



**MINISTRY OF LANDS, HOUSING AND URBAN DEVELOPMENT**

**ALBERTINE REGION SUSTAINABLE DEVELOPMENT PROJECT-  
COMPONENT 2**

**TERMS OF REFERENCE FOR RECRUITMENT OF A CONSULTANCY FIRM TO  
PREPARE ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT REPORTS &  
RESETTLEMENT ACTION PLANS FOR SELECTED LOCAL ECONOMIC  
INFRASTRUCTURE IN BULIISA AND HOIMA DISTRICTS**

**APRIL 2018.**

## **1.0 INTRODUCTION**

The Government of Uganda (GoU) has secured funding from the World Bank (IDA) to implement the Albertine Region Sustainable Development Project (ARSDP) in the Albertine region. The Project aims at improving regional and local access to infrastructure, markets and skills development in the Albertine Region.

## **1.2 PROJECT COMPONENTS**

### **1.2.1 Component 1: Regional Access and Connectivity**

This component aims at improving overall accessibility to the Albertine region, reduce travel times and improve access to markets and services. Its focus is on upgrading of Kyenjojo-Kabwoya-Hoima-Kigumba Road to a paved Class II (bitumen) standard. It is being implemented by the Uganda National Roads Authority.

### **1.2.2 Component 2: Local access, Planning and Development**

This component aims at increasing rural accessibility to markets and services, prepare selected key urban centers for growth and provide economic infrastructure targeting key sectors in the region. This is implemented by Ministry of Lands, Housing and Urban Development. This component is implemented in Buliisa and Hoima Districts.

### **1.2.3 Component 3: Skills Access and Upgrading**

The third component is about skills access and upgrading and it is designed to upgrade the quality of Business Technical Vocational Education and Training (BTJET) in oil and gas, orient it to the private sector demands and provide access to BTJET to the people living in the Albertine Region. This component is implemented by Ministry of Education and Sports.

## **1.3 GENERAL OVERVIEW OF ARSDP COMPONENT 2**

The Ministry of Lands, Housing and Urban Development is responsible for implementing component 2 of ARSDP. This component has three major sub-components that include (i) Physical Planning, (ii) Local Infrastructure and (iii) Technical Assistance and Oversight.

The physical planning sub-component finances the preparation of Physical Development Plans for Nine (9) urban centres namely Wanseko, and Biiso in Buliisa District as well as Kigoroby, Kiziranfumbi, Kyangwali, Kabwoya, Butema, Kyarushesha and Buhuka in Hoima District. In addition, the sub-component will support capacity building of the respective councils to implement the Physical Development Plans (PDPs).

The Local infrastructure sub-component supports construction of local roads and local economic infrastructure. Under roads, the focus shall be on improvements and/or repair of District/Town Council roads to make them motorable all year around. This will involve removal of bottlenecks to access that may include repair/provision of bridges, culverts, raising of critical road sections especially in swampy areas and any other spot improvements. In addition, 19 road segments (12 Km) mainly in Buliisa Town Council and Butiaba Port shall be upgraded to bituminous standard. The local economic infrastructure shall include 13 markets, 2 fish landing sites, 25 fish cages and 1 animal slaughter house.

Thirdly, the Technical Assistance and Oversight sub-component supports among others consultancy costs for design and supervision of local roads and economic infrastructure, operational costs for the Project Support Team, safeguards monitoring and management and provision of equipment to Local Governments.

## **2.0 INTRODUCTION TO CONSULTANCY ASSIGNMENT**

The Ministry of Lands, Housing and Urban development has already recruited an Engineering firm to undertake feasibility studies, designs, tender assistance and supervision of engineering aspects of the planned sub-projects. The Ministry now seeks to recruit a Consultancy firm to undertake Environmental and Social Impact Assessment (ESIA) and Resettlement Action Plan (RAP) for Batch 2 Sub-projects (Local Economic Infrastructure). These sub-projects include;

- i. Construction of 13 markets (9 in Buliisa and 4 in Hoima Districts)
- ii. Construction of 25 fish cages in Hoima
- iii. Construction of 2 Landing sites in Hoima
- iv. Construction of 1 animal slaughter house in Hoima

## **3.0 OBJECTIVES OF THE CONSULTANCY**

The objectives for the assignment includes the following;

- a) To identify and assess the potential environmental and social impacts for the Local Economic Infrastructure listed in 2.0 above.
- b) To recommend enhancement measures for positive environmental and social impacts and mitigation measures for the negative environmental and social impacts
- c) To prepare appropriate Resettlement Action Plans (RAP) for the sub-projects for approval by the Chief Government Valuer (CGV)
- d) To prepare an Environmental and Social Impact Assessment (ESIA) Report / Environmental and Social Management and Monitoring Plans for review by the Ministry of Lands, Housing

and Urban Development, clearance by the World Bank and approval by National Environment Management Authority (NEMA).

#### **4.0 SCOPE OF THE CONSULTANCY**

The consultant will work with the Engineering firm, MLHUD and Local Government Technical staff during the feasibility studies and preliminary designs to identify the feasible sub-projects. The consultant will thereafter undertake Environmental and Social Impact Assessment and Resettlement Action Plan for the feasible sub-projects. The studies will be undertaken in four months from the date of contract signature and will be conducted in Buliisa and Hoima Districts. The consultant will also make consultations at local, regional and national levels. More details of the scope are explained below;

#### **5.0 ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT (ESIA)**

The ESIA will involve investigations on social aspects, economic activities, conservation of natural resources, historical and anthropological heritages, public consultations and disclosures. The consultancy shall mainly encompass the following tasks;

##### **5.1 Detailed Desk-top Review**

The Consultant is to review all existing reports like Engineering Feasibility and designs, Scoping report, ESIA Terms of Reference (ToRs), Project Appraisal Document, Project Operational Manual, Batch 1 ESIA reports, progress reports, minutes, among others. This will enable Consultant to concisely describe each sub-project assessed, its geographic, ecological, general layout including maps and socio-economic aspects at appropriate scale and refining the data collection plan.

##### **5.2 Approval of RAP Methodology**

Upon completion of the desk reviews and preliminary consultations, the consultant shall prepare a comprehensive RAP methodology for review by the Client and the consultant will thereafter submit the RAP methodology to the Chief Government Valuer for statutory approvals.

##### **5.3 Stakeholders' consultations and engagements**

The Consultant will make arrangements for stakeholders' consultations with the affected/ benefiting communities, Sub Counties, Districts and other relevant stakeholders including but not limited to Ministry of Lands, Housing and Urban Development (client), Ministry of Water and Environment, Ministry of Local Government, Ministry of Tourism, Wildlife and Antiquities, Ministry of Trade, Industry and Cooperatives, Ministry of Agriculture, Animal Industry and Fisheries, Ministry of Energy and Mineral

Development, Ministry of Gender, Labour and Social Development, Ministry of Finance, Planning and Economic Development, Ministry of Health, National Forestry Authority, Uganda Wildlife Authority, Uganda National Roads Authority, National Fisheries Resources Research Institute, Uganda Police Force and the World Bank. The outcome of these public consultations shall be recorded in the ESIA report including key concerns of stakeholders. The results of these consultations will be made accessible to the relevant stakeholders, including potentially affected persons.

#### **5.4 Establishing baseline conditions**

The consultant shall undertake general and site-specific bio-physical baseline conditions including detailed assessments and inventories of small and large mammals, birds, fish species, amphibians and reptiles, floral diversity and abundance, physical- chemical environment (water, air and noise etc). In addition, assessments of the geological, drainage, edaphic, topography, land use patterns, climatic conditions, physico-cultural resources, accident patterns, auxiliary sites (camps, equipment and material yards, borrow areas, stone quarries water, sand and other materials) among others shall be conducted.

Socio-economic baseline assessments will involve data on demographics, potential PAPs, beneficiaries of economic infrastructure, culture and religion, livelihoods and economic activities, housing and settlements, water and sanitation, transport, economic infrastructure use and conditions including maintenance, education, enrolment and literacy indicators, key health indicators (child and maternal health, health units etc), HIV and AIDS conditions, employment and labor conditions, gender indicators (including gender based violence, sexual harassment, etc), children's rights (including Violence against children), other special interest categories like people with disabilities, the elderly, the youths among others, health and safety, peace and security, utilities and social infrastructure, existing complementary services to the sub-projects, among others.

The baseline conditions are intended to provide a measure of existing environment and the socio-economic situation, assessing the impact of the project on these conditions against which future changes due to the sub-projects can be monitored.

#### **5.5 Legislative and Regulatory Framework**

The Consultant shall identify and describe the pertinent regulations and standards- both local and World Bank Environmental and Social Safeguards Policies governing the environmental quality, health and safety, protection of sensitive areas, land use control at the national and local levels and ecological

and socio-economic issues among others. Thereafter, the Consultant shall identify the project activities that should comply with the identified regulations and provide cost-effective compliance measures.

### **5.6 Assessment of Potential Environmental and Social Impacts**

The Consultant will provide a detailed assessment and evaluation of the positive and negative, direct and indirect, immediate and long term, and permanent and temporary impacts due to the construction and operation of the proposed sub- project and related activities, including the construction of access roads, both, during the construction and future operation of these structures and facilities. Impacts will be assessed in either qualitative or quantitative terms, according to their inherent nature and the availability of adequate data to enable predictive analysis to be undertaken. The Consultant should pay special attention to the assessment of cumulative environmental and social impacts. Assessment shall include impacts on the different baseline conditions (Environmental and Socio-economic) during and after project implementation.

### **5.7 Identification of Mitigation Measures**

The Consultant will identify cost-effective measures to avoid, minimize or mitigate adverse impacts, or to enhance beneficial or positive impacts. As necessary, these will comprise both appropriate sub-project specific and general environmental and social protection measures. The general and specific protection measures will be incorporated in the Environmental and Social Management and Monitoring Plan (ESMMP).

### **5.8 Analysis of Project Alternatives**

The Consultant should discuss alternative routes and locations in light of the current environmental and social circumstances and make appropriate recommendations for cost effective and appropriate technical options. This should be done in consultations with the Engineering Consultant, MLHUD and the Local Governments.

### **5.9 Environmental and Social Management and Monitoring Plans (ESMMP)**

The Consultant shall prepare an ESMMP outlining (a) the exact project activities and their ecological and social impacts, the proposed mitigation measures, the institutional arrangements required for effective implementation of the proposed mitigation measures as well as for effective monitoring of the implementation of the mitigation measures, including time horizons and cost estimates for these activities, (b) recommendations pertaining to the strengthening of the institutions responsible for the implementation of the ESMMP; and (c) relevant monitoring indicators (d) overall costs for MLHUD,

Contractors, and District Local Governments and (e) principles for mitigation of impacts associated with unforeseen design modifications.

### **5.10 Submission of ESIA Reports and RAPs**

The output will be an Environmental and Social Impact Assessment report prepared in accordance with the National regulatory provisions and World Bank Safeguards Policies. There will be three ESMMPs prepared in the ESIA and corresponding Resettlement Action Plans as follows;

- a) Construction of 13 markets (9 in Buliisa and 4 in Hoima Districts)
- b) Construction of 2 Landing sites and Construction of 25 fish cages in Hoima
- c) Construction of 1 slaughter house in Hoima

The reports shall be in the English Language, clear and concise, not exceeding 100 pages each. The reports should be in a format acceptable to local competent authorities, international environmental standards and development partners. Upon reviews and approvals by the Client, the Consultant shall present the reports to relevant environmental authorities for approval in the required number of copies and formats.

## **6.0 RESETTLEMENT ACTION PLAN (RAP) FOR BATCH2 SUB- PROJECTS**

In light of the current activities in the vicinity of the proposed projects, there may be need for compensation to affected properties like crops, trees, structures as well as securing landlocal economic infrastructure. RAP will therefore be prepared to address this involuntary resettlement, livelihoods as well as compensation issues related to project affected persons. In addition, the processes of construction camps and access roads may lead to temporary loss of land and other assets which calls for compensation. RAP will be carried out as per the international requirements with reference to the World Bank Policy 4.12 as well as the laws of Uganda. RAP will include among others the following elements.

### **6.1 Description of the Project**

This section will describe the different sub-projects and their locations as indicated in section 2 above.

### **6.2 Objective of RAP**

The purpose of the Resettlement Action Plan (RAP) is to identify the people affected, losses to be incurred, and plan, implement and monitor the appropriate resettlement measures for impacts that result from project activities. Therefore, the RAP will deal with social issues related to land acquisition, such as loss of economic activities and livelihoods or displacement due to construction of economic infrastructures, Right of Way (RoW) of clearing, setting of temporary camps for workers' accommodation, equipment storage and construction of access roads to construction sites.

### **6.3 Socio-economic study**

This will include census of PAPs, Land tenure and transfer systems, including an inventory of communal resources from which people derive their livelihoods and sustenance, non-title-based usufruct systems (including grazing, use of forest and swamp areas) governed by local recognized land allocation mechanisms, and any issues raised by different tenure systems in the project area; the patterns of social interaction in the affected communities, including social networks and social support systems, and how they will be affected by the project; public infrastructure and social services that will be affected; and social and cultural characteristics of communities to be affected, including a description of formal and informal institutions (e.g., community organizations, ritual groups, Non-Governmental Organizations (NGOs)) that may be relevant to the consultation strategy and to designing and implementing the resettlement activities.

### **6.4 Legal Framework**

The relevant legal framework will be reviewed. This will cover the power of eminent domain and the nature of compensation associated with it, in terms of both the valuation methodology and the timing of payment; the applicable legal and administrative procedures, including a description of the remedies available to affected persons in the judicial process and the normal timeframe for such procedures, and any available alternative dispute resolution mechanisms that may be relevant to resettlement under the project; relevant law (including customary and traditional law) governing land tenure, valuation of assets and losses, compensation, and natural resource usage rights; environmental laws and social welfare legislation; laws and regulations relating to the agencies responsible for implementing resettlement activities; gaps, if any, between World Bank Policies and local laws covering eminent domain and resettlement and the mechanisms to bridge such gaps.

### **6.5 Institutional Framework for implementation**

The institutional framework will involve the identification of agencies responsible for resettlement activities and NGOs that may have a role in project implementation. Capacity of such agencies and NGOs will be examined and proposals to enhance their institutional capacity for resettlement implementation will be made.

### **6.6 Eligibility**

The consultant shall propose a criterion for definition of persons to be affected and criteria for determining their eligibility for compensation and other assistance, including relevant cut-off dates.

### **6.7 Scope of Land/Property Survey and Valuation**

The methodology will entail valuing losses to affected property to determine their replacement cost; and a description of the proposed types and levels of compensation under local law taking into account the



requirements of World Bank Safeguards Policy (OP 4.12) and such supplementary measures as are necessary to achieve replacement cost for lost assets.

### **6.8 Property Survey**

- ✓ Accordingly, the Consultant shall appropriately survey all land and assets for expropriation by the economic infrastructure. The economic infrastructure like markets, landing sites and animal slaughter house will be permanent and therefore any resulting land acquisition requirements will be permanent. The District Local Governments will ensure that the land for economic infrastructure is availed and as such less compensation issues will be expected.
- ✓ Where required, the consultant shall install visible mark strips on the land to be used for the purpose of the project and obtain all cadastral maps and other relevant information necessary to identify property owners and other persons that are likely to be affected by the project, produce drawings showing the land tenure system along the alignment and the land shaded uniquely for each type of tenure system. The proposed sub projects should be superimposed on the cadastral maps.
- ✓ Secure and verify copies of registered land titles where permanent land acquisition is necessary like for the economic infrastructures, maps of the site and immediate neighborhood (for injurious effect purposes) including full cadastral survey of the site.
- ✓ Establish and map out the Survey Control Points along the proposed route; carry out topographical route survey capturing outstanding features; digitize the cadastral maps obtained as above, and transform them into coordinate system; superimpose the topographical survey, to produce strip maps, drawings and data complying with requirements of the Chief Government Valuer (CGV) and Commissioner of Survey and Mapping for purposes of acquiring properties and relocation of utilities falling within the site. Verify the strip maps with the actual situation on the ground.
- ✓ Establish the names and particulars of the affected persons, areas covered by their plots to assist the values compute the values of such property. These should be referenced in accordance with MLHUD's referencing system.
- ✓ Document the damaged crops during survey and prepare a photo documentation to store the information.

### **6.9 Valuation**

- ✓ In accordance with the scope, the Consultant shall:
- ✓ Identify the project affected persons using procedures approved by the Chief Government Valuer.

- ✓ Carry out detailed valuation of all affected land, properties and livelihoods affected by the project, which will provide the basis for compensation/resettlement.
- ✓ Compile land acquisition and resettlement costs for areas that PAPs are to be resettled.
- ✓ Ensure the data collection during valuation is done on forms acceptable to the CGV and the process is properly witnessed by the client.
- ✓ Ensure that all property such as houses and PAPs are photo documented, including damaged crops, for easy identification during disclosure and payments.

#### **6.10 Resettlement measures**

The consultant will provide a description of the packages of compensation and other resettlement measures that will assist each category of eligible affected persons to achieve the objectives RAP will be prepared. In addition to being technically and economically feasible, the resettlement packages should be compatible with the cultural preferences of the affected persons.

#### **6.11 Site selection, Site preparation and Relocation**

Alternative relocation sites will be identified. Institutional and technical arrangements for identifying and preparing relocation sites will be designed taking into account a combination of productive potential, location advantages and other factors comparable to the advantages of the old sites. A time schedule will be designed to take into account the process of acquiring and transferring land and other ancillary resources. Procedures for physical relocation under the project, including timetables for site preparation and transfer; and legal arrangements for regularizing tenure and transferring titles including measures to prevent land speculation and influx of ineligible persons at selected sites.

#### **6.12 Housing, Infrastructure and Social Services**

The consultant will make plans to guide provision of (or to finance eligible PAPs) housing, infrastructure (e.g., water supply, feeder roads), and social services (e.g., schools, health services). Plans to ensure comparable services to host populations; any necessary site development, engineering, and architectural designs for these facilities will also be made by the consultant.

#### **6.13 Environmental Protection and Management**

The Consultant will provide a description of the boundaries of the relocation area; and an assessment of the environmental impacts of the proposed resettlement, measures to mitigate these impacts (coordinated as appropriate with the environmental assessment of the main investment requiring the resettlement) will be made by the consultant.

#### **6.14 Community Participation**

The consultant will develop a strategy describing consultation and participation of PAPs and hosts in the design and implementation of the resettlement activities will be made. It will present a summary of the views expressed by the settlers and hosts and how these views were taken into account in preparing the resettlement plan. It will also highlight the resettlement alternatives presented and the choices made by affected persons regarding options available to them, including choices related to forms of compensation and resettlement assistance, to relocating as individuals families or as parts of pre-existing communities or kinship groups, to sustaining existing patterns of group organization, and to retaining access to cultural property (e.g. places of worship, pilgrimage centers, monuments, cemeteries, among others). Furthermore, institutionalized arrangements by which affected people can communicate their concerns to project authorities will be defined to ensure that vulnerable groups such as indigenous people, ethnic minorities, the landless, children and women are adequately represented.

#### **6.15 Integration with Host populations**

The consultant will develop measures to mitigate the impact of resettlement on any host communities, including consultations with host communities, NGOs and local governments; arrangements for prompt tendering of any payment due the hosts for land or other assets provided to PAPs; arrangements for addressing any conflict that may arise between PAPs and host communities; and any measures necessary to augment services (e.g., education, water, health, and production services) in host communities to make them at least comparable to services available to PAPs.

#### **6.16 Grievance Redress Procedures**

The consultant will recommend affordable and accessible procedures for third-party settlement of disputes arising from resettlement; such grievance mechanisms will take into account the availability of judicial recourse and community and traditional dispute settlement mechanisms. MLHUD and the Local Governments shall establish the grievance management committees for each infrastructure as the first point of contact for any grievances. Referral mechanisms to Sub County and District level grievance management committees has also been established. The consultant will recommend measures to strengthen these committees.

#### **6.17 Organizational Responsibilities**

The consultant will design the organizational framework for implementing resettlement, including identification of agencies responsible for delivery of resettlement measures and provision of services; arrangements to ensure appropriate coordination between agencies and jurisdictions involved in implementation; and any measures (including technical assistance) needed to strengthen the

implementing agencies' capacity to design and carry out resettlement activities; provisions for the transfer to local authorities or PAPs themselves of responsibility for managing facilities and services provided under the project and for transferring other such responsibilities from the resettlement implementing agencies, when appropriate.

### **6.18 Implementation Schedule**

The consultant will develop an implementation schedule covering all resettlement activities from preparation through implementation including target dates for the achievement of expected benefits to PAPs and hosts and terminating the various forms of assistance. The schedule should indicate how the resettlement, livelihood restoration and community development activities are linked to the implementation of the overall project.

### **6.19 Costs and Budget**

The consultant will develop tables showing itemized cost estimates for all resettlement activities, including allowances for inflation, population growth, and other contingencies; timetables for expenditures; sources of funds; and arrangements for timely flow of funds, and funding for resettlement, if any, in areas outside the jurisdiction of the implementing agencies. The Budget shall include detailed cost estimates for the implementation of the Livelihood restoration and Community Development Action Plan (CDAP).

### **6.20 Monitoring and Evaluation**

To ensure complete and objective reporting, the consultant will prepare a time-based schedule for monitoring of resettlement activities by the implementing agency, supplemented by independent monitors as considered. This will have performance monitoring indicators to measure inputs, outputs, and outcomes for resettlement activities. It will also define the roles of the affected persons, NGOs, District Local Government, the Client and the Financing Agency in the monitoring process as well as the evaluation of the impact of resettlement and related development activities. The results of resettlement monitoring should guide subsequent implementation.

### **6.21 Reporting**

The client will institute a multidisciplinary Contract Management Team to supervise and provide the necessary support to the consultant to successfully execute the assignment.

All reports from the consultant shall be fully signed by the respective specialists and the submission shall be made by the Lead Consultant.

The RAP report shall be prepared as a self-standing document. The Client shall review and comment on the submitted reports within two weeks of reports submissions.

Where approvals from other parties like NEMA, Chief Government Valuer (CGV) and the World Bank will be required, the consultant shall incorporate the comments from the client before submitting the report to such parties for a No Objection and upon obtaining a No Objection, the final reports incorporating the third parties shall be submitted by the Consultant to the Client. The reports shall be submitted in fourteen (14) hard copies and one (1) soft copy on a CDROM. The RAP report shall be submitted in accordance with the approved RAP Methodology by the CGV.

## 7.0 TIME FRAME AND DURATION OF ASSIGNMENT

The assignment is expected to commence by July 1, 2018 and to be delivered in a period of 4 calendar months (16 weeks) as indicated in appendix 3.

## 8.0 DELIVERABLES

The consultant shall deliver the following;

S/N	Deliverable	Time frame for delivery of outputs
1	The Inception Report including Scoping Report, ESIA TORs and RAP Methodology	4 Weeks after contract signature
2	Draft ESIA Report	10 Weeks after contract signature
3	Draft RAP Report	9 Weeks after contract signature
4	Submission of Final Report to NEMA	12 Weeks after contract signature
5	NEMA Certificate	16 Weeks after contract signature
6	Approved RAP Report	14 Weeks after contract signature
7	Monthly progress reports	Every 4 weeks
8	Completion Report	16 Weeks after contract signature

## 9.0 CLIENT'S INPUTS TO THE STUDY

- ✓ The client Project Safeguards Specialists (the Environmental Specialist and Social Development Specialist) will provide overall direct technical supervision to the consultant's team and shall be empowered to take all day-to-day decisions required for the successful implementation of the assignment and preparation of credible reports.
- ✓ The Safeguards Specialists will provide a linkage between the consultant, the Client as well as with the District Local Governments and the PAPs.
- ✓ They will collaborate with the Client to provide the Consultant with all available reports of any relevant studies, maps and documents pertinent to the proposed assignment.
- ✓ The Safeguards Specialists will also ensure that the client synchronizes the work plans of the Engineering Consultant with those of Safeguards Consultant for mutual operations and support

to deliver the projects. These will include joint meetings, planning, joint field work, report sharing and follow up between Engineering and Safeguards Consultants.

- ✓ The client will provide funds for the approved reimbursable expenses for example field office space and operational costs during field work.
- ✓ The (client) will facilitate the Consultant in acquiring tax exemptions, if any.

## **10.0 QUALIFICATIONS OF THE SAFEGUARDS FIRM**

The consultancy firm should have the following minimum requirements;

- ✓ Valid registration with National Environmental Management Authority as Environmental practitioner.
- ✓ At least 5 (five) consecutive years of similar consultancy experience in Environmental and Social safeguards assessment of infrastructure projects in Uganda.
- ✓ Evidence of availability of required experts (as indicated in section 9) for the assignment
- ✓ Certificate of incorporation, valid trading permit, or any other applicable certificate/ permits
- ✓ Certified physical address
- ✓ Evidence of registration with relevant Tax Authorities
- ✓ Evidence of Uganda Revenue Tax clearance, and any other mandatory requirements for a firm to provide services to the Government entity in Uganda

## **11.0 KEY PERSONNEL FOR THE ASSIGNMENT**

Consultant shall provide all personnel necessary for the completion of the Study. The following key personnel shall be included as a minimum requirement for the consultant's personnel:

- a) A Team Leader/ Project Manager
- b) Environmental Expert
- c) Social Development Expert
- d) Limnologist
- e) Land Valuation Expert

The qualifications and roles of these expertise is attached as appendix 4;

Beyond this team, the Consultant may employ other short-term experts that will be required to effectively deliver this assignment at his own cost.

## **12.0 REPORTING REQUIREMENTS**

The consultant shall report to the Permanent Secretary through the Contract Manager. The designated contract manager shall manage the day to day matters relating to the execution and performance of the

contract. The consultant shall prepare and submit an inception report within 2 weeks after contract effectiveness detailing the work plan, and the project schedule. The Consultant shall submit the inception report that includes the scoping report. The reports shall be signed by all the Experts approved by the Client.

- ✓ Inception Report including Scoping Report, ESIA ToRs and RAP methodology
- ✓ Inputs to the Feasibility Study Report and Preliminary Design Report
- ✓ Draft ESIA Reports
- ✓ Final ESIA Reports (the number of hard copies of the reports shall be fourteen (14) accompanied with a soft copy on CDROM)
- ✓ Draft RAP Reports
- ✓ Final RAP Reports (the number of hard copies of the reports shall be fourteen (14) accompanied with a soft copy on CDROM).
- ✓ Monthly Progress reports
- ✓ Incidental and Special Reports required by the client and other stakeholders from time to time
- ✓ Completion report for the consultancy at the end of the assignment

### **13.0 PAYMENT SCHEDULES FOR THE DELIVERABLES (ESIA and RAP)**

A lumpsum contract amount shall be paid based on the approved deliverables for different sub-projects as follows;

- ✓ Approved Inception Report including the scoping report, ESIA ToRs and RAP Methodology shall be paid 30% of contract sum
- ✓ Clearance of Draft Reports by the client for all the project shall be paid 50% (ESIA-25% and RAP- 25%)<sup>1</sup>
- ✓ Approved Final Reports by statutory bodies shall be paid 20% (Issuance of ESIA certificates by NEMA for all projects shall be paid 10% and approved RAP reports by Chief Government Valuer (CGV) for all sub-project shall be paid 10% ) of the total contract sum

### **14.0 PAYMENT OF REIMBURSABLE EXPENSES**

The consultant will be reimbursed for approved expenditures on operational costs during the assignment. The eligible reimbursable expenditures will include Communication costs, Stationary, printing, photocopying, binding of reports, Refreshments for members during communities and other

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<sup>1</sup> Clearance of the draft reports by the client shall constitute to the reviews comments and clearance by MLHUD, District Local Governments, other relevant Ministries depending on the sub-projects and the World Bank

stakeholders' meetings and transport costs during studies. Additional reimbursable costs will be agreed upon during negotiation meetings with the client.

**Appendix 1: Contents of the ESIA Report**

The consultant will submit detailed ESIA reports including among others, the following sections;

- a) Cover page.
- b) Table of contents.
- c) List of acronyms.
- d) Executive Summary with maps and photographs.



- e) Introduction.
- f) Description of the proposed project.
- g) Discussion of the outcome of the environmental scoping exercise and Final ESIA ToR.
- h) Description of the area of influence and environmental baseline conditions.
- i) Discussion of Uganda's policy, legal, regulatory, and administrative frameworks.
- j) Discussions of the WB Safeguard Policies triggered by the proposed project.
- k) Methods and techniques used in assessing and analyzing the environmental and social impacts of the proposed project.
- l) Environmental and Social Baseline Conditions
- m) Discussion of the environmental and social impacts of the proposed project.
- n) Discussion of the proposed mitigation measures.
- o) Discussion of alternatives to the current market positions and related structures and facilities.
- p) Discussion on Cumulative Impacts.
- q) Presentation of consultations with relevant stakeholders and affected persons (Themes and Sub themes will be created on the key issues arising out of the consultations).
- r) Monitoring indicators for the proposed project.
- s) Environmental and Social Management Plan with detailed budget
- t) Decommissioning Plans for Marram pits, Stone quarries, Workers' Camps and Material Storage Yards, with detailed budgets
- u) Recommendations.
- v) References using *American Psychological Association* format).
- w) Appendices
  - ✓ Maps and photographs, List of individuals and institutions consulted
  - ✓ Specialist reports (noise, air and water quality tests results certified by reputable and National verifiable laboratories, flora, mammal, herptile, avian, species, etc inventory results, list of wetlands, river banks and lakeshores, list of forests, game reserves and physical cultural resources etc directly or indirectly affected by the projects)
  - ✓ Codes of Conduct for the Contractors and Workers
  - ✓ HSE monitoring and enforcement checklists
  - ✓ Physical Cultural Resources Management Plan and Chance Finds Procedures
  - ✓ Guidelines to Contractors on recruitment of Laborers
  - ✓ Gender Based Violence (GBV) Code
  - ✓ Violence Against Children (VAC) Code
  - ✓ Site Disciplinary Committee Structure and Operation guidelines
  - ✓ Contractor Community Engagement guidelines
  - ✓ HIV/AIDS Control and Management guidelines
  - ✓ Accident Reporting guidelines
  - ✓ Health, Safety and Environmental reporting guidelines, Smoking guidelines
  - ✓ Sanitation Management guidelines
  - ✓ List of all affected property owner's foe each sub-project
  - ✓ Guidelines for restoration of steep slopes and deep cuts
  - ✓ Guidelines for establishment, operation and decommissioning workers' camps
  - ✓ Guidelines for establishment, operation and decommissioning of borrow pits

## **Appendix 2: Structure of the RAP report**

The RAP report will contain among others the following;

- a) Cover page
- b) Executive summary;

- c) Background (Including a brief description of the infrastructure location)
- d) Objectives
- e) Conceptual orientation (Ugandan laws, World Bank guidelines, general ideology)
- f) Baseline information (Socio-Economic data, survey data, valuation data, FAQs)
- g) Inferences/conclusions
- h) 8. Proposed actions;
  - ✓ Mitigation strategies, Cash/in kind/consequential
  - ✓ Consultations
  - ✓ Relocation
  - ✓ Cultural artefacts
  - ✓ Chance findings
- i) Grievance Redress Mechanism
- j) Proposed arrangements including Staff, Responsibilities, Third parties, M&E, Time, Cost
- k) References (APA format)
- l) Appendices (within same document) which will among others include
  - ✓ Social Economic Survey Questionnaires, PAPs Photographs
  - ✓ Sub-projects location schematic
  - ✓ Public Consultation and Disclosure Report
  - ✓ Survey Report (Stand Alone documents) In both hard and soft copy in and autoCAD format
  - ✓ Strip maps with GPS coordinates of all PAPs including block identification numbers
  - ✓ Survey forms
  - ✓ Valuation Report (Stand Alone documents) in hard and soft copy
  - ✓ List of PAPs with their respective value of property and crops
  - ✓ Valuation forms duly signed by the Valuer, SE data (hard copies)

**Appendix 3: Consultancy Schedule**

S/N	Year	2018															
	Months	July				August				September				October			
	Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1.	Inception report including scoping report, ESIA ToRs and RAP Methodology																
2.	Inputs to the Feasibility Study Reports and Preliminary Design and Detailed Design Reports																
3.	Approval of RAP Methodology by Client, World Bank and CGV																
4.	Environmental and Social Impact Assessment (ESIA)																
5.	Detailed Resettlement Action Plan (RAP)																
6.	Review of ESIA and RAP by Client and WB																
7.	Submission of RAP report to CGV																
8.	Review and Approval of RAP report by CGV																
9.	Submission of ESIA report to NEMA																
10.	Review and Approval of ESIA reports by NEMA																
11.	Obtaining ESIA certificate																
12.	Handover of approved RAP report by the Consultant to the Client																
13.	Completion Report for the assignment																

#### Appendix 4: List of Key Consultant's Experts, their Qualifications and Roles

S/N	Expert	Qualifications	Role and Responsibility
1	Team Leader	A Master's Degree in Environmental Management, Forestry, Natural Resources, or relevant degree with ten years of relevant experience working on Donor funded infrastructure projects and biodiversity assessment. Demonstrated evidence of leading safeguards including ESIA, RAP studies and supervision is required. Specialized training in Project Planning and Management, M&E or Human Resources Management from a recognized Institution will be an added advantage. Must be registered as a ESIA team leader by the responsible statutory body.	Overall responsibility for the assignment. Oversee and supervise the whole assignment. Mobilizing all experts to deliver to the expectations of the client, attend all required meetings and submit all required reports.
2	Natural Resources Management Expert	A Bachelor's Degree in Botany or Zoology or a related field with five years of relevant experience working on World Bank funded Projects and biodiversity assessment will be required. The expert should be registered with NEMA or an equivalent body in his country of origin and duly authorized to carry out such work.	Takes lead of the all environmental aspects during ESIA & RAP
3	Limnology Expert	A Bachelor's Degree in Aquaculture and Fisheries with five years of relevant experience working on World Bank funded Projects and biodiversity assessment will be required. The expert should be registered with NEMA or an equivalent body in his country of origin and duly authorized to carry out such work	Responsible for all studies related water and aquatic elements like fish during ESIA and RAP
4	Social Development Expert	A Master's Degree in Social Work, Sociology, Development Studies or related Social Sciences with five years of managing and supervising social safeguards on donor funded infrastructure Projects. Experience in social impact assessments, stakeholders' engagement. Ability to integrate social and ecological components of project areas to fulfill donor needs, guidelines and requirements in line with local legislation.	Responsible for all Social aspects in ESIA and RAP including but not limited to social aspects like gender, culture, child protection, HIV and stakeholders' engagement etc
5.	Land Valuation Expert	A minimum of a University Degree in Land economics or relevant field and having ten years' experience in related assignments and must be registered by Surveyors Registration Board (SRB).	To lead on all aspects related valuation of affected properties

**Appendix 5: List of Economic Infrastructures for ESIA in Buliisa and Hoima districts**

<b>A</b>	<b>BULIISA DISTRICT LOCAL GOVERNMENT</b>	
A1	Wanseko	General market
A2	Butiaba	Market for food staffs & fish
A3	Biiso	Market for food staffs
A4	Walukuba	General market
A5	Ngwedo	Market for food staffs and fish
A6	Bugoigo	Market for fish
<b>B</b>	<b>BULIISA TOWN COUNCIL</b>	
B1	Buliisa Central	General Market
B2	Kalolo	General Market
B3	Kalakaba	General Market
<b>C</b>	<b>HOIMA DISTRICT LOCAL GOVERNMENT</b>	
C1	25 Fish cages	Sites located at Lake Albert shores
C2	Buhuka	Fish landing site and storage
C3	Runga	Fish landing site and storage
C4	Kigorobyia	Market-General
B5	Kyangwali	Market for food staffs and clothes
B6	Kabale	Market for food staffs
B7	Buhuka	Market for food staffs
B8	Buseruka	Animal Slaughter House