



**MINISTRY OF LANDS, HOUSING AND URBAN DEVELOPMENT
Plot 13/15 Parliament Avenue P.O Box 7096 Kampala**

**REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTANCY
SERVICES FOR BENEFICIARY SATISFACTION SURVEY**

Reference No: MLHUD/ARSDP/CONS /20-21/00055/1

1. Background;

The Government of Uganda (GoU) secured funding from the World Bank (IDA) for implementing the Albertine Region Sustainable Development Project (ARSDP) in the Albertine region. The Project's aim was to improve regional and local access to infrastructure, markets and skills development in the Albertine Region with the overarching view of promoting inclusive and sustainable development and facilitate accrument of the benefits from oil production.

Ministry of Lands, Housing and Urban Development (MLHUD) has been implementing a number of sub-projects and now wishes to engage services of a consultant to undertake a satisfaction survey with key project stakeholders. These will include the project teams, Local Government Officials, Consultants, Community Structures like management committees, contractors, sub-contractors and community households.

1.1. Objectives of the consultancy assignment

- To determine beneficiaries' level of awareness of the project
- To ascertain beneficiary level of participation in the project activities
- To identify beneficiaries' perception of the sub-project before construction
- To find out beneficiaries' level of satisfaction with the appropriateness of the completed sub-project
- To assess beneficiaries' level of satisfaction with the timeliness of the sub-projects
- To examine beneficiaries' perceptions of the impact of the completed sub-project

1.2 Scope of Work

The consultant will have overall responsibility for ensuring that the beneficiary satisfaction survey is undertaken in a professional and objective manner and the scope of work will include the following.

- Review of all documents relevant for the assignment
 - Develop Data collection Tools
 - Manage the survey;
 - Undertake field visits and interviews with stakeholders in the Hoima and Buliisa
 - Prepare the deliverables for the assignment in a timely manner.
 - Present the findings in an acceptable format to stakeholders during review workshops that will be organized by the client
 - Participate in scheduled progress meetings with client
2. The Ministry of Lands, Housing and Urban Development now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services.
 3. Interested Consultants should provide information in form of brochures, company profiles, etc., demonstrating that they have the required qualifications and relevant experience to perform the Services. The Consultants should indicate their interest in providing the Services by responding to this request for expression of interest.
 4. The Expression of Interest will be evaluated based on the Public Procurement and Disposal Act and Regulations (2003 and as amended) and each Firm will need to submit **5 copies** of the documents (**soft copy [PDF] & hard copy**).
 5. **The short listing criteria:**

Firms shall be evaluated based on the following criteria:

 - (i) Eligibility requirements including:
 - a. Valid practicing and/or trading license 2020 or its equivalent,
 - b. Certificate of incorporation or Registration and all other legal documents
 - c. All Company legal documents including Memorandum and Articles of Association.
 - d. And any other mandatory requirements for a firm to provide services to the Government entity in Uganda.
 - (ii) Experience of at least 6 years in undertaking assignments of a similar nature. Such assignments should include carrying out baseline surveys, customer/ client satisfaction surveys, project reviews, institutional and organizational audits;
 - (iii) Evidence of valid registration, operation permit, or any other applicable certificate/ permits or License to operate in Uganda;
 - (iv) Presence of skills among the consultant’s personnel and in adequate numbers in the following areas:
 - a. **Team Leader**

Should be a holder of a Bachelor’s degree in Business Administration, Economics, Social Sciences, Engineering, Urban/Physical Development or Project management and Planning, should have a Master’s degree in any of the above fields; The expert should be registered with a requisite

body were necessary; At least 6 years relevant experience in managing consultancy teams working on project designs, project reviews, institutional and performance assessments, Project audits etc. with knowledge of implementation of donor funded projects.

b. Civil Engineer

He/she shall have at least a Bachelor's degree in Civil Engineering plus a Masters in engineering; Registered Engineer with UIPE and ERB; Should have a minimum of 05 years relevant working experience with knowledge of design, implementation and evaluation of donor funded projects is required.

c. Physical Planning Expert

A Bachelor's degree in Urban Planning, Urban Environmental Management or Physical Planning from a recognized University; Master's degree in any of the above field; Registered with requisite professional institution; At least 05 years relevant experience in urban/physical planning with knowledge of implementation urban based donor funded projects.

d. Environment Management Expert

A Bachelor of Science Degree in Environmental Management or Natural Resources/ Biological Sciences or Environmental Engineering; A Master's degree in any of the above fields; At least 05 years' relevant work experience in evaluation environmental compliance on donor funded development projects in Uganda or similar setting; Understanding and knowledge of Environmental Laws, Regulations and Guidelines (National Environment Act Cap.153, and the Regulations thereunder) applicable to infrastructure projects; Knowledge of World Bank Environment and Social safeguards requirements.

e. Social Development Expert

A Bachelor's degree in Social Work and Social Administration, Development Studies, Social Sciences with bias in Sociology, Social Administration, Anthropology, Community Psychology, Adult and Continuing Education; A Master's degree in any of the above fields; At least 05 years' experience in implementation and evaluation of social development projects on donor funded development projects in Uganda or similar settings; Knowledge of World Bank Environment and Social safeguards requirements.

f. Statistician

Bachelor's degree in Statistics/ Economics; Practical experience in management of survey data of at least 5 years.

6. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. However the EOI should specify the nature of association i.e. whether joint venture or sub-consultancy.
7. A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Consultant Guidelines.

8. Further information can be obtained at the address below during office hours from **08:00 to 17:00 hours (Local Time)**:
 The Head of Procurement and Disposal Unit
Ministry of Lands, Housing and Urban Development,
First Floor, Room 17 Parliament Avenue,
Kampala- Uganda
Telephone +256 414 345298
E-mail: pdumlhud@gmail.com,
9. Written Expressions of Interest must be delivered physically or by courier to the address above by **10:00 am on 10th September 2020.**
10. The detailed notice of expression of interest is available at the Entity's website at www.mlhud.go.ug and at www.ppda.go.go/tenderportal
11. **Proposed Schedule**

Activity	Date
Invitation for Expression of Interest (EOI)	27th August 2020
Closing Date for Submission of (EOI)	10th September 2020
Short listing and process and necessary approvals	30th September 2020
Issuance of RFP	7th October 2020
Pre-Bid Conference	15th October 2020
Closing Date for Submission of Proposals	27th October 2020
Evaluation of Technical and Financial Proposals	27th November 2020
Negotiations and contracting	15th December 2020

D.W. Okalany
Permanent Secretary