

TERMS OF REFERENCE

Implementing The Infrastructure Transparency Index In Cost Uganda

January – March 2024

1. BACKGROUND AND CONTEXT

CoST Uganda Chapter, over time, has conducted various studies including the first Infrastructure Transparency Index and based on such studies/research, validation and reviews, CoST - The Infrastructure Transparency Initiative has worked on creating a [Manual for the Infrastructure Transparency Index](#) (ITI), which presents a methodology for understanding and applying the evaluation instruments to measure transparency in the infrastructure sector at national or subnational level. The Manual also contains a description of the dimension, variables, sub variables and indicators included in the Index.

After the CoST Board approval, the ITI has been rolling out by CoST members who have shown interest in implementing it. CoST Uganda conducted an [index](#) on 60 projects spanning 30 entities in the year 2021, and is pleased to undertake a second index on another 60 projects spanning 30 entities for the period Jan-March, 2024.

The services expected are described under the scope of work below.

2. OBJECTIVES OF THE ITI

1. To measure levels of transparency and the quality of processes related to public infrastructure delivery at national and sub-national levels in Uganda.
2. To identify enabling conditions for strengthening transparency in the sector plus the transparency-related practices applied on recently completed infrastructure projects.
3. To provide stakeholders with quality information that serves to promote transparency, citizen participation and improve the management of public infrastructure.
4. Assess the level of adoption of CoST recommendations in the first ITI to improve infrastructure transparency and capacity to deliver better infrastructure projects by the PDEs that participated.
5. Generate list of recommendations from the 2nd ITI exercise.

3. SCOPE OF WORK

The scope of work includes implementing the ITI methodology at the national and local levels. The work will build on the ITI Manual created by CoST IS, and the 1st Index conducted in Uganda. The process will be conducted by the CoST National Secretariat in Uganda with support from the ITI evaluation team to be appointed by the host organization on behalf of CoST Uganda Chapter.

In line with the ITI Manual, each CoST programme follows a four-stage linear process and will receive technical assistance (TA) from the CoST International Secretariat (IS). The full description of each stage is available on the Manual as follows: Preparation, Evaluation, Processing and Reporting.

- a. **Preparation:** Includes identifying an appropriate evaluation team. Define the number and identity specific procuring entities that will be evaluated and the selection of projects per procuring entity. A minimum of two projects per procuring entity are required. Training and different logistical aspects of the evaluation, including the locations where evaluations will take place and the communications required with each procuring entity to collect the data.
- b. **Evaluation:** Each of the four ITI dimensions have their own evaluation process, as specified in the ITI Manual. The survey is undertaken either through self-assessment or interview. The evaluation team will use the same method for all evaluated procuring entities using the same evidence and endorsement control method as used with the other dimensions. See ITI manual for details.
- c. **Processing:** The data collected will be converted to assign a score that ranges from zero to one (0–1) for each indicator, sub-variable, variable, and dimension, based on their assessment and weightings. All ITI components have associated differentiated weightings according to their relative importance. **The main output of the processing stage is a database where all the procuring entities appear with their scores from each indicator, sub-variable, variable, and dimension. The database also contains the scores for the national or sub-national ITI components.**
- d. **Reporting:** The reporting stage involves the preparation, publication, and public presentation of the results report. The report should contain as a minimum: a description of the methodology adopted, together with associated technical decisions (such as the procuring entities sample size and selection); the ITI results for each evaluated procuring entity; the national results with associated analysis; comparisons (between procuring entities and previous results) with associated analysis; and conclusions.

4. Implementation Timeline

CoST Uganda will undertake this task as part of other CoST members in of the third round ITI implementation. This process will take place from 12th Jan to 22nd March 2024 as follows:

Phase	Expected
Preparation 12 th – January to 6 th Feb 2024	<ol style="list-style-type: none"> 1. Develop TORs 2. Identification of an appropriate team 3. Identification of entities and projects from the GPP and E-GP including the 30 entities in the first index considering different projects 4. Identification of communication Channels 5. Conduct a breakfast commissioning webinar with participating entities and consultants.
Evaluation 8 th Feb – 10 th March	<ol style="list-style-type: none"> 1. Evaluate each dimension of ITI independently. 2. Conduct Survey (Self-assessment or Interviews) 3. Calculate Score 4. Review Calculations 5. Draft Database
Processing 12 th March-15 th March	<ol style="list-style-type: none"> 1. Scoring based on data collected. 2. Update a database where entities appear
Reporting 16 th -22 nd March	<ol style="list-style-type: none"> 1. Preparation of findings 2. Preparation of final report 3. Publication of findings

5. DUTIES, DELIVERABLES AND QUALIFICATIONS

The ITI will be delivered by a team of three resource persons supported by the CoST Uganda Team. Below are the key tasks for each of the Team members.

1. CoST Manager will be responsible for the following.

- i. Ensure timely delivery of all outputs, and contract management.
- ii. Ensuring timely payments, seeking appointments, and organizing internal team meetings
- iii. Participate in the full ITI training program by CoST International Secretariat.
- iv. Oversee the administrative arrangements, and implementation of the methodology, quality control, data processing and final reports.
- v. Define the logistics for the ITI evaluation Team, including scheduling appointments for the enumerators, letters of appointments.
- vi. Working with the consultants, define PEs and project sample based on the methodology.
- vii. Organise the launch of ITI results in a public presentation.
- viii. Participate in all conference calls with the CoST IS and NS.

Key deliverables

- Number of meetings held on the ITI internally and with PEs.
- Team participation at the CoST IS trainings.
- ITI Report

- *Contract completed within agreed timeline.*

AFIC will hire three resource persons on behalf of CoST Uganda including.

A. Open Data expert

The consultant will be closely working with ITI expert at CoST IS but reporting to the Programme Officer-CoST Uganda, National Secretariat at AFIC, and shall deliver the following tasks.

- a. Participate in the full ITI training program by CoST International Secretariat.
- b. Lead the team of consultants.
- c. Prepare/update the online evaluation form of the self-assessment.
- d. Document/update a completed self-assessment example to be distributed.
- e. Answer the questions raised by the PEs.
- f. Identify the challenging indicators.
- g. Identify the PEs contact information.
- h. Define project sample based on the methodology.
- i. Participate in all conference calls with the CoST IS and NS as and when needed.
- j. Apply the triangulation method for quality control.
- k. Monitor incoming data submitted by evaluators.
- l. Support in making calls/interviews with entities.
- m. Calculate the scores for each ITI component.
- n. Participate in the development of the final report.
- o. Develop the results database to be published.
- p. Present the ITI results in a public event as required by the NS.
- q. Participate in all conference calls with the CoST IS and NS.

Key deliverables:

- Online evaluation form of self-assessment and an example of a completed form.
- List of correspondences with the PEs / interviews
- ITI Scores for each PE
- List of indicators
- List of project and PE samples
- Clean data sets
- Tools and info graphics
- Final ITI report
- ITI final report (Word and PPT) and the results database ready to be published.
- Number of conference calls and meetings attended.
- Results data base
- Participation at the publication event

Qualifications

- Bachelors or Masters (preferred) in a relevant subject such as public policy, Computer Science, economics or other with about 8-10 years of related work experience.
- Prior experience in databases and information management systems is an asset.
- Experience on CoST principles and approach is highly valuable.

- Understanding of CoST Infrastructure Data Standard (IDS) and/or the Open Contracting for Infrastructure Data Standard (OC4IDS) data points and the ITI.
- Experience in using the government information such as procurement, transparency, financial, investment, legal framework, and other platforms.
- Experience on conducting interviews with government/public sector decision-makers and organizations.
- Strong oral and written communication skills in country language with a capacity to communicate effectively to a wide variety of audiences with excellent leadership and interpersonal skills.
- Ability to manage multiple tasks effectively & a strong team player.

B. Evaluators

The Evaluators will report to the Open Data Specialist in close contact with the CoST Programme Officer. Their tasks will be;

- a. Evaluate all dimensions following the ITI methodology.
- b. Conduct interviews with the selected PEs.
- c. Support development of the results database to be published.
- d. Collect data for the ITI and support in analysing all submitted data for the ITI.
- e. Calculate the scores for each ITI component of the data collected to inform the final scores.
- f. Apply the follow up protocol with PEs.
- g. Evaluate the Enabling Environment with the methodology.
- h. Support in the preparation and presentation of the final report and results data base.
- i. Participate in all conference calls with the CoST IS and the NS

Key deliverables:

- Scores for each ITI component to be included in ITI final report (Word and PPT) and the results database ready to be published.
- List of key findings, observations, and recommendations from the data collection exercise.
- Support completion of the ITI report
- Participation at the dissemination workshop
- All conference calls and meetings

Qualifications

- Bachelors in a relevant subject such as economics/law/engineering/social sciences or other relevant subject with about 5-8 years of related work experience
- Prior experience in databases and information management systems is an added advantage.
- Experience of CoST principles and approach is highly valuable.
- Understanding of CoST Infrastructure Data Standard (IDS) and/or the Open Contracting for Infrastructure Data Standard (OC4IDS) data points
- Experience in using the government information such as procurement, transparency, financial, investment, legal framework, and other platforms.

- Experience in conducting interviews with government/public sector decision-makers and organizations.
- Strong oral and written communication skills in country language with a capacity to communicate effectively to a wide variety of audiences.

6. APPLICATION AND OTHER IMPORTANT ASPECTS

1. Application process

- a. Given the available time to the start for this ITI exercise, the recruitment for the 2nd ITI for Uganda will be based on the Evaluators and data expert or in case of their unavailability, Engineers and qualified individuals who have engaged on CoST previous assurance processes, ITI, Open Data work and have an understanding of CoST features, and role of CoST in Uganda shall be identified and contracted.
- b. All Individuals who meet these requirements will be invited to submit a letter of interest, and submit the most recent resume to the Programme Officer, CoST Uganda via uganda@infrastructuretransparency.org not later than **6th Feb 2024**

2. Contract Award

The client for this contract is Africa Freedom of Information Centre on behalf of CoST Uganda. The selected proponent pursuant shall be advised by email.

3. Key Responsibilities

The consultant is responsible for the execution of the work in accordance with the TOR and the CoST International ITI standards. She/he will be responsible to the client and maintain close contact with the Programme Officer, CoST Uganda's (Client's) representative to ensure that the contract is implemented in accordance with the CoST requirements.

4. Consultants' obligations:

It should be noted that once the consultants are hired, and if he employs another person to help him/her that would his/her responsibilities to provide all the needed administrative, technical professional to carry out their services. The consultants will also be responsible for providing all other necessary facilities and logistical support for their staff if any, including accommodation,

vehicle/ transportation during the exercise, miscellaneous transportation, office equipment, proof reading of the report, survey & investigation equipment, communications, utilities, office supplies and other miscellaneous requirements that may be required to render their services, effectively. AFIC, finally, may or not provide fees and standard rates for additional costs for the consultant.