



**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 TO DESIGN, DEVELOPMENT AND IMPLEMENTATION OF THE VALUATION PROFESSIONAL PORTAL (WEB AND MOBILE).

Reference No: MLHUD/VAL/CONS/20-21/00434

1.0 Background

The Ministry of Lands Housing and Urban Development has received funding support from USMID –AF to procure a consultant to develop the valuation professional portal which will be a one stop stop centre for all valuation information for the office of the CGV and other valuation professionals worldwide.

The portal shall be maintained by the Office of the Chief Government Valuer in close collaboration with the Surveyors Registration Board (SRB) and the Institution of Surveyors of Uganda (ISU) to improve the professionalism and sharing of valuation information and knowledge.

1.1. Introduction

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.

The office of the CGV carries out statutory assessments for the following- Stamp Duty, Capital Gains Tax, Probate, Premium, Ground Rent, Conversion, Property Tax, Assets Disposal, and Rental for Government property etc. Currently, the Chief Government Valuer has no database infrastructure in place to support the prompt and fair assessments as required by the constitution.

Whereas, the private valuers mainly undertake non-statutory valuations for example valuations for secured lending, insurance amongst others. They contribute greatly to the valuation body of knowledge.

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 and monitor the development and implementation of the portal in close liaison with the office of the CGV.

1.2. Objective

To improve professionalism in the office of the Chief Government Valuer and general valuation practice through the dissemination of information pertaining body of knowledge of the valuation in theory and practice and other professional materials.

2. The consulting services (“the Services”) include development of valuation professionalization framework.
3. The consulting services are expected to take 8 months.
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 powers of attorney and Notarized powers of attorney for foreign firms.
 - g. Joint venture/association agreement fully signed by both parties
 - (ii) General Experience of the firm of at least five (5) years in undertaking assignments.
 - (iii) Specific experience of the firm must be an ICT savvy with proven experience of at least five (05) years in website and mobile application development, database systems development and must demonstrate extensive creative and visual design expertise.
 - (iv) The firm must demonstrate a minimum annual turnover of UGX 10billion shillings
 - (v) Presence of skills among the consultant’s personnel and in adequate numbers in the following areas:

Expert	Qualification	Experience/ requirement
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Team leader/ICT expert	<ul style="list-style-type: none"> • Minimum of Masters in computer science, ICT, Information System and other related field. 	<ul style="list-style-type: none"> • At least 10 years of experience developing database systems and websites • Proven Experience in development of e-learning system • Experience in Project management and leading teams
Art Director	<ul style="list-style-type: none"> • A minimum of a Bachelor's degree in an art or design major such as fine art, visual communications or digital media 	<ul style="list-style-type: none"> • Proven experience in designing visual creative for large enterprises. • At least 5 years' experience as an Art Director in a graphics/Creative environment
Creative Director	<ul style="list-style-type: none"> • A minimum of a Bachelor's degree in visual design, communications, Mass communication or related fields. 	<ul style="list-style-type: none"> • At least 10 years of experience in the Visual Communication Industry • Experience in managing Creative teams
Application Developer	<p>Minimum of Bachelor's degree in computer science, ICT, Information System and other related field.</p>	<ul style="list-style-type: none"> • At least 6 years of experience developing Land Applications, database systems and websites. • Knowledge of programming language such as C#, Java (J2EE) etc. • Great understanding of software design and programming principles. • In-depth knowledge of programming for diverse operating systems and platforms using development tools • Analytical thinking and problem-solving capability • Certified application developer is a plus

<p>Web Developer</p>	<p>Minimum of Bachelor's Degree in computer science, ICT, Information System and other related field.</p>	<ul style="list-style-type: none"> • Minimum 5 years proven track record in providing professional services to professional bodies. • Developing front end website architecture • Ensuring cross-platform optimization for mobile phones. • Experience with server-side frameworks such as python, ruby, php, Java, ASP, ASP.NET. • Writing well designed testable, efficient code by using best software development practices. • Creating website layout/user interfaces by using standard HTML/CSS practices. • Integrating data from various back-end services and databases. • Designing and developing APIs • A solid understanding of how web applications work including security, session management, and best development practices. • Experience with database systems such as SQL and Oracle.
<p>Analyst / UX Designer</p>	<p>Minimum of a Bachelor's degree in computer science, computer, application development or information systems (or equivalent) from a recognized institution.</p>	<ul style="list-style-type: none"> • Experiences in: • Conduct User Research • Usability Testing • Low-fi and Hi-fi Prototyping • Meeting both technical and consumer needs • Land Information System

Test Expert	A minimum of a Bachelor's degree in computer science, computer, application development or information systems (or equivalent) from a recognized institution.	Experiences in: <ul style="list-style-type: none"> • Draft and conduct Operational Acceptance Testing
Valuation expert	<ul style="list-style-type: none"> • Minimum of Bachelor's degree in Land Economics, Land Management, Valuation or Real Estate • Registered with the Surveyor's Registration Board of Uganda 	<ul style="list-style-type: none"> • At least 5 years' experience undertaking proven valuation projects • Gather required information and body of knowledge for the portal
Professional development expert	<ul style="list-style-type: none"> • Minimum of Bachelor degree in field of professional development and training 	<ul style="list-style-type: none"> • Minimum 10 years proven track record in providing professional services to professional bodies

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
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Dorcas .W. Okalany (Mrs.)
PERMANENT SECRETARY