



REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

(CONSULTING SERVICES – INDIVIDUAL CONSULTANTS)

COUNTRY: THE REPUBLIC OF UGANDA

PROJECT: KAMPALA CITY ROADS REHABILITATION PROJECT (KCRRP)

PROJECT NUMBER: P-UG-DB0-016

SECTOR: CONSULTANCY

**SUBJECT: INDIVIDUAL CONSULTANCY SERVICES FOR SUPPORTING THE
KAMPALA CITY ROADS REHABILITATION PROJECT (KCRRP).**

PROCUREMENT REFERENCE NO.: KCCA-KCRRP/CONS/2021-2022/00052

1. Background

Kampala Capital City Authority (KCCA) received funding from the African Development Bank (AfDB) and the African Development Fund to implement road rehabilitation activities in the city under the Kampala City Roads Rehabilitation Project (KCRRP). This project is aimed at increasing the stock and quality of the City's strategic infrastructure to accelerate Uganda's competitiveness. This is against the background that Kampala requires significant infrastructural investments to shore up its productivity and ease of doing business.

2. Objective

The overall objective of the assignment is to provide additional professional capacity for implementing the project in accordance with the project's requirements. Additional details about the project are contained in the General Procurement Notice attached as **Annex 1** (also available on the KCCA website).

3. Invitation

Kampala Capital City Authority (KCCA), being an authorized agent of the Government of the Republic of Uganda now invites **eligible individual consultants** to express their interest in providing Individual Consultancy services above under the positions below;

SN	Position	Number of Positions
1.	Project Civil Engineer	1
2.	Project Environmentalist	1
3.	Project Social Development Specialist	1
4.	Project Engineering Officer	3
5.	Project Procurement Assistant	3
6.	Project Administrator	1
	Total	10

Interested Individual Consultants must provide information indicating that they are qualified to perform the services by providing information on their **qualifications and experience demonstrating their ability to undertake this assignment** (documents, reference to similar services, experience in similar assignments, etc.)

4. Selection procedure

The eligibility criteria, establishment of the short-list and the selection procedure will be carried out using the Bank's **Rules and Procedure for the Use of Corporate Consultants**, which is available on the Bank's website at <http://www.afdb.org>;

5. Further information

The detailed terms of reference are contained in **Annex 2**. Interested Individual Consultants may however obtain further information at the address below during office hours 9:00 a.m. – 5:00 p.m. (Kampala local time) on Mondays to Fridays except on public holidays.

6. Submission

Hard copies of the expressions of interest must be delivered to the address below, no later than **Friday 21st January, 2022 at 11:00 am**, Kampala local time. The submission must be in **triplicate**, comprising **Expression of Interest Forms** (attached as **Annex 3**) and copies of all the indicated **supporting documents**.

The envelop with the expression of interest should be clearly marked with the **Position of the assignment** and **applicant firm's name, contact and address**. Please, note that interest expressed by a Consultant does not imply any obligation on the part of KCCA to include him/her in the shortlist.

Attention: Head Procurement & Disposal Unit
Address: Kampala Capital City Authority
City Hall, Floor/Room number: **B 118**
P.O Box 7010 Kampala
Telephone: +256-204-660015
Email address: procurement@kcca.go.ug;

7. Shortlisting

In accordance with the Bank's Rules and procedures for use of Consultants, a shortlist of three to six Individual Consultants will be established following the selection process.

Candidates' CV's shall be assessed based on the following criteria, on the basis of their updated resume.

SN	Criteria	Maximum points
1.	Academic qualifications for the position	10
2.	Competencies for the position	15
3.	Years of general experience	20
4.	Knowledge of the local conditions, such as local language, culture, administrative system, and government organization	20
5.	Years of specific experience for the position	35

hAnnex 1: KCRRP General Procurement Notice



GENERAL PROCUREMENT NOTICE

THE REPUBLIC OF UGANDA

PROJECT: KAMPALA CITY ROADS REHABILITATION PROJECT (KCRRP)

1. The Government of the Republic of Uganda (GoU) has received a loan from the African Development Bank to finance the Kampala City Roads Rehabilitation Project.
2. The development objective of this project is to accelerate Uganda's competitiveness by shoring up productivity gains from infrastructure development in Kampala and integrating the growth spill-overs via efficient transportation networks to the rest of the country. The specific project objectives are two-fold:
 - i.) to enhance transport efficiency in the City of Kampala by expanding the road network and upgrading traffic junctions to facilitate smooth traffic flow; and
 - ii.) to improve air quality in the city through implementation of scheduled eco-bus transit services and promoting active transport by expansion of non-motorized traffic (NMT) networks, such as walkways and cycling tracks, in Kampala.

The prioritized road sections for upgrading/reconstruction are as indicated in the Table below:

Item	Lot	Number of Streets	Total length (km)	Duration (months)
Package 1	Lot 1	8	24.91	36
	Lot 2			36
Package 2	Lot 3	18	44.34	36
	Lot 4			36
	Lot 5			36

The assignment for each lot shall be carried out over a period of forty-eight (48) calendar months including a 12 months' defects liability period.

3. The project includes the following components:

I. Civil Works

Annex 2: Terms of Reference

A. Project Civil Engineer

1. Background

Kampala Capital City Authority (KCCA) has received funding from the African Development bank (AfDB) and the African Development Fund to implement road rehabilitation activities in the city under the Kampala City Roads Rehabilitation Project (KCRRP). This project is aimed at increasing the stock and quality of strategic infrastructure to accelerate Uganda's competitiveness. Kampala requires significant infrastructural investments to shore up its productivity and ease of doing business.

Component 1 of the project will involve construction of 69.70km of roads complete with associated drainage works including improvement to 22 traffic junctions, 123km of NMT facilities, commercial vehicles parking places, Bus depots, thirty (30) public toilets, six (6) markets along project roads for women vendors, installation of 1,600 energy efficient streetlights, and tree planting.

This project aims at increasing and improving the quality of infrastructure stock to foster transformation of the Uganda's economy from low income to a more competitive upper middle-income status. The project is aimed at tackling congestion in the city of Kampala through improvement of road network, upgrading of traffic junctions, and enhanced drainage capacity to mitigate flooding on the streets. The KCRRP is aligned with the Uganda CSP (2017-2021) and the Bank's Ten Year Strategy (2013-2022), in particular two of the Hi-5s operational priorities: "Industrializing Africa" and "Improve Quality of Life for the People of Africa. It is against that background that KCCA seeks to recruit the services of a **Project Civil Engineer** - Roads / Highways / Pavements Specialist to beef up the Directorate of Engineering in implementing the various intervention strategies under the roads / pavements category.

2. Objective

The overall objective is to provide additional capacity to the KCCA's **Roads, Bridges and Drainage Department** under the Directorate of Engineering and Technical Services (DETS); to undertake review of designs by consultants, review of monthly reports, supervision of consultants, supervision of contractors and developing the capacity of the in-house design, supervision and maintenance teams.

3. Scope of Work

The Project Civil Engineer –Roads shall be responsible for;

- i. Review designs by other project consultants
- ii. Project management including participation in reviewing planning and programming civil works
- iii. Review monthly reports by project consultants
- iv. Checking consultancy project deliverables for quality, timeliness and value addition
- v. Preparing monthly & Quarterly Progress Reports on all contract; Consultants, Contractors & Suppliers

- vi. Reviewing of consultants certificates and preparation of payment certificates
- vii. Monitor physical implementation and provide backstopping quality control supervision to roads programs and projects
- viii. Assist in the administration of contracts for road engineering projects
- ix. Provide Timely response to consultants' and contractors' reports and queries
- x. Review technical sanctions for works and goods
- xi. In addition, the Project Engineer is responsible for contributing to Capacity Building by:
 - a. Mentoring and guiding KCCA road engineers;
 - b. Audit checking of on-site construction against intent of the road design and reporting findings to the responsible engineer;
 - c. Advising and supporting the DETS on technical design issues arising from the projects;
 - d. Advising the DETS on project design in all projects

4. Specific Outputs

The Project Civil Engineer will be expected to deliver the following;

- i. Design Review Reports
- ii. Monthly reports
- iii. Quarterly reports
- iv. Reports for skills passed on to KCCA Staff

5. Duty Station and Duration of the Assignment

The Project Engineer will be based in Kampala at the KCCA Headquarters, City Hall. The project duration is two (2) years full time extendable subject to performance and need.

6. Reporting

The Project Civil Engineer will report to the Project Coordinator, KCRRP.

7. Qualifications and Competences

- a) BSc Civil Engineering as basic qualification
- b) Possession of Master's degree in civil engineering / Highways / infrastructure engineering and management or Transportation Planning & Engineering would be an added advantage
- c) Good knowledge of AutoCAD and a modern road design software (*e.g. Inroads, ARD, Civil design or other similar*)
- d) Membership of a professional institution and should be a registered engineer with ERB of equivalent, evidence of this to be provided together with the application.

8. Experience

- a) Minimum of eight (8) years' experience in either road design, management or supervision of similar works
- b) Relevant experience in developing countries with similar conditions and development stage to those in Uganda for the purpose of infrastructure development. A list of projects/assignments of similar nature/position is required. Evidence may be required to demonstrate relevant similar experience
- c) Strong analytical and problem solving skills and sound result oriented judgment to identify issues and present practical solutions
- d) Excellent written and spoken English
- e) Ability to mentor KCCA staff in project management and road engineering design and construction supervision.

B. Project Environmentalist

1. Background

Kampala Capital City Authority (KCCA) has received funding from the African Development bank (AfDB) and the African Development Fund to implement road rehabilitation activities in the city under the Kampala City Roads Rehabilitation Project (KCRRP). This project is aimed at increasing the stock and quality of strategic infrastructure to accelerate Uganda's competitiveness. Kampala requires significant infrastructural investments to shore up its productivity and ease of doing business.

Component 1 of the project will involve construction of 69.70km of roads complete with associated drainage works including improvement to 22 traffic junctions, 123km of NMT facilities, commercial vehicles parking places, Bus depots, thirty (30) public toilets, six (6) markets along project roads for women vendors, installation of 1,600 energy efficient streetlights, and tree planting. The project will also involve Compensation and Resettlement under Component 6 with the sole aim of compensation of project affected persons and relocation of utilities.

The aforementioned activities have Environmental and Social aspects that will require management in line with the relevant environmental policies, laws, regulations and guidelines of the Republic of Uganda and the African Development Bank. As the lead implementing agency, KCCA is obliged to ensure that; (I) A comprehensive Environmental and Social Impact Assessment (ESIA) (II) Environmental and Social Management Framework (ESMF) (III) Environmental and Social Monitoring and Management Plan (ESMP) and (IV) Resettlement Action Plans (RAPs) are developed, implemented, monitored and reported appropriately. This also includes putting in place resources and mechanisms for their implementation as and when applicable. It is against that background that KCCA seeks to recruit the services of an ***Environmentalist***.

2. Objective

To provide technical Support to KCCA to undertake the Environmental and Social (E&S) Management and Safeguard aspects in accordance with the African Development Bank Safeguard Policies and National Laws, Regulations and Guidelines associated with on-going and planned infrastructure Development under KCRRP.

3. Scope of Work

- i. Develop and implement a work plan, including key activities and deliverables for the KCRRP
- ii. Prepare Terms of Reference (TORs) for Environmental and Social Impact Assessments of KCRRP.
- iii. Assess, evaluate progress and provide technical guidance to the KCRRP coordination team for all on-going and planned consultancies/activities focusing on Environment and Social Management issues in accordance with the African Development Bank Safeguard Policies and National Environmental requirements (policies, laws, regulations, and guidelines) and/or review all

associated reports such as Inception Reports, ESIA, ESMF, Environmental Audits, etc. The consultant shall also ensure that all comments raised by the African Development Bank are promptly addressed as and when they arise.

- iv. Institutionalize, coordinate and organize consultative and coordination meetings with other key stakeholders and lead agencies periodically as and when required on environmental and social management aspects.
- v. Assist KCCA in sharing learning lessons on positive urban practices in Environment and Social management from progressive urban development projects.
- vi. Participate in the preparation and implementation of RAP.
- vii. Develop and implement a KCCA Environmental and Social monitoring and reporting system for KIIDP projects.
- viii. Ensure that Environment and Social management periodical reports are prepared and integrated in the overall KIIDP reporting framework shared with the GoU, African Development Bank and other stakeholders.
- ix. Where necessary, identify the capacity gaps of KCCA relevant to Environment and Social Safeguards team and facilitate capacity development (training) as appropriate.

4. Specific outputs

The Environmentalist will be expected to deliver the following:

- i. Weekly reports on the Environmental and social concerns of the KCRRP activities during implementation.
- ii. An Environmental Monitoring Plan for the environmental impacts caused by the KCRRP activities.
- iii. Comments on the Environmental and Social Impact Assessments (ESIA) as well as the Resettlement Action Plans (RAP) developed by the consultants under KCRRP.
- iv. Action points on the Environmental and Social management aspects based on field findings and deliberations during meetings between the KCRRP team and the Bank team and/or during meetings between the KCRRP team and community members.
- v. Implementation Report on the Environmental and Social mitigation measures related to the KCRRP activities.
- vi. End of year Environmental and Social Audit report of the KCRRP activities.
- vii. Closely provide assistance and deliver capacity building training to the field teams to close knowledge/skill gaps and minimize the likelihood of risks to happen during project implementation;
- viii. Identify challenges, opportunities, priorities and needs for the development and implementation of the project's safeguard Plan and implementation at all levels;
- ix. Advice on administrative measures and actions required for ensuring the compliance with requirements set regarding environmental and social safeguard measures prior to the validation and implementation of the project activities;

5. Duty Station and Duration of the Assignment

The Environmentalist will be based in Kampala at the KCCA Headquarters, City Hall. The assignment shall be for a period of two (2) years full time and renewable subject to satisfactory performance and need.

6. Reporting

The Environmentalist will report to the Project Coordinator, KCRRP.

7. Qualifications and Competences

- a) BSc in Environmental Science, Environmental Management, Biological Sciences or Civil Engineering with core specialization in Environmental and/or Natural Resources Management/Engineering with additional demonstrated training/experience/understanding of social development issues in urban development projects.
- b) A Post graduate training (Master's degree in Environmental Science, Environmental Management, Biological Sciences or Civil Engineering with core specialization in Environmental and/or Natural Resources Management) is a must, with solid background and proven experience of at least 10 years in: E&S Impact Assessment and Auditing, and E&S Systems analysis.

8. Experience

- a) In addition, he/she must be familiar with resettlement policy framework and resettlement action plan development and implementation.
- b) Experience of working with African Development Bank funded projects, applying Environmental & Social Safeguard policies will be an added advantage.
- c) Experience in consultancy work of similar nature and scope is mandatory.
- d) Understanding and knowledge of Environmental Laws, Regulations and Guidelines (National Environment Act Cap.153, and the Regulations thereunder), applicable to urban environment management.
- e) Ability to work in a multicultural environment and in an inter-disciplinary team, having well developed interpersonal, communication, public relations and community mobilization skills.
- f) Excellent analytical, reporting, organizational skills and working knowledge of key Computer Applications (MS-Word, MS-Excel, MS-Access, Including Internet Applications).

C. Project Social Development Specialist

1. Background

Kampala Capital City Authority (KCCA) has received funding from the African Development bank (AfDB) and the African Development Fund to implement road rehabilitation activities in the city under the Kampala City Roads Rehabilitation Project (KCRRP). This project is aimed at increasing the stock and quality of strategic infrastructure to accelerate Uganda's competitiveness. Kampala requires significant infrastructural investments to shore up its productivity and ease of doing business.

Component 1 of the project will involve construction of 69.70km of roads complete with associated drainage works including improvement to 22 traffic junctions, 123km of NMT facilities, commercial vehicles parking places, Bus depots, thirty (30) public toilets, six (6) markets along project roads for women vendors, installation of 1,600 energy efficient streetlights, and tree planting. The project will also involve Compensation and Resettlement under Component 6 with the sole aim of compensation of Project Affected Persons (PAPs) and relocation of utilities.

The implementation of the infrastructure development projects will have impact on the community settlements and properties and other social related spheres on the complex urban populations. The project may result in some households losing assets due to the land requirements for the construction and rehabilitation of infrastructure and others may have to be relocated and resettled in other comparable areas of their choice within Uganda. In addition, infrastructure development in a complex urban population may create other negative social issues and ills that may require urgent attention and corrective measures to contribute to a balanced and sustainable urban development.

Following from the above, KCCA is currently seeking the services of a **Social Development Specialist** with practical skills and knowledge on managing land acquisition, resettlement and rehabilitation of the affected people and areas.

The Social Development Consultant in close collaboration with the KCCA Social Development team will lead and guide on the implementation of following areas: Assessments of the social impacts of the project; interpretation of the (social) safeguard frameworks, development of the appropriate action plans including resettlement action plans, HIV/AIDS prevention plans; provision of guidance on handling social issues including resettlement, promoting urban social inclusion, mitigating impacts of labour influx, minimizing conflicts, HIV/AIDS infection and other negative impacts that may result from the project.

In addition, the consultant will lead and guide in defining resettlement compensation eligibility criteria, entitlements, timeliness, guidance and clear definition of the "Cut-off date(s), and grievance redress mechanisms as well as monitoring effective implementation of all these processes; ensuring access to appropriate information and consultation with all stakeholders amongst others.

2. Objective

The specialist is expected to lead and provide support for social development inputs including leading the interpretation and translation of all the social issues in the safeguard frameworks to implementable action plans.

He / she will lead and provide guidance in implementing, monitoring, assessing and reporting on the implementation of RAPs, including undertaking social impact assessments and developing social mitigation programs, as appropriate, to mitigate any negative social impacts of the Project; and to establish and manage a social monitoring program, encompassing the Grievance Redress Mechanism that tracks manages grievances from project affected Persons (PAPs).

The specialist will also play a key role of taking forward the principles of community participation and development by taking into consideration of the outcomes of various stakeholder consultations while operationalizing the social development input in KCRRP.

3. Scope of Work

The specialist will;

- i. Provide leadership to Social development/RAP unit and foster team function and cohesion
- ii. Lead and advise on preparation of RAP for the sections of the project for which the RAP has not been prepared; process and facilitate the approval and clearance of the RAP and ESAs as per the AfDB and Uganda policies requirements
- iii. Undertake technical reviews for Environmental and Social Impact Assessments (ESIA), Environmental and Social Management Plans (ESMP) and Resettlement Action Plans (RAP) to ensure quality control of documents, adequacy of mitigation measures and strengthening of compliance to environmental and social safeguards procedures (ESAP).
- iv. To carry out the preparation and updating of safeguard procedures ESAP/EIA, OHS, including the preparation and updating of tools, formats/manuals and procedures and the review of environmental and social safeguards procedures
- v. To ensure that the ToRs reflected in all studies (Feasibility Study and Detailed Engineering Capacity Building, etc.) and supervised by the Safeguards Unit are carried out appropriately and the pertinent issues addressed.
- vi. To ensure that all Environmental and Social concerns on KCRRPs are addressed timely, effectively, efficiently and in accordance with the relevant National policy and legal Framework, and in compliance with the environment and social safeguard policies of the AfDB – the Development Partner;
- vii. Closely collaborate with the Environmental team and specialist to support the development of actions plans and implementation of the social issues for KCRRP
- viii. Provide advice in all matters relating to stakeholder engagement, community participation and consultation and any other social related issues that may result from and/or impact the project. She/he will guide and support

- implementation mechanisms for pre-project consultations and streamlining all necessary inputs.
- ix. Monitor implementation of RAPs to determine the extent to which procedures and outcomes are consistent throughout the corridor, identifying and reporting on discrepancies in the effectiveness of implementation of cut-off dates, valuation, eligibility, registration, payment, or other elements, to the attention of local officials, the Grievance Management Committees (GRCs) and KCCA.
 - x. Liaise with the Environmental Expert to provide technical support and guidance to KCCA to address clearance and/or acquisition of right of way and ensuring effective communication to the affected persons on the “Cut-Off dates” in project areas within densely populated or sensitive/fragile ecosystems in accordance with the relevant National legal framework and AfDB Safeguards Policies and project safeguard instruments.
 - xi. Conduct Social Assessments in the communities affected by bypasses or other major investments to understand how the communities will be affected by the Project and develop mechanisms to increase positive impacts or mitigate expected negative impacts.
 - xii. Establish a grievance redress mechanism for the project throughout the Corridor that ensures that all grievances (verbal and written), are registered, transmitted to responsible authorities, addressed in a timely manner and reported back to the aggrieved parties. She/he will monitor and report on the functionality of the mechanism throughout implementation.
 - xiii. Implement, and expand where necessary, the communication strategy laid out in the Resettlement Action Plan (RAP) to ensure that project affected people are well informed of their rights and responsibilities set out in national legislation, the Resettlement Policy Framework and respective Resettlement Action Plans.
 - xiv. Ensure relevant government agencies, including Ministry of Finance, Planning and Economic Development (MoFPED), and other local officials are well informed on issues related to the implementation of RAPs and request support and facilitation where necessary for timely implementation of RAPs. As appropriate, she/he will develop partnership with all relevant stakeholders in implementing KCRP.
 - xv. Devise communication strategies to make communities aware of their rights, roles and responsibilities in facilitating effective implementation of the project and complying with the required process without stopping the implementation process.
 - xvi. Coordinate the reporting on the implementation of the social aspects of the project including periodical (monthly and bi-annual) monitoring and implementation progress reports of the social aspects including resettlement and land acquisition.
 - xvii. Assist the KCCA with the physical relocation of households by ensuring that necessary support and compensation measures for their livelihood restoration, as defined in the RAP, are employed, that relocated people have access to infrastructure and other services, and that any grievances they may have are adequately addressed.
 - xviii. In close collaboration with various project teams design client/stakeholder surveys periodically.
 - xix. Coach, mentor and carry out on-the-job training to KCCA staff with the specific objective of skills transfer to KCCA staff.

4. Specific Outputs

- i. An inception report by end of the third month that would include a status report of progress in the Specialist area of the Consultant, a detailed personal work plan for the next 9 months to the end of the assignment.
- ii. Periodical reports on the implementation of the social issues including RAP as defined in the safeguard frameworks and instruments– which should be reflected in the overall project reports
- iii. End of assignment report detailing performance on the implementation of the social aspects including the RAP.
- iv. Well-coordinated and integrated Social issues in the all (ADB) projects activities
- v. Regular discussions and coordination meetings in the contractor, consultant and Resettlement officers at KCCA
- vi. Reports on Social and environmental issues in the (ADB) completed in time and well filed
- vii. Input in environment and social safeguards provided to the contract management and other different project management documents for the project
- viii. Crosscutting Social Safeguards issues across the project identified and integrated (Gender, HIV and AIDS, RAP, OHS, Environmental issues etc.) in safeguarding against social and cultural consequences of the City Roads Improvement projects
- ix. Quality and timely environmental and social reports
- x. Social and environmental Plans have appropriate and practical safeguard measures for (HIV, Gender, OHS, etc.)
- xi. Safeguards activities monitored on a regular basis to ensure conformity with the guidelines
- xii. Appropriate mitigation measures implemented for vulnerable individuals (Orphans, elderly, widows, HIV affected persons etc.), households and communities integrated in environmental, RAP, and other social plans
- xiii. Tools and guidelines for safeguard procedures specifying minimum safety procedures available and accessible to consultants, contractors and workers
- xiv. Social safeguards issues incorporated in TORs for feasibility and other KCRP studies
- xv. Partner policies, guidelines and National laws and Policies on environment, labour and HIV and AIDS etc., adhered to by consultants and contractors during planning and implementation of KCRP projects
- xvi. Safeguard policies for partners (AfDB) are disseminated to PAPs, consultants and contractors
- xvii. Regular site visits to projects under implementation conducted on a monthly and quarterly basis.

5. Duty Station and Duration of the Assignment

The Social Development Specialist will be based in Kampala at the KCCA Headquarters, City Hall. The assignment shall be for a period of two (2) years subject to probation period of six months, and renewable subject to satisfactory performance and need.

6. Reporting

The reporting authority for the Social Development will be the Project Coordinator, KCRRP. She/he will however work closely with the Directorate of Gender, Community Services and Production, KCCA, and the delegated RAP implementation team and in close collaboration with the Environmental team in implementing the social aspects of the ESMF.

7. Qualifications and Experience

Qualifications

- a) A university degree in Social Work, or any other related field of social science, focusing on social development.
- b) Post graduate training at least at Master's level in Social sciences or any other related field will be a requirement.
- c) Knowledge/training in management of Land acquisition, rehabilitation and resettlement; as well as Gender will be an added advantage.

Experience

- a) Should have at least 5 years of work experience in handling social issues (including land acquisition and resettlement) of large scale construction projects, and be familiar with the social safeguards policies of the AfDB and implementation of the safeguards in international partner financed projects.
- b) He/she should also have work experience in social and community development, with practical experience of working in development areas, preferably in urban development.
- c) Working experience in urban sector social and infrastructure development.
- d) Knowledge and skills in social analysis, social surveys, impact assessment and related areas and should have good knowledge of local conditions and laws of Uganda.
- e) Training and capacity building in social development and community participation processes.
- f) Ability to work on complex issues, act as both team leader and member, and communicate eloquently.

D. Engineering Officer (3)

1. Background

Kampala City is the commercial and political capital of Uganda, managed by the Kampala Capital City Authority (KCCA) on behalf of Uganda Government. KCCA is mandated to, among other things, plan, develop and maintain the city infrastructure. Kampala City public infrastructure is largely old and mostly dilapidated where it exists. In some cases, it is totally missing. The city's road network is characterised by congestion, traffic jams, uncontrolled junctions, and insufficient road capacity which is out of phase with the increasing vehicles on Kampala roads. The congestion results into higher vehicle operating costs, long travel times and extremely poor transport services. The overall city aesthetics and quality of life is highly compromised by the dilapidated paved roads and sidewalks, unpaved shoulders and unpaved roads which are sources of mud and dust that hovers over large sections of the City.

In recognition of the above, Kampala Capital City Authority (KCCA) has received funding from the African Development bank (AfDB) and the African Development Fund to implement road rehabilitation activities in the city under the Kampala City Roads Rehabilitation Project (KCRRP). This project is aimed at increasing the stock and quality of strategic infrastructure to accelerate Uganda's competitiveness. Kampala requires significant infrastructural investments to shore up its productivity and ease of doing business.

KCCA is currently seeking the services of consultants under a short-term contract as **Engineering Officers** to beef up the Directorate of Engineering and Technical Services in implementing the various intervention strategies under the roads/pavements category.

2. Objective

The overall objective is to provide additional capacity for supervision of works contracts (including roads and drainages) under the Directorate of Engineering and Technical Services (DETS). The selected consultants shall work under supervision of the respective Director Engineering and Technical Services to review contractor's work programmes, monitor works' progress, review progress reports and carry out any other assignments as instructed.

3. Scope of work

- i. Monitor contractor's progress on site and keep the employer updated. Monitor adherence to the works programme
- ii. Monitor contractor's adherence to contractual requirements like health and safety, traffic management
- iii. Monitor contractors' progress and ensure accurate measurement of work done and the relationship with the interim certificate.
- iv. Review project documentation, keep an accurate diary of important site events
- v. Anticipate issues that may cause delays and bring them to the attention of the respective party
- vi. Participate in site meetings

- vii. Carry out any other activities as may be instructed by the Director Engineering and Technical Services

4. Specific outputs

- i. An inception report by end of the second month
- ii. Monthly reports on activities carried out and progress towards meeting assignment objectives. A quarterly report summarizing all monthly reports

5. Duty Station and Duration of the Assignment

The Engineering Officers will be based in Kampala at the KCCA Headquarters, City Hall. The assignment shall be for a period of two (2) years subject to probation period of six months and renewable subject to satisfactory performance and need.

6. Reporting

The Engineering Officers will report to the Director, Engineering and Technical Services, KCCA.

7. Qualifications and Experience

Qualifications

- 1) BSc Civil Engineering or equivalent as basic qualification
- 2) Good working knowledge of AutoCAD, ArcGIS, Microsoft Office including Microsoft Project

Experience

- 1) Minimum of two (2) years' experience in supervision of similar works.
- 2) Strong analytical and problem solving skills and sound result oriented judgment to identify issues and present practical solutions.
- 3) Excellent written and spoken English.

E. Project Procurement Assistant (3)

1. Background

Kampala Capital City Authority (KCCA) has received funding from the African Development bank (AfDB) and the African Development Fund to implement road rehabilitation activities in the city under the Kampala City Roads Rehabilitation Project (KCRRP). This project is aimed at increasing the stock and quality of strategic infrastructure to accelerate Uganda's competitiveness. Kampala requires significant infrastructural investments to shore up its productivity and ease of doing business.

The aforementioned activities will involve the procurement of goods and services, and works. Kampala Capital City Authority now seeks the services of three (3) Procurement Assistants with the qualifications and competences specified below, to support of the implementation of the project.

During the project's appraisal, it was agreed that in order to mitigate against work overload of the project activities, the Executing Agency would hire services of three (3) Procurement Assistants to work with and assist the Project Procurement Specialist in managing project procurement processes. These positions are meant to help the Institution meet one of the project development objectives of building capacity. As such, the position seeks candidates who will work while enhancing their capacity, especially in handling donor funded projects.

2. Objective

The objective of this assignment is to ensure timely implementation of the project's procurement process, and in accordance with the Bank's procurement rules and procedures. As such, the selected candidate shall be expected to play a key coordination role between all stakeholders in the procurement cycle.

3. Scope of Work

The Procurement Assistants shall assist the Project Procurement Specialist to:

- i. Coordinate the procurement processes between the various stakeholders and the Procurement and Disposal Unit.
- ii. Prepare and review the Project Procurement Plan, and provide guidance where applicable.
- iii. Monitor and adjust (where applicable) the implementation of the Project Procurement Plan.
- iv. Prepare/update and make submissions of the project procurements for review and approval by the project funder.
- v. Verify that procurement requests are in accordance with the approved Procurement Plan.
- vi. Work closely with the relevant User Departments and Beneficiaries to ensure that statements of requirements are obtained in time.
- vii. Prepare Solicitation documents, and provide guidance where applicable.
- viii. Prepare and seek approvals for procurement notices

- ix. Ensure that procurement procedures follow the Project Implementation Manual.
- x. Coordinate bidding processes, including organizing pre-bid or pre-proposal meetings, providing clarifications, coordinating the receipt of bids / proposals, as well as participating in the opening of bids / proposals / expressions of interest
- xi. Coordinate evaluation processes, and provide guidance where applicable.
- xii. Prepare and make project submissions to the Contracts Committee, and provide guidance where applicable.
- xiii. Coordinate negotiations, and provide guidance where applicable.
- xiv. Draft contracts for review and clearance.
- xv. Follow up on timely clearance and signing of contracts from the relevant authorities.
- xvi. Coordinate building capacity in procurement processes, with emphasis on AfDB, PPDA and IDA guidelines.
- xvii. Follow up on timely clearances from the Bank and any other relevant authorities.
- xviii. Prepare timely progress reports, highlighting among others; the progress on procurements, constraints met and proposed solutions and other issues requiring Management attention.
- xix. Participate in contract monitoring and administration.
- xx. Put in place an efficient and effective procurement data management system specifically; (i) Maintain complete procurement files and records including all correspondence related to procurement activities; (ii) set up a filing and record keeping system that ensures that procurement records are easily retrievable and available for procurement audits
- xxi. Prepare procurement inputs for the progress reports.
- xxii. Monitor and track contracts being processed, identify constraints/challenges/issues especially deviations from agreed procurement schedules and seek to resolve issues in a timely manner in appropriate consultation with Management.
- xxiii. Coordinate and facilitate Post Procurement Review (PPR) exercises, and follow up on implementation of PPR recommendations
- xxiv. Prepare and update the Procurement / Contract Register.
- xxv. Procure administrative components of the project.

4. Specific outputs

The Procurement Assistants will be expected to deliver the following:

- i. Effectively coordinated procurement processes
- ii. Updated Procurement Plans
- iii. Verified procurement requests
- iv. Timely prepared submissions to Contracts Committee and or the AfDB
- v. Verified Solicitation documents and reports
- vi. Periodical status reports/updates
- vii. Monthly update and submission of the procurement monitoring form to be filled by all user departments

- viii. Inputs into the Monthly Contracts Implementation Status reports for all contracts showing the total amount of the contract, amount already paid and balance to be paid on each contract
- ix. Regular procurement performance reports for staff participating in procurement cycle e.g. at evaluation, Contracting Management stages as well bottlenecks identified
- x. Updated Contracts Register
- xi. Manage a good filing system for record management
- xii. Coordinating meetings

5. Duty Station and Duration of the Assignment

The Procurement Assistants will be based in Kampala at the KCCA Headquarters, City Hall.

The assignment shall be for a period of two (2) years full time and renewable subject to satisfactory performance and need.

6. Reporting

The Procurement Assistants will report to the Head PDU, through the Project Procurement Specialist.

7. Qualifications and Competences

Qualifications

- c) A minimum of Bachelor's degree in Procurement, Supply Chain, Logistics Management, or related field from a recognized University.
- d) Professional certification in supply chain such as CIPS (Level 2) or equivalent will be of added advantage.

Competences

- a) Good oral and written communication skills
- b) Should be fluent in English
- c) Highly organized
- d) Ability to work under minimum supervision
- e) Problem solving skills and ability to learn
- f) Good documentation and letter preparation skills
- g) Good research and analytical skills
- h) Proactive and Multi-tasking skills
- i) Good working knowledge of the PPDA procurement rules and procedures.
- j) Good record management and filing skills
- k) A high level of interpersonal and management skills
- l) Ability to work with teams in the organization at all levels.
- m) Workability to deliver under pressure and tight deadlines

- n) Computer knowledge and skills in MS Word, MS Excel, MS PowerPoint and internet/email is a mandatory requirement.
- o) Demonstrable behaviour of professional and personal ethics, integrity and transparency in dealing with internal clients, other Government agencies and service providers.
- p) Proven integrity and confidentiality in handling public resources

8. Experience

- a) General working experience of at least 3 years
- b) Demonstrable experience in all aspects of procurement and supply chain management

NB. These should be accompanied with a demonstrated strong track record of performance.

F. Project Administrator

1. Background

Kampala Capital City Authority (KCCA) has received funding from the African Development bank (AfDB) and the African Development Fund to implement road rehabilitation activities in the city under the Kampala City Roads Rehabilitation Project (KCRRP). This project is aimed at increasing the stock and quality of strategic infrastructure to accelerate Uganda's competitiveness. Kampala requires significant infrastructural investments to shore up its productivity and ease of doing business.

The project will have 6 components; i) Civil Works, ii) Project Management, iii) Supply of Goods, iv) Institutional Capacity Building, v) Women and Youth Skills Development and vi) Compensation and Resettlement and in order to effectively implement these, KCCA is currently seeking the services of a **Project Administrator** under a short-term contract to support the project team to execute their respective tasks.

2. Objective

The Project Administrator will provide administrative support to the implementation team including the Project Manager and Coordinator.

3. Scope of Work

In order to achieve the stated objective of the assignment the project administrator will be required to undertake the following administrative and office support to the implementation team:

- i. Provide comprehensive project administration support services to the implementation team and the KCRRP Project Manager and Coordinator.
- ii. Receiving, dispatching and responding to queries and advice stakeholders in line with KCRRP's Objectives.
- iii. Coordinate logistics, such as scheduling, travel arrangements and hotel booking, for the staff and visitors related to trainings and meetings (e.g., printing and photocopying of training materials, workshop venue booking, etc.).
- iv. Setting up and maintaining the department's filing system in line with the approved project guidelines.
- v. Track project deliverables and reporting timelines and work with the project team to ensure timely completion and dissemination.
- vi. Organizing and coordinating project meetings, and transcribing dictated or written material.
- vii. Requisitioning for the project assets, monitor usage and maintain in accordance with administrative guidelines.
- viii. Organise and manage the hard copies of signed documentation, other paper and electronic filing systems.
- ix. Provide communication support to the relevant staff on time to ensure timely supports for project activities.
- x. Escalate matters as required to drive effective action towards realising transformation priorities.

- xi. Maintaining and updating the Directorates/ Department activity log and follow with the relevant responsible office for implementation in line with the departmental guidelines
- xii. Providing secretarial services to the project coordinator / manager by processing and forwarding documents in line with office management standards and ethics.
- xiii. Ensuring safe custody, security and confidentiality of official information and documents of the project.

4. Specific outputs

The Project Administrator will be expected to submit a monthly report detailing the following:

- i. The tasks undertaken for each month and the progress made on activities.
- ii. The tasks to be performed for the coming month and the outputs to be achieved.
- iii. Issues, challenges and risks affecting objectives and activities.
- iv. Proposed mitigation strategies to overcome project risks and concerns.
- v. Recommendations, where applicable, to enhance the Project outcomes.

5. Duty Station and Duration of the Assignment

The Project Administrator will be based in Kampala at the KCCA Headquarters, City Hall. The assignment shall be for a period of two (2) years full time and renewable subject to satisfactory performance and need.

6. Reporting

The Project Administrator will report to the Project Coordinator, KCRRP.

7. Qualifications and Competences

- e) An honor's Bachelor's Degree in either Secretarial Studies or Office Management, Bachelor of Arts(Arts), Bachelor of Social Sciences, Bachelor of Public Administration and Management, or any other related undergraduate degree courses from a recognized University or Institution of higher learning.
- f) A minimum of a Postgraduate qualification in either Public Administration or Management or HR or any other related course from a recognized University or Institution of higher learning.
- g) A Certificate in Project Management and Records Management will be added advantage
- h) Records and information management
- i) Information technology
- j) Managing team performance
- k) Planning, organizing and coordinating
- l) Knowledge of Public Sector administrative practices.
- m) Excellent working knowledge of Microsoft Office Suite.
- n) Well-developed interpersonal and communication skills and an ability to liaise with people from diverse socio/cultural backgrounds.

- o) Excellent knowledge of and understanding in general office management and operations principles and practices, especially within the Public Sector
- p) Sound knowledge and understanding of Government systems

8. Experience

A minimum of three (3) years of working experience from a reputable organization.

Annex 3: Expression of Interest Forms

i. COVER LETTER FOR THE EXPRESSION OF INTEREST

PROCUREMENT REFERENCE NUMBER: KCCA-KCRRP/CONS/2021-2022/00.....

INDIVIDUAL CONSULTANCY SERVICES FOR: (TITLE OF POSITION)

[Location,
Date]

To:

The Head Procurement & Disposal Unit
Kampala Capital City Authority
City Hall, Floor/Room number: **B 114**
P.O Box 7010 Kampala
Telephone: +256-204-660015
Electronic mail address: procurement@kcca.go.ug;

Dear Madam,

RE: INDIVIDUAL CONSULTANCY SERVICES FOR SUPPORTING THE KAMPALA CITY ROADS REHABILITATION PROJECT (KCRRP).

In accordance with your Request for Expression of Interest and Terms of Reference regarding the above subject, I, the undersigned, offer to provide my Individual Consulting services for the position of

I hereby declare that all the information and statements made in my CV are true and accept that any misinterpretation contained in it may lead to my disqualification.

My proposal is binding upon me for the period of the assignment indicated in Terms of Reference.

I undertake, if my Proposal is accepted, to undertake the consulting services related to the assignment not later than 5 days from notification of successful application, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [In full and initials]:

Name and Title of Signatory:

ii. **CURRICULUM VITAE (CV)**

1. Title:

2. Full name:

3. Date of birth: [Date/Month/Year]

4. Nationality:

5. Physical address:

6. Postal address

7. Phone:

8. E-mail:

9. Education:

SN	Institution attended	Date from – Date to	Award obtained	Classification of Award
1.				
2.				
3.				
4.				
5.				

10. Language skills: (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

SN	Language	Reading	Speaking	Writing
1.				
2.				
3.				

11. Membership of professional bodies

SN	Professional body	Date joined	Membership Category
1.			
2.			
3.			

12. Trainings attended

SN	Training body	Training attended	Date from – Date to
1.			
2.			
3.			

13. Skills/Competencies: (Indicate level of proficiency on a scale of 1 to 5) (1 – excellent; 5 –basic)

SN	Skills/Competencies	Level of proficiency
1.		
2.		
3.		

14. Experience: [from the most recent]

SN	Date from – Date to	Employer (Name and Address)	Position held	Key duties	Reference and Contact
1.					
2.					
3.					

18. Other relevant information: [insert the details]

19. Statement:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged. I hereby declare that at any point in time, at KCCA's request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience indicated above, documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the KCCA to contact my previous or current employers indicated above, to obtain directly reference about my professional conduct and achievements.

Signature [In full and initials]:

Name and Title of Signatory:

Date:

ATTACHMENTS:

- 1) Proof of qualifications indicated in CV
- 2) Proof of working experience indicated in CV

The proof of stated qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the Purchase Order/Contract signed with them.