



TERMS OF REFERENCE (TOR)

Documenting the status of civil space for civil society engagement in advocating for Clean Cooking and Decentralized Renewable Energy (DRE) in Zambia, Zimbabwe and Malawi.

A. Background

ACCESS is a global coalition of over 70 organizations working at the local, national, regional, and international levels whose mission is to advocate for people living in poverty to have access to safe, reliable, and affordable energy, and for environmentally sustainable and efficient energy systems globally. Most ACCESS members are practitioners and civil society groups based in Sub-Saharan Africa and Asia. ACCESS coalition and partners believe that policies will be best designed to meet the energy needs of the country's people if stakeholders representing the people have been engaged in the decision making process.

When civic space is open, citizens and civil society organisations are able to organise, participate and communicate without hindrance. The 2030 Agenda calls for the participation of CSOs and other stakeholders in its implementation. It emphasizes partnerships between governments, the private sector, civil society, the UN system, and other actors. Despite the existing collaborative and strategic approach to advocacy by CSOs on SDG 7, implementation of the policy frameworks is not at the speed and scale needed to achieve the clean cooking and electrification targets. This is partly attributed to the shrinking civic space, which has curtailed civil society and other vulnerable stakeholders' participation in energy decision making. The civic space, therefore, needs to be promoted and protected through policies and initiatives that increase dialogue between governments and their constituencies and in particular, with the most vulnerable among them. This will significantly ensure that the SDG 7 commitment is operationalized on the ground and that no one is left behind.

It is in this regard that ACCESS Coalition partnered with Hivos to commission an assessment on how CSOs are using or broadening the civic space to speak out and represent the voices of people without access to clean energy (majorly on DRE and clean cooking) including the restrictions thereof. The assessment will also highlight the contribution CSOs have made to improve the enabling environment for DRE and clean cooking.

B. Objectives of the assignment

The overall objective of the consultancy is 'to document how CSOs are using or broadening the civic space to represent the people without access to energy and the restrictions thereof.

C. Scope of Work

The consultant will need to undertake the following tasks to achieve the objective mentioned above.

1. Detailed analysis of the role played by CSOs in regards to improving /broadening the civic space; what has worked & not worked, lessons learned, challenges & opportunities, what entails a good environment for higher CSOs involvement, existing cooperation and collaboration with other stakeholders and the restrictions thereof. From the analysis, the



consultant is expected to include a simple structured 'Theory of Change' to showcase evidence that can easily be adapted by the CSOs for their collective advocacy.

2. Map out existing ACCESS member organizations and other key CSOs to aid in creating a live data base with updated information.
 3. In consultation with the secretariat and ACCESS Learning Group, undertake a needs- assessment for CSOs and identify relevant, innovative/ground breaking practices on selected topics for learning.
 4. Provide country-specific briefs (Zambia, Zimbabwe, and Malawi) based on the assessment.
- a) Present the findings of the assessment to ACCESS members and partners in a virtual webinar in July 2020.

D. Methods and tools

The following techniques can be used to complete the tasks as mentioned earlier and fulfil the purpose as defined by this TOR:

- a) Literature review and desk research of the relevant documents/policy documents
- b) Interviews with relevant stakeholders- CSOs, national government representatives, Multi- lateral development Banks, nexus CSOs
- c) Documentation
- d) Report writing
- e) Presentation

E. Key deliverables

The consultant will be required to produce or deliver the following outputs or outcomes:

- a) Initial concept note describing assignment, data sources, research methods, and how the assessment will be carried out. (Not more than 1500 words)
- b) Mid-report to be delivered approximately 2 weeks after the signing of the contract in line with instructions on the structure.
- c) A final report covering all components of the consultancy as described in terms of reference.
- d) Country-specific policy briefs (Zambia, Zimbabwe, and Malawi) drawn from the final report
- e) Power point presentation summarizing the report to be presented during a virtual meeting in August 2020.

F. Duration of task completion

This consultancy will take a total of 30 days spread from the **1st to 30th of July 2020.** Towards the realization of the objective of this assignment, the consultant shall offer his/her services in close consultation with ACCESS Coalition and KCCWG as follows:



- a) Half-a day Inception/planning meeting with ACCESS secretariat and Learning Group to review and gain an understanding of the objective of the assignment, the TOR, and desired outcomes.
- b) He/she will be required to make a presentation of the work plan for the period of the consultancy.
- c) He/she will from time to time, report to the ACCESS international coordinator on the progress made through emails and one on one presentation where feasible.

G. Essential qualifications, experience, and skills of the consultant

The consultant should have:

- a) A degree in a related field such as; Energy, Environment, Natural Resources, Community Development, Governance and Public Policy from a recognized institution of higher learning
- b) A Master's degree in any relevant field will be an added advantage
- c) Demonstrate experience and record of consulting in Energy and Environmental Governance, Public policy, county fiscal planning, community participation PEM.
- d) Experienced user of MS Office applications (Word, Excel, Power Point) and other typical computer applications will be essential.

H. Terms and Conditions

The consultant shall be expected to work from his/her location during the assignment but be in close consultation with the ACCESS/KCCWG project team while keeping to the agreed delivery schedule.

The consultant shall be paid in disbursements as follows;

Activity	Payment
The signing of assignment agreement	30%
Submission and approval of the final report	70%

I. Procedure for submission of expression of interest

Potential consultant(s) who meet the requirements should feel free to submit the following;

- a) Cover letter addressed to the International Coordinator
- b) Expression of interest with a well-defined technical and financial proposal for the task
- c) A sample of previous relevant assignment of similar nature undertaken not more than 3 years ago.

All of the above documents should be submitted to recruitments@kccwg.org latest by **22nd of June 2020 Mid-night EAT**. ACCESS/KCCWG are equal employers. Persons with disabilities, women, and the youth are highly encouraged to apply