



Terms of Reference

Consultancy:	Development of a video documentary on Uganda’s disclosure journey, the pending challenges and opportunities to enhance disclosure.
Title:	Resource person
Reporting to:	Executive Director through the Programme Coordinator
Duration:	One month

1. Introduction

CoST – the Infrastructure Transparency Initiative is aimed at improving citizen’s lives through promoting the use of the Infrastructure Data Standard (IDS) and the Open Contracting for Infrastructure Data Standard (OC4IDS) for information Disclosure, conducting independent Assurance processes on infrastructure projects, promoting 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 public infrastructure sector. CoST Uganda is Championed by the Ministry of Works and Transport and managed by a National Secretariat hosted at the Africa Freedom of Information Centre (AFIC).

Under its intervention, “Deepening transparency to influence infrastructure performance” CoST Uganda seeks to engage an experienced and highly skilled resource person to conduct consultations and develop a video documentary on Uganda’s disclosure journey, the pending challenges and opportunities to enhance disclosure. The exercise will integrate Key Informant Interviews with AFIC/CoST, MoWT, PPDA and other critical stakeholders to provide experiences, successes, pending challenges and opportunities for increasing disclosure of infrastructure data in the country.

2. Back ground to the assignment

Transparency is the key feature of successful procurement. It enables processes and decisions to be monitored and reviewed, helps ensure that decision-makers can be held accountable and also helps drive the principles of open public procurement to more competition, and corporate governance. Core to transparency is the disclosure of information, in this case, public infrastructure projects and contracts information.

Government of Uganda has embraced disclosure of infrastructure data using the CoST standard through the Government Procurement portal, with a total of approximately 120 projects published. Government has progressed with development of an Electronic Procurement Portal, EGP, this means that, all entities would be required to migrate and use the EGP to procure and dispose assets and services. Therefore, with public procurement going electronic, the need to ensure that the EGP is compliant with the CoST standard becomes per amount.

Annually, 32.8% (UIA¹), of Uganda's public funds goes to public infrastructure and it is unfortunate that even after a heavy investment, the country operates at an infrastructure deficit of about US\$1.4 billion a year and loses nearly US\$300 million per year in inefficient infrastructure spending. The sector has been coupled with integrity issues and lack of effective citizen activism associated with limited disclosure of information. As a result, it has been characterized as the most corrupt, secretive and less inclusive sector hence affecting the delivery of services and quality of life.

In addition, over 60% of the national budget goes into public procurement annually and 9.4% of the contract values is lost to corruption (ICS 2017) whereas 70% of the public believes public procurement is corrupt and does not meet the tenets of sustainable procurement such as human rights. NDPIII² identified infrastructure as one of the fundamental drivers for socio-economic transformation of the country over the medium term.

CoST Uganda's 4th and 5th Assurance reports indicate a general increase in the levels of disclosure of public infrastructure data, albeit with several concerns on the quality of data, low levels of disclosure at project level, inconsistencies on disclosure according to data publication trends, and a reduction on the amount of data disclosed on the GPP resulting from the development of the EGP that requires entities publishing data on the EGP. Other gaps identified through the Assurance and disclosure assessments reveal a lack of effective standardized disclosure templates, lack of consistency in data disclosed and weak data retrieval systems among others.

¹ Uganda Investment Authority

² National Development Plan

To secure consistency and uptake of disclosure of infrastructure data, CoST Uganda is undertaking series of lobbying, capacity building and awareness raising engagements, to engage, duty bearers and oversight bodies to embrace and integrate the OC4IDs into the design of the EGP. We have solicited commitments from Ministry of Finance, Planning and Economic Development (MoFPED) to integrate the standard into the platform, however, the demand to exert influence and pressure on the need to implement transparency and accountability mechanism is needed, to combat any risks losses on infrastructure investments. And to deliver this, various steps are being taken by CoST Uganda to document the interventions made on increasing disclosure through the GPP and EGP. In this spirit, a 5 Minutes Short and 10 Minutes long documentaries will be compiled indicating Uganda's infrastructure data disclosure journey, challenges and opportunities for enhancing disclosure of infrastructure data.

3. Objectives

The purpose of this assignment is;

- To document experiences and results of the CoST Uganda's disclosure journey
- To document lessons, challenges and opportunities for increasing disclosure of infrastructure data
- To promote and advocate for the uptake and integration of the CoST standard (OC4IDS) into the development of the EGP as a driver to smart procurement.

4. Specific tasks due for the Resource person

The Resource person will be required to deliver the following specific assignments.

- Hold preparatory discussion with AFIC/CoST Uganda team about the preparation of videos.
- Prepare script and narration for the overall documentary.
- Develop specific storyboards, product props, production notes and related clearances for the video.
- Conduct necessary interviews and capture video footage as agreed with CoST Team and as according to the prepared script.
- Record narration and prepare background music for the videos in English with sub titles.
- Develop a 5-minute- and 10 minute High Definition advocacy documentary
- Finalize the videos as according to the feedback provided by the project team.
- Provide all necessary tools and equipment including tapes, DVD etc.

5. Deliverables

The consultant will deliver the following tasks;

1. A script indicating the flow of the themes, sub themes, animations and story lines as per the objectives and scope of work.
2. Develop a 5-minute- and 10 minute High Definition advocacy documentary draft and final videos.

6. Authority and Responsibility

The Resource person will be responsible for the delivery of the advocacy documentary with animations. In this role, they will:

- 1) Manage the logistics necessary for all tasks presented in the Scope of the assignment section of the ToR.
- 2) Develop the deliverables within the given time period in clear English Language. AFIC will offer feedback and comments, but will not edit deliverables. The Resource person would be responsible for doing these themselves or work with a professional editor within the existing budget.

AFIC team will be responsible for the following tasks;

- 1) Provide a clear ToR
- 2) Provide information on existing documents
- 3) Be available for clarifications and support
- 4) Review drafts of required deliverables and suggest necessary changes.
- 5) Approve final versions of deliverables and make payments accordingly.

3. Consultancy Requirements

The Resource person should meet the following requirements:

1. Active management, communication and interpersonal skills. Should have a demonstrable creative flair, up-to-date knowledge of industry software and a professional approach to time, costs and deadlines
2. Five (5) years of relevant working experience, applicants should share links to pieces of related work done.
3. A Bachelor's Degree in Graphic Design or Fine Art or Communication Design or its equivalent from a recognized Institution. Professional trainings in related themes are an added advantage.
4. Understanding of the infrastructure and accountability systems in Uganda is an added advantage.

5. Knowledge and any basic understanding of the CoST approach is an added advantage.

Interested individuals will be required to present the following;

The consultant(s) who meet these requirements should submit a maximum of **3 pages expression of interest** including **one pager** updated resume with related work including the following:

- A one pager suitability statement, about the proposed task methodology including a detailed work plan including commitment and availability for the entire assignment, spelling out qualifications and experiences.
- A detailed financial proposal, including daily cost per major activity

4. Timeframes

The indicative timeframe is provided in the table below. Timeframe can be modified according to need.

Activity	Timelines	Deliverable
Target contract start date	22 nd March 2023	Contract
Submission of a script and narration for the overall documentary.	24 th March 2023	Video Script
Develop storyboards, product props, production notes and related clearances for the video with animations.	29 th March 2023	Story Boards
Conduct interviews and secure necessary raw data for the video.	6 th April 2023	Raw data collected
Develop and present a 5-minute- and 10 minute High Definition advocacy documentary	18 th April 2023	Draft video
Present the final video	24 th April 2023	Final video

5. Logistics

Resource person will work with their own resources as per the contract price negotiated.

6. Application

The deadline for expression of interest is on the 16th March 2023

Please email expression of interest to, the Executive Director AFIC through the Programme Coordinator - CoST via info@cost.or.ug and info@africafoicentre.org

7. Intellectual Property Rights

The outputs are the property of CoST Uganda Chapter