



**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

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

The framework shall developed by Office of the CGV in close collaboration with the Institute of surveyors (ISU) of Uganda and The Surveyors Registration Board to improve the professionalism in valuation fraternity.

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 there is an going process to develop the Valaution Law in Uganda. Whereas there is proposed to be a Valaution Professional Organisation(VPO) under the proposed Valuation Law, there is need for a Professional Practice Framework to provide the bedrock for professionalisation and standardization of valuation practice in Uganda. The Valuation Department seeks to develop a 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 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.

1.1 Specific Objectives of the assignment

- Frame and develop the body of knowledge required by valuation practice.
- Develop a frame work 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.
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 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 ten (10) 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 with Evidence of the at least five (05) previous similar assignments undertaken. 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 have a minimum of 10 years’ experience in Education and curriculum development aspects at Higher Education Levels ability to drive performance measurement in developed and developing countries; proven experience of managing large, complex programmes; proof of excellent drafting and presentation skills.

The team leader shall therefore have the following qualifications:

- ii. At least 10 years of relevant experience with relevant subject matter knowledge and demonstrable experience as indicated above
- iii. A minimum of a Masters' Degree in Valuation, Education, Economics or related field
- iv. Demonstrable experience of leading Strategic Management Teams; Significant skills and experience in performance measurement and mentorship
- v. Excellent verbal and written English, knowledge of similar policies/strategies.
- vi. 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 , Should be a member of the Surveyors Registration Board or any other recognized body of equivalent status | Must have 1 st Degree in land Economics, real estate or Valuation, a Master's degree in the same/related fields is an added advantage. | Minimum of 10 years of experience in Valuation |
| Professional Development Expert/HR Expert | Must Have a 1 st degree in either HR, Social Sciences, Social Work, Economics or related field, a Master's Degree in Human Resources Management or related field, Must be CIPD Certified. | Minimum of 10 years proven experience in Human Resources and professional development working with both the Private and Public Sector, |
| Monitoring and Evaluation (M&E) Expert | 1 st degree in Social Sciences, Development Studies, Economics, Commerce or related field, Masters' | Minimum of 10 years proven experience in M& E in both the private |

| | | |
|--|-------------------------|-------------------|
| | degree in similar field | and public sector |
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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. Minimum of Bachelor's Degrees
 - 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 |

D.W. Okalany
Permanent Secretary