

**TERMS OF REFERENCE (TOR)**

**FOR THE COMPREHENSIVE MONITORING AND EVALUATION FRAMEWORK FOR THE DEVELOPMENT OF THE RCDF III OPERATIONAL GUIDELINE.**

1. **Background**

Uganda Communications Commission (UCC) was established by the Uganda Communications Act of 2013 as the regulator in the development of a modern communication sector. Section 3(g) mandates the Commission to establish and administer a fund for the development of rural communications and information and communication technology in the country. In 2001 in fulfillment of this Mandate, the Rural Communications Development Fund (RCDF) was established. RCDF has since been managed according to well established policies developed to guide its activities from the time of inception. These were as follows:

* RCDF I (2003 - 2009) focused on expanding and enhancing access to infrastructure services. This could be described as predominantly “supply side” interventions majoring on GSM sites, payphones, District Internet POPs and public access to the Internet including Internet cafes and telecentres;
* RCDF II (2010 – 2014) focused on enhancing usage of ICT. It promoted various “demand side” activities in target sectors, including education (secondary schools), health (regional hospitals and Level 3 / 4 health centres), district government offices, as well as ICT sensitisation of the general public and Internet content development. RCDF II also included major investments in Digital Terrestrial Television Broadcasting (DTTB) sites under Uganda’s digital migration program.

The new policy RCDF III (2017-2022) now referred to as RCDF Operational Guideline, which is currently in the process of final approval, now shifts focus into broadband access development. From the assessment and analysis of the ICT gap in the country, the Operational Guideline will have the Fund focus on three major areas namely:

1. Broadband Connectivity and access program, Upgrading of 2G sites to 3G, LTE, digital literacy etc.
2. Content mediation-provision of technical guidance to MDAs,-sometimes minimal assistance to help have content online, and new content aimed at spurring usage in those targeted areas.
3. Research and advocacy: establishing authoritative baselines and continuously monitor sector performance, especially as it is related to unserved and underserved areas. Research to inform government policy etc.

To guarantee quality and to aid in assessing the progress of the policy in achieving the set goals and objectives, that are key in generation of information and supporting evidence for decision makers and stakeholders, UCC now wishes to hire an M&E consultant to design comprehensive monitoring and evaluation framework that will guide in the operationalisation of the Policy.

1. **Overall Objectives of the Assignment**

The overall objective of this consultancy is the development of a comprehensive monitoring and evaluation framework for the RCDF III (2017-2022) operational guideline.

1. **Specific Tasks/ Scope of the Assignment**

In the development of this framework, the consultant shall be expected to undertake the following tasks, among others:

* Work jointly with the UCC RCDF team and other key stakeholders in developing a comprehensive monitoring and evaluation framework that will enable tracking of progress against project level outputs and outcomes at various stages in the logical framework for the programme.
* Develop a monitoring framework to track progress against project level outputs and outcomes at various stages in the logical framework for the programme. This framework Must be simple to implement and should as much as possible be based on existing data sources and baselines surveys to be carried.
* Develop an M&E Implementation plan, procedures and toolkits for the core M&E function.
* Develop an RCDF III Operation guideline Results framework. Review proposed baselines and targets and assess the quality of the indicators.
* Conduct an induction to RCDF Staff on the M&E framework and components.
* Engage RCDF team to understand and develop consensus on the M&E framework and build capacity on how to develop various project M&E systems.
* Formulate procedures and guidance notes on monitoring, evaluating and reporting on results.
* Review the RCDF Operational Guidelines 2017/18 – 2021/22 and develop a Logical Framework Matrix for RCDF programme.
* Facilitate a participatory process of generating consensus on the indicators, means of verification, and frequency for data collection among others.
* Provide technical guidance in the rollout of this comprehensive M&E framework
* This framework is to include performance indicators, and related targets, methodologies for measuring these, an M&E action plan with reporting frequencies, formats, responsibilities and procedures. It should also clearly demonstrate how the indicators (and monitoring framework) will measure the impacts outlined
* Develop a risk register to identify risks and assumptions as part of the log frame, these would be the external factors that either need to happen or need not to happen for the Centre to succeed in delivering its planned results

1. **Deliverables of the Assignment**

The following deliverables will be provided by the Consultant in correspondence with the objectives and tasks of this assignment.

* An inception report reflecting on the current situation, work plan and methodology to be used in execution of the assignment.
* Monitoring and Evaluation Framework with all components for the programme which may include; Indicators by programs, Indicators by sub programme, Baseline data, Profile of indicators
* Logical Framework Matrix for the programme
* Monitoring and Evaluation Implementation Plan for the programme
* Training reports of RCDF staff and other key implementation stakeholders.
* Presentation of the Comprehensive M&E framework to the project coordination team and the RCDF Committee of the Board.
* M&E Procedures & Guidance Notes document
* Guidelines on review of internal M&E processes and reporting developed.
* Workshops and seminars to develop and review drafts
* A guideline on the rollout of the comprehensive M&E framework.
* Develop a risk register to identify risks and assumptions as part of the log frame, these would be the external factors that either need to happen or need not to happen for the Centre to succeed in delivering its planned results

1. **Timelines**

The Assignment duration has been defined as three (3) months for completion of the Compressive M&E Framework, LFM and M&E plan from award of contract.

The following payment schedule is proposed;

# 40% upon approval of the inception report

# 15% upon holding at least 2 training workshops with the RCDF and key stakeholders

# 30% upon submission of Draft M&E framework, M&E Implementation Plan, draft guide on roll out of M&E framework, Draft operational guideline log frame.

# 15% upon approval of the final assignment deliverables.

1. **Required Qua**l**ifications of the Consultant/Team**

The consultant/team should possess the following;

* At least a Master Degree in M&E, economics, statistics or social science field, PhD Degree will be an advantage
* Minimum eight years of professional work experience in programme planning, management, monitoring and evaluation relevant to ICT development or closely related fields.
* At least three (3) years Technical expertise in delivering training on M&E and data analysis as well as qualitative and quantitative M&E approaches at team level.
* Proven experience in developing programme theories of change, results and M&E frameworks, Logical Framework Matrix and M&E Plans.
* Experience in facilitating and building capacity of technical professional in programme management and M&E across governments and non-governmental organizations;
* Technical experience in implementing ICT projects for development will be added advantage.
* Proven experience with logical frameworks and other strategic planning and M&E methods and approaches (including quantitative, qualitative and participatory).
* Capacity to work in a multi-disciplinary team, including coordinating technical input into a framework.

1. **Assessment criteria**

The selection of the consulting firm for this study shall include

* Team quality
* Value for money
* Ability to deliver against the timelines
* Knowledge of the subject and experience in similar projects

In this vain, the following criteria shall be used:

* Academic and professional competencies of individual professional personnel proposed by the consultant firm for the assignment in fields related to ICT development and socio-economic analysis. Postgraduate degrees are preferred.
* Demonstrated experience of a minimum of 8 years in M&E framework development.
* Sound understanding and application of M&E concepts, methodologies and tools. Should be fully conversant with the principles and working methods of project cycle management
* Demonstrated expert understanding of universal service in developing countries with working knowledge in Uganda or similar economies.
* The responsiveness and quality of the proposed approach and methodology to be applied by the consultant

1. **Supervision and reporting**

The consultant shall report to the Director, RCDF but work closely with the Manager Technical Monitoring, RCDF and shall submit progress report during implementation as shall be agreed.

1. **Copyright and disclosure**

All data collected and generated during this process and all other deliverables of this assignment shall remain the property of the Uganda Communications Commission during and after the contract implementation period and shall therefore not be reproduced without express permission from the Commission.