The successful consultants will be expected to start working in July 2020 and all works must have been completed by end of August 2020. The consultant will suggest reasonable and competitive number of days to undertake the exercise which will be a key basis for analysis of bids.

7.0 Skills and experience Education

At least a basic degree in Agricultural studies, Cooperative development, Development studies, Social sciences or any other relevant degree. Experience in cooperative development sector is key for this assignment.

Required Experience and Skills

- i. At least 7 years' research experience in the agricultural, housing, livelihoods development sectors
- ii. Excellent knowledge and understanding of mapping methodologies and good knowledge of and networks with relevant stakeholders
- iii. Experience in similar mapping exercise
- iv. Good analytical skills for making correct assessment of status of organizations and determining their fit to the strategic ambitions of We Effect

- v. Open minded and ability to see beyond the printed scope of work as context changes

8.0 How to bid for this assignment

Interested and suitably qualified consultants shall send their bids by e-mail (a narrative proposal responding to the TOR objectives and deliverables and a technical finance quote) by **14th July 2020 1800 EAT** to easternafrika@weeffect.org copying jonathan.kioko@weeffect.org. Quote the country(ies) quoted for in the subject matter of your email.

The proposal shall include financial and technical parts and contain:

- i. Consultants profile – Current CV detailing recent / past similar assignments
- ii. Understanding of the assignment by the consultant
- iii. Proposed methodology and approach including work plan (i.e. mapping techniques to be used, sampling, quality assurance and time frame)
- iv. Financial quote
- v. Annexes: Any other information, which the consultant feels will assist the review team in evaluating the proposal

Note: It is highly encouraged for a consultant **to bid for only one country** (country of residence/where one has experience and networks) unless one demonstrates to have adequate knowledge of stakeholders and networks across two or the three countries.
