



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

After the successful implementation of the first phase of the Uganda Support to Municipal Infrastructure Development (USMID) Program, Government, spearheaded by the Ministry of Lands, Housing and Urban Development (MLHUD) has received additional financing from the World Bank/IDA to implement the second phase of the Program (USMID Additional Financing-USMID-AF) for 5 years starting in fiscal year 2018/19.

USMID-AF maintains the development objective of the first phase and extended the geographical coverage of the Program to eight (8) additional Municipal Local Governments of Kitgum, Kamuli, Mubende, Kasese, Busia, Ntungamo, Apac and Lugazi and also introduced support to eight (8) districts of Adjumani, Moyo, Yumbe, Arua, Isingiro, Kiryandongo, Kamwenge and Lamwo<sup>1</sup>, that have faced a high influx of refugees. This is intended to strengthen these LGs' abilities to cope with the recent and future refugee influx in Uganda and to deliver critical infrastructure to host communities/local governments. The program aims at deepening the impact and results of the original USMID in terms of Institutional Strengthening, Planning and Financial Management, Infrastructure provision and Local Economic Development (LED). USMID-AF draws a lot of lessons from the implementation of the first phase of USMID.

USMID-AF Program is financing four major areas of activities namely (i) urban infrastructure investments with associated investment servicing costs (engineering design, preparation of bidding documents and supervision), (ii) institutional strengthening for the municipal LGs, (iii) institutional strengthening for MLHUD and program management and coordination and (iv) support to refugee hosting Local Governments.

The subject of this procurement emanates from the fourth area of the program whereby support to districts hosting large numbers of refugees includes 4 main intervention areas: i) Rehabilitation and construction of Infrastructure investments to be undertaken by the district local government; ii) development of Physical Development Plans; iii) enhancing Land Tenure Security and iv) support implementation of Infrastructure Development and coordination of activities within the 8 target districts to be undertaken by the MLHUD.

Development of Physical Development Plans entails four groups of activities which will be carried out in

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<sup>1</sup> In year one, the first six districts will participate in the program activities while Kamwenge and Lamwo will join in the second Financial Year (2019/20)

three clusters under four batches. The clusters include: Cluster 1: Adjumani and Moyo, Cluster 2: Yumbe and Arua, and Cluster 3: Isingiro and Kiryadongo. The batches are as follows:

**Batch I: Preparation of Physical Development Frameworks for the entire district following the Rapid Physical Planning Assessments (RAPPA) approach.** This is prepared in house by a planning team comprised of the Ministry staff and the technical staff of participating local governments under the coordination of individual consultant(s).

**Batch II: Preparation of District Physical Development Plans following the conventional PDP preparation methodology.** This is to be prepared by suitably qualified firms and is the subject of this procurement. The consulting firms will be required to take on only one Cluster.

**Batch III: Preparation of Urban PDPs for selected urban councils (one per participating district).** This is to be prepared by suitably qualified firms after the District PDPs have been prepared.

**Batch IV: Preparation of Local PDPs for selected Rural Sub Counties (one per participating district).** This is to be prepared by suitably qualified firms after the District PDPs have been prepared and will be run concurrently with the Urban PDPs in batch III.

Consultancy firms that have undertaken similar assignments in the last five years (and a consortium of local and international firms is acceptable) are therefore required to prepare District Physical Development Plans for six districts, through the conventional Physical Development planning process to guide an integrated response to the refugee influx by several actors including UN agencies, Multilateral donors, INGOs, NGOs, GoU, and the Local Governments together with the host communities. These Physical Development Plans will provide an overarching guideline to the long-term integrated development of the districts in terms of permissible land uses, requisite infrastructure and other vital social services for the increased populations in the refugee host districts.

**Rationale:**

The principal law that governs Physical Development Planning in Uganda is the Physical Planning Act 2010. The Act provides a hierarchy of Plans ranging from National, Regional, District, Urban to Local Physical Development Plans. The process of preparing the first ever National Physical Development Plan (NPDP) started in 2016 and is soon coming to conclusion. In terms of Regional Level Planning, so far we have only the Plans for Greater Kampala Metropolitan Area and Albertine Graben that have been prepared and approved while the Northern Uganda Economic Corridor PDP is tending towards conclusion. Regarding the District Physical Development Plans the Wakiso and Nwoya District Plans have been approved by the National Physical Planning Board while those of Bududa, Kabarole and Bunyangabo are due to be presented to the Board for approval. The Ministry plans to prepare three other district plans for Moroto, Kabale and Kikube Districts this financial year.

District Physical Development Plans are a further operationalisation of Section 3 of the Physical Planning Act, 2010 which declares the entire Country a planning area. This therefore makes the guidelines for bringing all the developments within the district under control in terms of spatial development and land use regulation. GoU through MLHUD with finances from the World Bank under USMID-AF allocated funds

Expression of Interest for PDPs for Districts hosting refugees USMID - AF. Issued Sept 2019

to prepare PDPs for six districts (Adjumani, Moyo, Yumbe, Arua, Kiryandongo and Isingiro) which are hosting a huge number of refugees.

Uganda has seen influx upon influx of refugees for over four decades from South Sudan, Democratic Republic of Congo, Rwanda, Burundi, Somali, Kenya among others. While there are international efforts to resolve the political situation in the refugees' home country, a lasting solution does not seem to be immediately in sight. The implication is that Uganda braces herself for long stays of the already received refugees and, worse still, a possibility of continued influx.

Uganda has already done fairly well in receiving and caring for the refugees. But this has not been without conflict. When it is not overcrowding of host communities' facilities, it is outright collision in the struggle to provide for their families. In some cases, host communities have felt neglected and instead the refugee communities' welfare better taken care of. Such situations require integrated interventions from all the refugee actors, GoU inclusive.

While providing, even the bare minimum for the refugees such as roads, schools, health facilities, water supply and electricity, among others, it is important to integrate them with existing and planned national, regional, and local infrastructure. The need for spatial organization of the current and future refugee host areas therefore cannot be overstated.

The existing Urban and Local PDPs within the participating districts, as the main tool of integrating all developments in space shall be incorporated into the District Physical Development Plan. The Government is therefore desirous of hiring the services of competent Consultancy firms to prepare the six District Physical Development Plans.

### **Objectives of the Consultancy:**

The overall objective is to prepare District Physical Development Plans (PDPs) for 6 districts including Adjumani, Moyo, Yumbe, Arua, Kiryandongo and Isingiro that are hosting large numbers of refugees in the Country.

### **Specific Objectives:**

- i. To conduct reconnaissance surveys in each of the districts in the cluster;
  - ii. To review existing District Development Plan, the NDP II, the Vision 2014, the draft NPDP, the relevant Regional PDP (if any), and any other development policies and aspirations for consistency purposes;
  - iii. To conduct communication needs assessment to inform the Information, Education and Communication (IEC) strategy;
  - iv. To formulate an Information, Education and Communication (IEC) strategy for use during the Planning process including mobilisation of stakeholders to embrace, participate in the planning process and Implement the resultant Plan;
  - v. To conduct existing situation analysis, which will inform the drafting of the district PDP;
  - vi. To propose compatible and complementary land uses, including settlements, employment centres, infrastructure and environmentally sensitive areas etc., consistent with relevant laws, policies, guidelines and regulations;
  - vii. To prepare and submit reports of all the processes and also the draft plans to the client for review;
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- viii. To undertake with the support of the client stakeholder engagements (informative and consultative) throughout the planning process;
- ix. To present the draft PDPs for approval by responsible authorities at all levels and incorporate any comments thereof;
- x. To Formulate guidelines and strategies for District Physical Development Plan implementation at all levels i.e. at District (Higher Local Government) and (Urban/Rural) Lower Local Governments;
- xi. To submit the approved DPDPs together with the associated reports to the client.

**Duration of the Consultancy:**

The duration of this assignment is 15 months inclusive of the mandatory 90 days of plan deposit and associated approval processes. By the end of the 15<sup>th</sup> Month, the consultant should ensure that the plan is ready for submission

**Scope of activities:**

The consultant is expected to execute the following tasks;

- i. Conduct reconnaissance surveys to engender an articulate inception report that confirms the proposed methodology;
- ii. Review existing District Development Plan, the NDP II, the Vision 2014, the draft NPDP, the relevant Regional PDP (if any), and any other development policies and aspirations for consistency purposes;
- iii. Conduct communication needs assessment to inform the Information, Education and Communication (IEC) strategy;
- iv. Formulate an Information, Education and Communication (IEC) strategy for use during the Planning process including mobilisation of stakeholders to embrace, participate in the planning process and Implement the resultant Plan;
- v. Carry out a detailed study and analysis of existing situation targeting all key planning information including but not limited to population and demographic characteristics (gender, age and other special interest groups), land use, Administrative boundaries, social-cultural and economic activities, physical infrastructure, natural resources, potentials and constraints among other parameters. Thematic maps on each of these parameters should be prepared and results compiled into a report to inform the planning decisions and recommendations;
- vi. Generate physical development scenarios illustrating broad land use activities focussing on socio-spatial elements in urban and rural development strategies, environmental and social safe guard strategies, local economic development strategies, transportation strategies and human settlement strategies;
- vii. Prepare and submit reports of all the processes and also the draft plans to the client for review;
- viii. Undertake with the support of the client stakeholder engagements (informative and consultative) throughout the planning process;
- ix. Present the draft PDPs for approval by responsible authorities at all levels and incorporate any comments thereof;
- x. Formulate guidelines and strategies for Plan implementation at all levels i.e. at District (Higher Local Government) and (Urban/Rural) Lower Local Governments;
- xi. Submit the approved DPDPs together with the associated reports to the client.

**Content of the District PDPs:**

Consistent with Section 26 of the Physical Planning Act, 2010 the contents of the District Physical Development Plans shall consist of:

- i. A topographical survey in respect of the area to which the plan relates, carried out in the prescribed manner;
- ii. Maps and descriptions as may be necessary to indicate the manner in which the land in the area may be used, having regard to the requirements set out in the Fifth Schedule, in relation to a district or local physical development plan;
- iii. A technical report on the conditions, resources and facilities in the area;
- iv. A statement of policies and proposals with regard to the allocation of resources and the locations for development within the area;
- v. A description and analysis of the conditions of development in the area as may be necessary to explain and justify the statement of policies and proposals;
- vi. Relevant studies and reports concerning the physical development of the area;
- vii. Maps and plans showing present and future land use and development in the area; and
- viii. Any other information as the Board and the committee may deem necessary.

Note: Please refer to the Fifth Schedule of the PPA, 2010 for further details.

**Reporting requirements:**

The Consultant shall report to the Commissioner, Physical Planning through the designated Contract Manager. The primary output of the project will be a District PDP with integrated report on the various components of the plan. The report should be well formatted and articulate explanatory notes and graphic illustrations should be delivered at the end of the assignment and in English. During the course of the assignment, draft reports shall be submitted for review by the Physical Planning Department as follows:

Item	Deliverable	Activity	Timeframe
1	Inception Report (5 Hard Copies Perfectly Bound & a soft copy on a Flash disk). The soft copy should be a word document: Times New Roman, Font size 12 and spacing of 1.5.	<p><b><u>Preparation and Submission of Inception Report:</u></b></p> <p>The report should cover the following;</p> <ul style="list-style-type: none"> <li>✓ A refined methodology,</li> <li>✓ Key informant interview and Focus Group discussion guides,</li> <li>✓ Spatial data collection tools,</li> <li>✓ Socio-economic survey questionnaires,</li> <li>✓ Refined work plan / activity schedule,</li> <li>✓ Stakeholders engagement plan,</li> <li>✓ List of Maps &amp; Reports to be submitted,</li> <li>✓ Related Literature reviewed,</li> <li>✓ Evidence of Reconnaissance field visits carried out in the districts.</li> </ul>	2 weeks after commencement of the Contract
2	Information, Education & Communication Strategy	<p><b><u>Information, Education &amp; Communication:</u></b></p> <p>Formulation and submission of an IEC strategy to be used for mobilising stakeholders to</p>	To be submitted together with the Inception Report

	(5 Hard Copies Perfectly Bound & a soft copy on a Flash disk). The soft copy should be a word document: Times New Roman, Font size 12 and spacing of 1.5.	participate in the planning process and also during the initial stages of plan implementation. In particular, the strategy will include; <ul style="list-style-type: none"> <li>✓ Stakeholder mapping</li> <li>✓ Stakeholder mobilisation</li> <li>✓ Communication needs</li> <li>✓ Stakeholder sensitization and consultation strategies</li> <li>✓ Key messages and the best ways of delivering them</li> <li>✓ Plan dissemination strategies</li> </ul>	
3	Existing Situation Analysis Report (5 Hard Copies Perfectly Bound & a soft copy on a Flash disk). The soft copy should be a word document: Times New Roman, Font size 12 and spacing of 1.5.	<p><b><u>Submission of existing situation Analysis and Findings:</u></b></p> <p>The existing situation Analysis report will be a result of extensive data collection using the agreed upon methodology and will among others include;</p> <ul style="list-style-type: none"> <li>✓ The inventory &amp; analysis of various components of the spatial system highlighting current problems, constraints &amp; opportunities</li> <li>✓ Thematic maps including Existing Land use, Potentials &amp; Constraints, Population and demographic characteristics including disaggregation by gender, age and other special interest groups, Elevation, Administrative Boundaries up to Parish Level, Topographic, Infrastructure, Physical Features, Settlements, etc.</li> <li>✓ Well-articulated recommendations to inform the DPDP proposals</li> <li>✓ Existing Situation Analysis report will be presented to a district wide stakeholders workshop facilitated by the Ministry</li> </ul>	4.5 Months after approval of the Inception Report by the Ministry
4	1 <sup>st</sup> Draft District Physical Development Plan and Reports (5 Hard Copies Perfectly Bound & a soft copy on a Flash disk). The soft copy should be a word document: Times New Roman, Font size 12 and spacing of 1.5. The plan drawings should be on	<p><b><u>Draft District Physical Development Plan:</u></b></p> <p>The Draft District Physical Development Plan should be informed by the findings and recommendations of the Existing Situation Analysis. There should therefore be evidence of direct link between the PDP proposals and recommendations from the existing situation analysis report.</p> <p>This draft will be presented to Ministry and the respective District, which shall make their input</p>	3 Months after approval of the Existing Situation Analysis Report by the Ministry

	appropriate scale and printed on A0 paper size. Shape files of all the drawings using ITRF 05 – 14 (WGS84 / UTM Zone 36 N/S) Datum and the Cartesian Coordinate system.	and recommend it for deposit. The submission will include: 1. The 1 <sup>st</sup> draft PDP drawings; 2. The 1 <sup>st</sup> draft integrated reports on the PDPs;	
5	PDP Implementation manual (5 Hard Copies Perfectly Bound & a soft copy on a Flash disk). The soft copy should be a word document: Times New Roman, Font size 12 and spacing of 1.5.	<b><u>Draft PDP Implementation manual</u></b> The PDP Implementation manual/strategy to include guidance to Land Management Institutions (District Land Board (DLB), Physical Planning Committees (PPCs) and Area Land Committees (ALCs)) of the various Districts on how they will implement the DPDPs	To be drafted during the Plan Deposit period and submitted along with the 2 <sup>nd</sup> Draft PDP
6	2 <sup>nd</sup> Draft District Physical Development Plan and Reports. (5 Hard Copies Perfectly Bound & a soft copy on a Flash disk). The soft copy should be a word document: Times New Roman, Font size 12 and spacing of 1.5. The plan drawings should be on appropriate scale and printed on A0 paper size. Shape files of all the drawings using ITRF 05 – 14 (WGS84 / UTM Zone 36 N/S) Datum and the Cartesian Coordinate system.	<b><u>Draft Physical Development Plan:</u></b> To be submitted after the display period having incorporated the comments from stakeholders. The submission will include: 1. The 2 <sup>nd</sup> draft PDP drawings; 2. The 2 <sup>nd</sup> draft integrated reports on the PDPs;	5 Months from the date of deposit for public comments. Note: By the end of the 13 <sup>th</sup> Month, the plan should be ready for approval by the National Physical Planning Board.
7	Final Physical Development Plan and Reports. (5 Hard Copies Perfectly Bound & a soft copy on a Flash disk) The soft copy should be a word document: Times New Roman, Font size 12 and spacing of 1.5. The plan drawings should be on appropriate scale and printed on A0	<b><u>Final District Physical Development Plan:</u></b> To be submitted after the approval by the National Physical Planning Board. The submission will include: 1. The final PDP drawings and satellite images; 2. The final integrated Reports on the PDPs; 3. The DPDP implementation strategy and manual; 4. The Infrastructure Development Plan; 5. Project completion report;	2 Month before the National Physical Planning Board Approval

	paper size. Shape files of all the drawings using ITRF 05 – 14 (WGS84 / UTM Zone 36 N/S) Datum and the Cartesian Coordinate system.	6. Recordings and all evidence of stakeholder engagement	
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### Human Resource Requirements

A multi-disciplinary team of professional and technical personnel will be required for the execution of the assignment. A Senior Physical Planner with extensive experience in physical planning and project management should lead the Project Team for the entire project period. Other professionals will be required to provide specialized inputs to the exercise. The consultant's key personnel shall satisfy the following requirements;

S/No.	Position	Min. Qualifications	Min experience in years.
1	Team Leader	Master's Degree in Physical planning /urban and regional planning/ spatial planning and/or related field. The team leader should be a registered and fully Paid up member of UIPP or a sister professional institute and should have led a team in preparation of a Regional/District Physical Development Planning assignment in the last five years.	15 Years
2	Assistant Team Leader/Physical Planner	Graduate/Post Graduate qualification in Physical planning /urban and regional planning/ spatial planning and/or related field.	10 Years
3	Civil Engineer	Bachelor of Science in Civil Engineering with a Post Graduate qualification in Civil Engineering or a related field. The candidate should have been involved in urban infrastructure planning/development projects in Uganda	10 Years
4	Environment Officer	Master's Degree in Environmental Sciences	7 Years
5	Sociologist	Master's Degree in Sociology or related field	7 Years
6	GIS Officer	Post Graduate qualification with experience in GIS application to Physical planning.	5 Years
7	Economist	Bachelor's Degree in either Economics or Statistics or Quantitative Economics plus a minimum of Master's Degree in Economics or Statistics from a recognized University. The contender should have experience in strategic and integrated planning.	7 years



- The consultant may, with justification, propose additional staff for effective & efficient execution of the assignment.
- The consultant has the obligation of carrying out the consultancy with due diligence, efficiency and a high standard of professionalism. He/She shall employ competent staff and use appropriate planning approaches and methods. The consultant will also act, in respect of any matter relating to the consultancy, as a faithful adviser to the client.

### **Payment Schedule**

<b>Stage</b>	<b>Description/Stage</b>	<b>% Total Fees</b>
1	Upon approval of Inception Report	20%
2	Upon approval of existing situation analysis Report	30%
3	Upon submission and presentation of 1 <sup>st</sup> Draft of DPDP to local stakeholders.	30%
4	Upon submission of approved DPDP	20%
<b>Total</b>		<b>100</b>

### **Facilities to be provided by the client**

The consultant will be provided with the following facilities;

- Provision and facilitation of technical supervisors.
- The client will avail to the consultant all such documents, laws and reports in its possession as will be indicated in the inception report by the latter. The Client's responsibility shall not include acquisition of such information.
- The client will facilitate the District level stakeholder engagements (Pre-planning or Launch, Presentation of existing situation analysis report, Presentation of 1<sup>st</sup> Draft DPDPs, and Council meeting to consider and recommend the plan to the NPPB for approval). All other engagements will be the entire responsibility of the consultant.
- In addition, the client will provide the relevant letters of introduction to any stakeholder on the consultant's request.

**D. W. Okalany**  
**Permanent Secretary**