

TERMS OF REFERENCE FOR CONSULTANCY TO DEVELOP ISSUE BRIEFS AND SUPPORT FARMER FIELD SCHOOLS TO DEVELOP LOCAL-LEVEL POLICY ENGAGEMENT PLANS IN IGANGA, KALAKI, AMURU AND SERERE DISTRICTS, 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 grassroots organisations, 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

Rooted in Diversity (RiD); Partnerships for Food Security and Livelihoods is a project implemented by OXFAM in collaboration with PELUM Uganda and ESAFF Uganda, with funding from NORAD. The project is intended to enhance local knowledge, skills and capacities of small-scale food producers to improve food production and consumption in highly variable and poorly predictable agroecologies. Based on that premise, agrobiodiversity was assumed to be the best way to promote food and nutrition security and adapt to unpredictable weather. The project will: (i) build on and contribute to increased availability and use of locally adapted crops and varieties (including neglected and underutilised food plants), and (ii) improve access to market and income opportunities for small-scale food producer farmers to enable the commercialisation of this enhanced crop and varietal diversity, extending its benefits to additional rural communities through markets and exchange networks.

The project builds and enhances functional networks of exchange and opportunities for joint learning among a wide range of actors – farmers, CSOs, researchers – bringing together diverse cultural backgrounds, context and knowledge on seed and food system issues; this 'social diversity' is key to improve food and nutrition security and more just, inclusive, gender transformative and sustainable income-generating activities. The project is implemented in arid and semi-arid zones across Niger (Maradi, Dosso and Tillaberi regions), Malawi (Dowa and Nkhoshe districts), and Uganda (Serere, Kalaki, Amuru and Iganga districts). These areas share similar agroecosystems and crops and vulnerability to climate shocks due to reliance on subsistence agriculture. The FAO classifies them as "low-income food-deficit" nations underscoring the need for local agrobiodiversity management to bolster food production hence the basis of the project interventions.

3. Purpose and Objectives of the study

a) Purpose of the study

The purpose of this consultancy is to strengthen evidence-based policy engagement under the Rooted in Diversity (RiD) project by developing issue briefs based on project evidence and supporting Farmer Field Schools (FFSs) to develop local-level policy engagement plans. The consultancy will enhance the capacity of farmers in FFSs to be on the driving seat and project partners to meaningfully engage duty bearers and influence policy discussions and practices that protect food sovereignty by promoting agrobiodiversity, resilient food systems, farmers' rights, and sustainable livelihoods. The issue paper will inform Oxfam's strategic policy dialogues with government cognizant of the Protection of Sovereignty Act 2026.

b) Objectives of the study

The consultant will:

- Review project documentation and synthesize evidence from RiD interventions relevant to policy influence.
- Develop 4 high-quality issue briefs on key policy issues emerging from the project.
- Facilitate participatory workshops with Farmer Field Schools and partners to develop local-level policy engagement plans in Iganga, Kalaki, Amuru, and Serere districts.
- Build the capacity of Farmer Field Schools and project partners on policy engagement and advocacy planning.
- Produce practical recommendations for strengthening policy engagement under the RiD project.

(c) Scope of work

The consultant will undertake the following tasks:

The consultancy will be implemented within the Rooted in Diversity project districts of Iganga, Kalaki, Serere and Amuru.

The consultant will primarily engage with Farmer Field Schools facilitators and members as well as relevant district local government representatives, including District Production Officers, District Agricultural Officers and other technical officers whose mandates are relevant to the identified policy issues.

The consultant will also engage selected Oxfam staff, particularly those within the Resilient Livelihoods unit, RiD project partners and other relevant stakeholders at district and national levels, as necessary to inform the development of the policy issue briefs and local policy engagement plans. Additionally, the following tasks will be handled;

- Review relevant Rooted in Diversity project documents, reports, assessments, outcome statements, and existing policy and legal frameworks relevant to the identified advocacy issues.
- Conduct consultations with Oxfam staff, project partners, Farmer Field School (FFS) facilitators and members, district local government representatives, and other relevant stakeholders
- Identify and prioritize key policy and practice issues requiring advocacy, based on evidence generated through project implementation and stakeholder consultations.
- Develop concise policy issue briefs that synthesize project evidence, farmer perspectives, stakeholder views, and clear policy recommendations.
- Design and facilitate participatory workshops with selected Farmer Field Schools to support them in developing local policy engagement plans.
- Support FFS participants to identify and prioritize advocacy issues, define advocacy objectives, map key decision-makers and stakeholders, identify appropriate engagement approaches, and develop practical monitoring indicators.
- Facilitate linkages between FFSs, relevant district local government structures, and other stakeholders to strengthen opportunities for policy engagement and follow-up.
- Incorporate feedback from Oxfam, project partners, FFS representatives, and other relevant stakeholders into the final policy issue briefs and local policy engagement plans.

- Submit the final policy issue briefs, FFS local policy engagement plans, and any other agreed consultancy outputs to Oxfam.

5. Methodology

The consultant is expected to adopt a participatory and evidence-based approach, including:

- Review of relevant project documents, policies, studies and reports.
- Key informant interviews with Oxfam staff, implementing partners, district local government officials, and other relevant stakeholders.
- Meetings with FFS in the four project districts.
- Validation meetings with Oxfam and implementing partners.
- Preparation of draft documents for review and incorporation of comments before final submission.

6. Outputs/Deliverables

The consultant will deliver:

1. An inception report outlining the methodology, work plan and timelines.
2. Four district-level FFSs policy engagement plans (one for each district: Iganga, Kalaki, Amuru, and Serere).
3. 4 issue briefs based on agreed priorities identified through the consultancy. Each issue brief should be 4-6 pages and include:
 - Executive summary
 - Background and context
 - Evidence and key findings from RiD project interventions
 - Policy implications
 - Recommendations for district and national stakeholders
 - References
4. A final consultancy report highlighting the process, key findings, recommendations and lessons learned.

5. Timeframe and estimated working days

The consultancy is expected to be conducted over a period of 30 days working days between 21st September to 30th October 2026. A detailed work plan will be agreed upon during inception.

Activity		Number of days
Inception meeting, document review and inception report	21 st – 25 th Sept 2026	5
Stakeholder consultations and interviews	28 th Sept – 2 nd Oct 2026	5
Facilitation of district meetings and development of policy engagement plans	5 th – 16 th Oct 2026	10
Development of policy briefs	19 th – 23 rd Oct 2026	5
Revision of documents, validation and final reporting	26 th – 30 th Oct 2026	5
Total working days		30

8. Qualification and experience of the consultant/team

The consultant/firm should demonstrate:

- Advanced degree in Agriculture, Rural Development, Development Studies, Public Policy, Food Systems, Social Sciences, or a related field.

- At least 7 years of experience in policy analysis, advocacy, governance, agriculture, food systems, or rural development.
- Demonstrated experience developing policy briefs and advocacy strategies.
- Experience facilitating participatory planning and stakeholder engagement processes.
- Strong understanding of agrobiodiversity, food sovereignty, climate resilience and farmer-led approaches.
- Proven experience working with civil society organizations and local government structures in Uganda.
- Excellent analytical, report-writing and facilitation skills.

9. Proposal Criteria

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

- a. The individual general reliability as well as experience and capacity in the carrying out the assignment (30%).
- b. The approach in responding to the TOR and detailed work Oxfam in Uganda (45%).
- c. 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

The consultant will work under the overall supervision of the Oxfam Food Systems Coordinator. Technical guidance will be provided by Resilient Livelihood Team in collaboration with PELUM Uganda and ESAFF Uganda where necessary.

The consultant will be expected to:

- Participate in an inception meeting with Oxfam and project partners to agree on the methodology, work plan and deliverables.
- Provide regular progress updates throughout the assignment.
- Submit all draft deliverables for review and incorporate feedback from Oxfam and project partners before final submission.
- Attend debrief and validation meetings as required during the consultancy.

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. 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 "policy briefs and Farmer Field Schools develop local level policy engagement plans" not later than 5:00 PM 11th September 2026.

Only successful candidates will be notified.