



**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  
STAKEHOLDER ENGAGEMENT, ENVIRONMENT AND SOCIAL RISK  
MANAGEMENT IN THE REFUGEE HOSTING DISTRICTS SUB-PROJECT AREAS OF  
USMID-AF, DURING THE CIVIL WORKS IMPLEMENTATION PERIOD**

**Reference No: MLHUD/USMID-AF/CONS /21-22/00014**

**1. Background;**

The Government of Uganda (GoU) secured funding from the World Bank (IDA) for implementing the Uganda Support to Municipal Development Program Additional Financing (USMID-AF). The influx of Refugees in Uganda is currently a major challenge, stretching the capacities of the host Local Governments for service delivery due to the rapid increase in population. Government has therefore made a strong policy commitment to promote investments and socio-economic development in the areas hosting Refugees so as to respond to the challenges of inadequate service delivery in those areas due to increase in population attributed to Refugee influx.

In the NDP III, The Government of Uganda reaffirms its commitment to “Enhance National Response Capacity for Refugee Emergency Management” and to pursue a long-term development approach through the Settlement Transformative Agenda (STA). On the other hand, Development Partners have rallied to support the STA through the Refugee and Host Community Empowering (ReHoPE) initiative, which provides a common Programming Framework for multiple stakeholders, and aims to bridge short term humanitarian response with longer term development responses. ReHoPE puts emphasis on building and strengthening ownership and capacity of LGs to ensure delivery of services to the entire population.

In line with the above, USMID-AF under support to Refugee Hosting Local Governments will extend support to Eleven (11No.) selected Districts and their urban centres, hosting refugees to develop physical development plans, enhance land tenure security, and rehabilitate and construct small scale infrastructure investments targeting refugees and host communities. Accordingly, the Eleven Refugee Host District Local Governments of Adjumani, Moyo, Obongi, Terego,

Yumbe, Arua, Madi-Okollo, Isingiro, Kiryandongo, Kamwenge and Lamwo and their selected urban centres, Sub counties and parishes will be targeted.

### **Goal of the Assignment**

To improve safeguards risk management during civil works particularly focusing on HIV/AIDS among the workers and communities, Gender Based Violence and Violence against Children, Monitor Environmental safeguards; also support the Ministry in conducting beneficiary engagements across board. To achieve this as planned, the provider shall develop specific mitigation plans with an appropriate budget to achieve the objectives of the assignment and set about agreed strategies.

### **1.2 Justification and Relevancy of the assignment**

Despite the intended project objective indicated above, infrastructure projects sometimes have unintended adverse social and environmental impacts on the contractors workforce, and the beneficiary communities. It is therefore important that stakeholder engagements, environmental and social Safeguards are considered alongside construction and operation activities throughout the period for the following reasons;

- To avoid adverse consequences of the projects on people (i.e., individuals and communities) and the Environment.
- To ensure that the sub projects are constructed as per the design and that quality materials are used for construction. Where there are changes in design, these have to be agreed with the users.
- To avoid costly implementation delays and eliminate costs of retro-fitting or re-designing projects
- To establish a good reputation among clients, development partners and other stakeholders, and ensure brand visibility of the project funders and clients throughout.
- To comply with the ESIA certification conditions, other Ugandan regulations and the World Bank Safeguard policies that is financing the civil works.

The Ministry therefore now seeks to engage the services of a firm or organisation to undertake the activities of Stakeholder Engagements and Disclosure activities; HIV/AIDS management, Gender Based Violence, Violence Against Children, Social and Environmental risk management services in the 11 RHDs.

### **1.1. Objectives of the consultancy assignment**

- i) Work with the PST to maintain a constructive relationship with key stakeholders on an ongoing basis, ensure ownership, participation and support throughout the project implementation stages through meaningful engagement, capacity building and training of stakeholders and structures to fully understand the key aspects of the project; their roles and responsibilities in implementation and management of the project.

- ii) Establish and build the capacity of Project Monitoring Committees at every subproject. This will include producing committee operation guidelines and tools.
- iii) To assist in mitigating the potential social risk of the spread of HIV and other sexually transmitted infections and promotion of community health and safety arising from implementation of the project.
- iv) To assist in monitoring the established Grievance Redress system so as to be accessible to the communities for claims, recommendations, to the project central team and report on its efficiency.
- v) To assist in enhancing mechanisms to mitigate risks and respond to cases of GBV and VAC due to labour influx and its associated effects in the project and beneficiary communities.
- vi) Support the engagement of the stakeholders on the operations and implementation of the project for community support and buy in.
- vii) Train and build capacity of sector professionals both at the central (3 staff) and local governments (2 per LG) regarding the three areas of the assignment.

### **Broad Activity Categories under the Consultancy**

The consultancy shall have 3 broad categories (Stakeholder Engagements, Environment, and Social safeguards) to cover all the planned aspects of the project;

- 1) Stakeholder engagement, consultations, capacity building and training of stakeholders and management of grievances emanating from project activities.
- 2) Establish and build the capacity Project Management committees at every sub project.
- 3) Support and monitor implementation of the RAP by the client.
- 4) Managing Social Risks associated with HIV and AIDS, and Gender Based Violence (GBV) and Violence against Children (VAC).
- 5) Establishment and Implementation of health and safety structures, conducting community health and safety campaigns; and monitoring and reporting on these.
- 6) Ensuring and supporting conservation of biodiversity and ecosystems within the project areas- focus shall be on community and institutional tree planting, waste management and environmental education.
- 7) Adherence to reporting protocols of both incidents and regular periodic reports.

## 1.2 Scope of Work

The scope of the consultancy services will include but not limited to:

- Update and Implement the Stakeholder Engagement Plan (SEP) and the citizen engagement strategy for the implementation of the social and environmental safeguards for the project.
  - District level project inception workshops in all the project districts, with the overall objective of creating dialogue with stakeholders and create ownership for social accountability
  - Work with the District in liaison with MLHUD/PST to conduct Project stakeholder engagement advocacy workshops /meetings at sub county, parish and village levels, with the objective of creating awareness on key implementation aspects of the project.
  - Continuous engagements activities at all institutional levels during project implementation to maintain awareness and cooperation.
  - Communication events like radio talk shows during project implementation on key social aspects like gender and equity, child protection, community Health and Safety.
  - Carrying out routine and periodic compliance review activities on the implementation of safe guards and other community activities through monthly monitoring visits and organizing quarterly stakeholder review workshops / meetings at district and sub county levels.
  - Liaising with SDS in sensitising contractors' workers and communities on potential project impacts and risks and their rights among others.
  - Work with CS to develop Information, Education and Communication (IEC) materials for community awareness and project visibility.
  - Work with PST to develop training materials in relation to all aspects of the consultancy that include: community engagement, HIV and AIDs, GBV/VAC, Grievance redress management, Health and Safety at construction sites, genders equity in construction activities, etc.
  - Liaise with PST for continuous monitoring the environment including waste management, noise management, pollution control and follow up to ensure effective implementation and reporting.
  - Generate periodic reports and special incident report to continuously assess capacity gaps in implementing social issues and recommend relevant capacity development needs.
  - Maintain a simple Management Information System on community engagement and development activities, HIV/AIDS, Child Protection, Gender, Community/Occupational Health and Safety, and Environmental Conservation which includes defined feedback mechanisms to key project stakeholders
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 2022 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. Registered/notarized Joint Venture/ Association Agreement
  - e. And any other mandatory requirements for a firm to provide services to the Government entity in Uganda.
- ii) Experience of the consultancy firm or organisation in at least two (2) similar assignments in nature and scope having lasted at least 6 months, and done in the last 5 years.
- iii) Experience of the consultancy and familiarity with World Bank's Environmental and Social Safeguards Policies is a necessity as will be evidenced from similar assignments carried out and Financed by the World Bank within the last 5 years.
- iv) The consultancy should be a registered Company, Community Based Organisation or Non-Governmental Organisation legally permitted to conduct businesses as highlighted.
- v) *Recommendation from at least two previous clients to confirm this experience will be required.*
- vi) Presence of skills among the consultant's personnel and in adequate numbers in the following areas:

**Team Leader (1 at National Level)**

The team leader will provide the overall technical and administrative oversight of the assignment. He/ she will be charged with the responsibility of ensuring timely planning, staffing, organizing, budgeting and reporting on the progress of the assignment. He/she shall have a minimum Master's degree in any of the following; Public Health, Social Sciences or Development Studies with at least five years of experience in coordinating public health including HIV and AIDS, Gender Based Violence and Child protection, community development programs at community levels. No track of criminal record and he/ she should be willing to travel and work in the project areas.

**Project Officer Sociologist (1 at National Level)**

A Bachelor's Degree in Social Sciences, Social Work and Social Administration, Development studies or any other relevant equivalent qualification in a related field, with a minimum of 3 years working experience, in managing project associated social risks, Specific experience in implementing Resettlement Action Plans (RAPs), Child Protection, Gender

Based Violence, HIV/AIDS, and Environmental and Social Management Plans (ESMPs) on donor funded infrastructure projects in Uganda or other comparable countries., experience in implementing RAPs and ESMPs in at least 2 projects of a similar nature.

**Project officer Environment, Health and Safety (1 at National Level)**

A Bachelor's degree in Environmental Sciences, Environmental Management or Forestry. Or any other equivalent qualification in natural resources management. Minimum of 3 years working experience in assessment and mitigation of environmental impacts on infrastructure projects in Uganda, Experience in delivering good international industry practice with respect to Environment, Health and Safety (EHS), Experience with World Bank environmental policies and Experience in supervision of infrastructure projects, managing associated Environment, Health and Safety aspects is required.

**Project Communications Officer (1)**

He/she will possess a Bachelor's Degree in journalism, communications or related field. He/she will support the Client in preparing and compiling all reports, disseminating project information according to the SEP, provide communications support to the consultant, and assist and formulate and disseminate information in the expected manner, design and quality assure the development of the project IEC materials and all the identified channels and tools of project communication. Support documentation of numerous FAQs and feedback, storytelling & other channels the CE provides for. He/she should have a minimum 03 years of working experience, in implementing communications in a project. Not track of criminal record and he/she should be willing to stay in the project area.

**Assistant Project Officer Sociologist (1 at Every District)**

A Diploma in Social Sciences, Social Work and Social Administration, Development studies or any other relevant equivalent qualification in a related field, with a minimum of 2 years working experience, in managing project associated social risks, Specific experience in implementing Resettlement Action Plans (RAPs), Child Protection, Gender Based Violence, HIV/AIDS, and Environmental and Social Management Plans (ESMPs) on donor funded infrastructure projects in Uganda or other comparable countries., experience in implementing RAPs and ESMPs in at least 1 project of a similar nature. Must be fluent in the local language of the District.

**Project officer Environment, Health and Safety (1 at Every District)**

A Diploma in Environmental Sciences, Environmental Management or Forestry. Or any other equivalent qualification in natural resources management. Minimum of 2 years working experience in assessment and mitigation of environmental impacts on infrastructure projects in Uganda, Experience in delivering good international industry practice with respect to Environment, Health and Safety (EHS), Experience with World Bank environmental policies and Experience in supervision of infrastructure projects, managing associated Environment, Health and Safety aspects is required. Must be fluent in the local language of the District.

### **Project Communications Officer (1 at Every District)**

He/she will possess a Diploma in journalism, communications or related field. He/she will support the Client in preparing and compiling all reports, disseminating project information according to the SEP, provide communications support to the consultant, and assist and formulate and disseminate information in the expected manner, design and quality assure the development of the project IEC materials and all the identified channels and tools of project communication. Support documentation of numerous FAQs and feedback, storytelling & other channels the CE provides for. He/she should have a minimum 02 years of working experience, in implementing communications in a project. Not track of criminal record and he/she should be willing to stay in the project area. Must be fluent in the local language of the District.

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](mailto:pdumlhud@gmail.com),**
9. Written Expressions of Interest must be delivered physically or by courier to the address above by **10:00 am on 15<sup>th</sup> March 2022**.
10. The detailed notice of expression of interest is available at the Entity's website at [www.mlhud.go.ug](http://www.mlhud.go.ug) and at [www.ppda.go.go/tenderportal](http://www.ppda.go.go/tenderportal)

### **11. Proposed Schedule**

<b>Activity</b>	<b>Date</b>
Invitation for Expression of Interest (EOI)	<b>24<sup>th</sup> February 2022</b>
Closing Date for Submission of (EOI)	<b>15<sup>th</sup> March 2022 at 10:00Am</b>
Short listing and process and necessary approvals	<b>16<sup>th</sup> – 31<sup>st</sup> March 2022</b>
Issuance of RFP	<b>4<sup>th</sup> April 2022</b>
Pre-Bid Conference	<b>13<sup>th</sup> April 2022 at 10:00Am</b>
Closing Date for Submission of Proposals	<b>26<sup>th</sup> April 2022</b>
Evaluation of Technical and Financial Proposals	<b>27<sup>th</sup> April to 26<sup>th</sup> May 2022</b>
Negotiations and contracting	<b>13<sup>th</sup> June 2022 at 10:00Am</b>

D.W. Okalany

**Permanent Secretary**