



**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 PREPARE THE STATE OF LAND USE COMPLIANCE REPORT WITH REWARDS & SANCTIONS.

Procurement Reference No: MLHUD/USMID-AF/CONS/20-21/00009

1.0 Introduction

The Government of Uganda is committed to ensuring orderly, sustainable, and organized urban development as part of the national agenda. This is in recognition of the important role that urban areas play in national development as engines of growth and centers of investment, employment, education, knowledge and technology transfer and ready markets for industrial and agricultural products.

It is under this premise that most planning authorities in these urban areas have endeavored to develop Physical Development Plans (PDPs) in an effort to allocate scarce resources in strategic intervention areas to ensure planned urbanization which will spur integrated urban development. Most of the Municipalities have undertaken physical development planning as an intervention at ensuring orderly and progressive development, though such efforts and plans have surprisingly many times failed to achieve their intended purpose.

Having realized the enormous task before the Urban Councils as implementing agencies to ensure orderly development of their environments amidst scarce resources, the Ministry of Lands, Housing and Urban Development prepared the first ever state of land use compliance report that highlighted key issues in order to improve compliance to the land use regulatory framework in the 22 Municipalities and 60 selected Town Councils. The report also ascertained various challenges these councils face ranging from understaffing to political interference among others.

The Ministry of Lands Housing and Urban Development therefore is sanctioning another round of study in 92 urban councils that will further investigate the limitations/challenges as well as good practices each individual urban center is facing and also identify measures that have been undertaken to address some of the challenges that were identified in the first study.

1.1 Overall and Specific Objectives of the Consultancy

1.2. The overall objective of this consultancy is to prepare, through a consultative and field based process, a state of land use compliance report for the selected 92 urban centres.

1.3. Specific Objectives of the assignment

- i. To assess the efficacy of the existing tools used to assess compliance of urban councils to the land use regulatory framework with a view of improving them where necessary.
- ii. To assess the levels of improvement and or limitations to compliance to the land use regulatory framework of the previous 92 urban councils and also assess the state of land use compliance in the additional 10 urban Councils.
- iii. To recommend best land use practices and implementation of PDPs for increased compliance to the land use regulatory framework.
- iv. To review the rewards and sanctions of the previous report with a view of streamlining them with the revised PPA.

1.4. Scope of Services

- i. The consultant will assess the level of compliance to the land use regulatory framework in each of the 92 urban councils. To do this, the consultant will physically visit the urban councils as well as review the report of the previous assessment of the 82 urban councils.
- ii. The consultant will also perform/carry out and go in-depth to examine examination of the achievements of the recommendations proposed in the previous assessment undertaken in 2019.
- iii. The scorecard concept as used in the first study will be applied to determine the level of land use compliance within these urban councils as well as provide indicators on what is needed to effectively implement these Physical Development Plans if orderly and sustainable development is to be achieved in these and other urban centers of the country. This will be done in close consultation with the Department of Land use Regulation and Compliance.

The study will cover the 82 urban councils of t h e previous study as well as additional 10 new ones.

2. The consulting services (“the Services”) include **TO PREPARE THE STATE OF LAND USE COMPLIANCE REPORT WITH REWARDS & SANCTIONS.**

3. The consulting services are expected to take 6 calendar 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 **SHALL** 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. Registered/Notarized joint venture/association agreement were applicable.
- (ii) General Experience of at least 6 years in undertaking assignments of similar nature. Such assignments should include carrying out baseline surveys, customer/client satisfaction surveys, project reviews, institutional and organizational audits.
- (iii) For individual experience of the proposed personnel, it should have been acquired within the last 24 months from August 2021.
- (iv) Evidence of valid PPDA registration and Trading License, (for the firm).
- (v) Evidence of availability of required experts for the assignment (attach CVs and copies of academic certificates/ transcripts)
- (vi) Fulfilment of obligations to pay taxes and social security contributions in Uganda (attach evidence).
- (vii) General Experience of the firm;
The lead consultancy firm must have at least 10 years experience in Physical Planning.
- (viii) Specific experience of the firm;
Evidence of the at least two (02) previous similar assignments in preparation of state of land use compliance report undertaken in the last five years. This evidence shall be in the form of Certificates of completion of assignment or signed contracts or LPOs.
- (ix) Recommendation letters from previous clients. These should be in line with similar assignments.
- (x) Presence of skills among the consultant's personnel and in adequate numbers in the following areas:
 1. **Team Leader (1)**
The Team Leader shall be a holder of a Masters in Physical/Urban Planning/, Urban & Regional Planning, Urban and ecological Planning or Spatial Planning and Registered with a requisite professional body and with a minimum of 10 years' experience in physical planning.
 2. **Legal Expert with a** Degree in Law with experience in Local Governments processes, especially in the area of land management and a minimum of 5 years' experience.
 3. **Sociologist** with a Degree in Sociology. Specialization in Urban Sociology and with a minimum of 5 years' experience in sociology.
 4. **Environmental** with a Degree in Environment Management or Environmental Science and a minimum of 5 years' experience. Must be registered with a requisite professional body.
- 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 pdu@mlhud.go.ug

11. Written Expressions of Interest must be delivered physically or by courier to the address above by **2:00 Pm on 15th March 2022.**

12. Proposed Schedule

Activity	Date
Invitation for Expression of Interest (EOI)	24th February 2022
Closing Date for Submission of (EOI)	15th March 2022 at 10:00Am
Short listing and process and necessary approvals	16th – 31st March 2022
Issuance of Request For Proposal (RFP)	4th April 2022
Pre-Bid Conference	13th April 2022 at 10:00Am
Closing Date for Submission of Proposals	26th April 2022
Evaluation of Technical and Financial Proposals	27th April to 26th May 2022
Negotiations and contracting	13th June 2022 at 10:00Am
Contract Signing	After Solicitor General's Clearance

Dorcas W. Okalany (Mrs.)
Permanent Secretary