

TERMS OF REFERENCE FOR CONSULTANCY TO UNDERTAKE THE DOCUMENTATION OF URBAN FOOD HIVES (UFH) PROJECT IN LUZIRA, KAMPALA UGANDA

1. Background about Oxfam in Uganda

Oxfam is a global movement for change that empowers people to create a secure future, just and free from poverty. We believe everyone has a right to safety, security, a livelihood, and a say in decisions that affect them. We seek a world in which everyone can speak up to power, demand and claim their human rights, and build a better future for themselves. We recognize that we cannot achieve this on our own but as a collective power. Therefore, we work in partnership with local and grass-roots organizations, civil society, individuals, volunteers, the private sector, and the Government.

Our Vision is Uganda free of inequality and Injustice: A society where people, particularly women and young people, claim and exercise their rights and responsibilities and influence decisions that affect their lives. Our work is guided by the Country Strategic Framework (CSF) (2021-2030), which is organized around four themes: Governance and Accountability, Resilient Livelihoods, Humanitarian preparedness and response, and Gender Justice and Women's Rights. All the themes work towards influencing policy and practice, youth and women empowerment, inclusive participation in decision-making at various levels, and capacity strengthening of national and local actors.

2. Information about the Project

The Urban Food Hives Initiative (UFH) in Uganda is aimed at building resilient nutritious, equitable and regenerative food systems in Kampala, grounded in the principles of agroecology. As urbanization progresses, food systems have become complex, and poverty has made it challenging for households and communities to access nutritious and healthy foods. UFH is a women and youth-led initiative dedicated to revolutionizing urban food systems by tackling urban food insecurity and promoting sustainable livelihoods based on agroecological principles.

Our vision for UFH extends beyond simply expanding urban farming; it encompasses a comprehensive strategy to enhance the resilience and sustainability of urban and peri-urban food systems in Uganda. Moreover, our project aims to establish stronger coordination and collaboration among stakeholders involved in food system governance. While there are various isolated discussions taking place, there is a significant gap in connecting government institutions, civil societies, urban markets, linking rural-urban production, and local food system initiatives across Uganda.

We seek support from this innovation challenge to assist in catalyzing a robust and holistic approach to food system coordination. Our goal is to integrate the perspectives of farmers, processors, distributors, market vendors, government bodies, NGOs, and advocacy groups committed to safe, nutritious, and healthy food, to build a united front through better food system coordination mechanisms that can address the multifaceted challenges inherent in Uganda's food system. The current lack of coordination has hindered the effectiveness of initiatives aimed at transforming the food system.

In Uganda, there are local initiatives promoting urban and peri-urban food systems. However, coordination between stakeholders is limited, and they often work in isolation. For example, the Kampala City Council Authority (KCCA) promotes the production of healthy foods (such as herbs and vegetables) and small livestock for

household consumption and income generation. Oxfam, Rikolto, Food Rights Alliance, IIRR, CEFROHT, and AFSA support important work on food security and nutrition, market access, and job creation for young people in Kampala's food systems. Similar initiatives exist in other regions, such as Kabale, Kabarole, Fort Portal, Mpigi, Gulu, and Mbale. However, these interventions lack a systematic approach and proper coordination to capturing

and disseminating knowledge and learning among peer organizations. As a result, the desired outcomes are not complementary, widely visible, nor achieved.

At the national level, there is a National Food System Coordination Committee (NFSCC) hosted by the Office of the Prime Minister (OPM), National Planning Authority (NPA), and the Ministry of Agriculture, Animal Industry, and Fisheries (MAIFF). This committee is working to generate evidence to inform the development of a food system transformation roadmap and action plan. Oxfam in Uganda has convened dialogues with OPM, MAIFF, and the United Nations Food and Agriculture Organization to discuss issues relevant to urban and peri-urban food systems. These dialogues also addressed the inclusion of smallholder farmers and other marginalized groups, such as street food vendors and youth. Based on these dialogues, it was recognized that there is need to strengthen civil society's voice and perspective as a key stakeholder in transforming food systems

3. Purpose and Objectives of the study

a) Purpose of the study

To showcase the outcomes of the urban food hives project of enhancing technical capacities of urban women and youth food producers towards promotion of equitable and sustainable food systems.

b) Objectives of the study

- To highlight community voices, contributions, and experiences
- To use documented insights and outcomes to influence agricultural policy towards sustainable and equitable food systems.
- To create compelling narratives and impact reports for potential donors

4. Scope of Work

A comprehensive coverage and interview featuring key stakeholders from the Luzira community including a representative from the women's and youth groups, a trainer from Jero Farm, staff from the Community

Integrated Development Initiative (CIDI), two Oxfam project staff members and FRA staff. This interview will focus on how the project has contributed to fostering transformative and equitable food systems highlighting the positive impact on local food production, empowerment and sustainability

5. Study Methodology

The documentation of the Urban Food Hives project will be captured through written stories and a video. These products will feature the project participants and key stakeholders involved including a representative from the Food Rights Alliance (FRA) a partner that co-organized the Civil Society Organizations' Food Systems Convening alongside Oxfam under the Urban Food Hives project.

6. Study Outputs/Deliverables

- Comprehensive stories with a focus on the areas highlighted above. The stories must be comprehensive, bringing in various perspectives, evidence and beneficiaries' voices.
- One of the stories should take the comprehensive well explored feature type such as the story starting on page 10 in this publication: <https://uganda.oxfam.org/latest/publications/africa-can-feed-herself-change-through-smallholder-farmers>
- At least 3 human interests / change stories
A blog / feature showcasing how the project is celebrating the collective power of cooperation and teamwork in addressing global food challenges – This is in line with the years World Food Day theme.
- 30 High-quality, well-captioned photos. These will include action photos as well as portraits.
- Produce a short project film, ranging in length from 15 seconds to 2 minutes
- Produce a 5- 10 minutes project video
- The videos will be filmed in the local languages of communities and will be later translated into English with subtitles on-screen.

Consent of people explicitly portrayed – consent forms must be signed off and filled.

Photographs should include a range of shots and action-oriented photos from:

- Dynamic and observational shots of people conveying action, movement and energy
- Portrait shots - try to shoot a balance of portrait and landscape shots.
- Close-up detail of relevant objects and textures.
- Scene and context shots. Include a panoramic shot when the scene contains activities of interest
- Lively, striking, 'slice-of-life' images.
- Well-gender-balanced images, voices portraying the people as empowered

Please note that Oxfam does not work with black-and-white shots
Oxfam will provide a clear brand guideline

Other requirements

- All consent forms of people who were interviewed
- All loose photos of the context/ scenery
- Timecoded and fully transcribed script for the video
- A clean version of the video, with no titles, logos or subtitles

Photo captioning filled template

7. Timeframe and estimated working days

The assignment will be undertaken from 22nd May to 11th June 2025, lasting a total of 11 working days from the date of signing the contract.

Activity	Date	Number of days
Consultant to sign contract for the assignment	22 nd May 2025	1
Review of documents and development of the inception report, script	23 rd May 2025	1
Presentation of Inception report, script, story planning and timelines to Oxfam	26 th May 2025	1
Conduct field visits and interviews	27 th May 2025	1

Collect documents, visuals, and existing stories	28 th to 30 th May 2025	2
Draft storylines for videos and books	2 nd to 4 th June 2025	2
Submission and presentation of the draft videos and story books to Oxfam	5 th June 2025	1
Incorporating comments from Oxfam team	10 th June 2025	1
Submission of the final videos and story books	11 th June 2025	1

8. Qualification and experience of the consultant/team

The applicant should have at least three years of experience in producing similar work. The applicant should share a track record of stories, photos and videos or similar comprehensive projects handled. Applications should include two references for similar work.

9. Proposal Criteria

The proposal will be evaluated based on the Quality Cost-Based Selection (QCBS) Criteria:

- The individual general reliability as well as experience and capacity in the carrying out the assignment (30%).
- The approach in responding to the TOR and detailed work Oxfam in Uganda (45%).
- The qualifications and competencies of the proposed personnel for the assignment (25%).

Proposals obtaining more than 70% of the technical points will be considered technically suitable and qualify for financial assessment.

10. Supervision/management of the assignment

- Oxfam and partners will provide reference materials, analyze the quality of the product stories, and give input to drafts.
- Support the consultant to coordinate field activities through CIDI partner and beneficiaries.
- Provide leads for possible cases/people for documentation.
- Ensure that feedback is provided for the consultant when and where necessary.
- The consultant will adhere to Oxfam policies and protocols of “Do no harm,” child protection and acquiring informed consent.
- The consultant will sign the Oxfam external code of conduct.
- The consultant will present his / her subjects with dignity.
- The consultant will be expected to bring creativity

11. Payment

The consultant will be paid in accordance with Oxfam's consultancy policy which stipulates 20% upon submission of the inception report and 80% upon successful completion and acceptance of the final products.

12. Submission of Technical and Financial Proposal:

Both the technical and financial proposals are submitted in separate sealed envelopes, in printed hard copies and on CD. CVs of key staff (lead consultant and associated consultant should be included in the technical proposal.

For interested applicants, please submit your technical and financial proposal clearly breaking down the budget and other supporting documents to Ugandalogistics@oxfam.org with the subject line “Urban Food Hives documentation” not later than 5:00 PM 20th May 2025.

Only successful candidates will be notified.