



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

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES– FIRMS SELECTION)

Assignment: CONSULTANCY SERVICES TO DEVELOP A VALUATION PROFESSIONALIZATION FRAMEWORK.

Reference No: MLHUD/VAL/CONS/20-21/00432

1.0 Introduction

The Ministry of Lands, Housing and Urban Development has received funding support from USMID –AF to procure a Consultant to develop a Valuation Professionalization Framework which will guide professionalization in the office of the Chief Government Valuer (CGV) and affiliated valuation professionals in Uganda.

The development of the framework shall be spearheaded by Office of the CGV in close collaboration with the Surveyors Registration Board of Uganda (SRB).

The Surveyors Registration Board, which is the body mandated to regulate and control the profession of surveyors and the activities of registered surveyors shall play an advisory role to the Office of the CGV in supervising and monitoring the work of the consultant.

1.1 Background to the assignment

The Office of the Chief Government Valuer is the Government Department mandated to provide timely and reliable valuation services to Government. The private sector is also engaged in valuation practice and numerous private valuers are operating in the country. However, Valuation practice is largely unregulated and this has negatively impacted on land service delivery, especially in programs where valuation is a key component. As part of an effort to address this gap, government has initiated an ongoing process to develop the first ever, valuation law in Uganda. Whereas there is a provision in the draft valuation law, to establish a Valuation Professional Organisation (VPO), its successful operation requires a Professional Practice Framework to provide the bedrock for professionalisation and standardization of valuation practice in Uganda.

The Valuation Department therefore, seeks to spearhead the development of a Valuation Professional framework to guide valuation practice in Uganda. It is envisaged that the developed Professional Framework shall underpin both Government and private valuation practice.

1.2. Overall and Specific Objectives of the Consultancy

The overall objective of the assignment is to develop a Valuation Professionalization Development Framework, which will anchor the Valuation Law in Uganda when it is enacted.

1.3. Specific Objectives of the assignment

- Frame and develop the body of knowledge required by valuation practice.
- Develop a framework for the establishment of the Valuation Professional Organisation (VPO)
- Develop the Ethical Code of Conduct for Valuation Practice
- Establish mechanisms to enforce compliance of valuers to the Professional Practice Framework.
- Develop a Competency Framework for Valuers indicating the skills and competencies required at the different levels of expertise and scope of Valuation.
- Develop a framework for mandatory annual continuing professional development (CPD) with a recommended minimum number of hours per year per Valuer.
- Develop a Training Needs Assessment Framework to be adopted by the Office of the CGV, the Valuation Professional Organisation (VPO) and any other Valuation Institutions.
- Design and recommend a Technical, Professional and Managerial Capacity Plan for the Office of the CGV

1.4. Scope of Services

The Consultant shall develop a Professional Development Framework for Valuation practice in Uganda. The specific tasks shall include but not limited to: -

- a) Conduct situation analysis to establish the prevailing operating environment and underpinning guidelines and standards of valuation practice in Uganda
- b) Develop The Ethical Code of Conduct for Valuers in Uganda
- c) Develop a framework for building a robust body of knowledge of Valuation and professional Practice in Uganda
- d) Benchmark with countries that have established professional standards and guidelines for Valuers to inform the development of professional framework and professional Body for valuation practice in Uganda
- e) Develop the institutional framework for the valuation practice including the handling of disputes impacting on professionalism, efficient monitoring of professionals and coordination between Government and private Valuers
- f) Develop the Implementation, Compliance and Enforcement plan
- g) Develop a Monitoring and Evaluation Plan.
- h) Recommend areas of Research required by the Valuation Professional Organisation for process and overall improvement
- i) Develop content required for Valuation online portal that will be developed externally for supporting training of valuers
- j) Map out and Consult stakeholders
- k) Hold consultative and validation workshops
- l) Provide a costed Action Plan for the Professional Practice framework
- m) Develop Annual Assessment methods and framework of valuers
- n) Develop and frame the required professional programs
- o) Develop and frame the behaviours, values, knowledge and skills required by the practice
- p) Develop Simplified Knowledge and Skills Framework

- q) Make recommendations to The National Council of Higher Education (NCHE) on Valuation curriculum improvement and enhancement
 - r) Develop Core Skills Training Framework
 - s) Develop the Professional Capabilities Framework
 - t) Consult widely the Surveyors Registration Board from time to time.
2. The consulting services (“the Services”) include development of valuation professionalization framework.
 3. The consulting services are expected to take 90 calendar days.
 4. The Ministry of Lands, Housing and Urban Development now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services.
 5. 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.
 6. 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 **1 original** and **5 copies** of the documents (**soft copy [PDF] & hard copy**).
 7. The short listing criteria:

Firms shall be evaluated based on the following criteria:

 - (i) Eligibility requirements including:
 - a. Valid practicing and/or trading license 2021 or its equivalent,
 - b. Valid Tax clearance certificate
 - c. Certificate of incorporation or Registration.
 - d. Company documents including Memorandum and Articles of Association.
 - e. Copies of National Identity cards of all the Directors of the company.
 - f. Registered specific powers of attorney and Notarized powers of attorney for foreign firms.
 - g. Audited books of accounts for the last three Financial Years (2019,2018,2017) prepared by a certified Accounting Firm recognized by ICPA(U)
 - h. A signed statement indicating that the Consultant does not have a conflict in interest in the subject of procurement
 - i. The local firm can enter into a joint venture with foreign companies to leverage their expertise. Joint venture/association agreement fully signed by both parties must be attached.
 - (ii) General Experience of the firm of at least five (5) years in undertaking large scale surveys and consultancy assignments for the Government/Development sector, undertaking politically sensitive and complex evaluations, as well as the expertise in handling qualitative and quantitative studies.
 - (iii) Specific experience of the firm;

Evidence of the at least three (03) previous similar assignments undertaken whose value is not less than **UGX 200,000,000/=**. This evidence shall be in the form of Certificates of completion of assignment.
 - (iv) Presence of skills among the consultant’s personnel and in adequate numbers in the following areas:
 - i. **Team Leader (1)**

The Team Leader shall be an Educationist and Capacity Development expert with a minimum of 15 years’ experience.

The team leader shall therefore have the following qualifications:

- ii. PhD Degree in a land related field.
- iii. Experience in regulation and setting standards for professional bodies,
- iv. Demonstrable experience and understanding, and participated in development of Government policies ,
- v. Experience in leading professional Teams in capacity development projects;
- vi. Should possess Significant skills and experience in capacity development assessment and mentorship;
- vii. Should have extensive knowledge of the land sector in Uganda and especially practical knowledge of land administration issues
- viii. Should be versed with practical knowledge of curriculum development, Skills development and evaluation.
- ix. Excellent verbal and written English, knowledge of similar policies/strategies.
- x. Ability to engage stakeholders (Development Partners, Government and the Private Sector).

Team members:

The consultancy team shall consist of a minimum of four team members; including;

Expert	Qualification	Experience
Team Leader – Education Specialist/Expert in development of professional curriculum	Indicated above	Indicated above
Valuation Expert,	Must have a minimum of Master's Degree in land Economics, real estate or Valuation and additional professional qualification. Should be registered with a valuation professional body(s) recognized in Uganda	Minimum of 10 years of experience in Valuation practice
Professional Development Expert/HR Expert	Must Have a 1 st degree in either HR, Social Sciences, Social Work, Economics, Public Administration or related field, a Master's Degree in Human Resources	Minimum of 10 years proven experience in Human Resources and professional development working with both the Private and Public Sector,

	Management or related field, CIPD Certified.	
Monitoring and Evaluation (M&E) Expert	1 st degree in Social Sciences, Development Studies, Economics, Commerce or related field, Masters' degree in Monitoring & Evaluation	Minimum of 10 years proven experience in M&E in both the private and public sector

In addition, all team members shall meet the following requirements;

- i. Demonstrable experience in project implementation, undertaking research, organizational development, Human Resources Management, performance measurement, competitiveness, standards and regulations.
 - ii. Bachelor's Degrees and a Master's Degree
 - iii. Excellent communication skills including report writing (essential);
 - iv. Experience of collecting, analyzing and synthesizing qualitative data using a rigorous approach (essential);
 - v. Demonstrable experience in skilling, mentorship and hands on training (Added advantage).
8. 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.
9. A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Consultant Guidelines.
10. 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 or bids.procurement@mlhud.go.ug
11. Written Expressions of Interest must be delivered physically or by courier to the address above by **10:00 am on 25th February 2021.**
12. **Proposed Schedule**

Activity	Date
Invitation for Expression of Interest (EOI)	9th February 2021
Closing Date for Submission of (EOI)	25th February 2021 at 10:00Am
Short listing and process and necessary approvals	1st – 30th March 2021
Issuance of RFP	1st April 2021
Pre-Bid Conference	13th April 2021 at 10:00Am

Closing Date for Submission of Proposals	23rd April 2021 at 10:00Am
Evaluation of Technical and Financial Proposals	26th April to 26th May 2021
Negotiations and contracting	17th June 2021
Contract Signing	After Solicitor General's Clearance

Dorcas W. Okalany (Mrs.)
Permanent Secretary