



# TERMS OF REFERENCE

**Programme on Integrated Local Finances for Sustainable Urban  
Development (PIFUD)  
“Web Designer for the Creation of a Project Database and Online  
Mapping Tool”**

**FMDV - Global Fund for Cities Development**

A program funded by European Union, co implemented by Kampala Capital City Authority and FMDV



## I. Introduction/background

### 1. About the program

**The Program on Integrated local Finances for Sustainable Urban Development (PIFUD) in the Greater Kampala Metropolitan Area (GKMA)** aims to strengthen urban governance, prosperity and innovation in cities. The action promotes multi-level governance and peer-to-peer cooperation to contribute to SDG 11 on Sustainable Urban Development, SDG 13 on Climate Action as well as SDG 9 on Industry Innovation and Infrastructure.

PIFUD's goal is to support the implementation of KCCA and GKMA's existing strategies. It also aims to improve the policy, legal and regulatory framework for municipal finance innovation and integrated urban development, as well as fostering linkages with line ministries and the overall urban policy in Uganda (urban policy dialogues, urban plans, economic development plans, etc.).

Funded by the European Commission's Directorate-General for International Cooperation and Development, and co-led by Kampala Capital City Authority (KCCA) and the Global Fund for Cities Development (FMDV), the 4-million-euro program runs over a 4-year period (2020-2024), and co-benefits KCCA and the intermediary cities of the Greater Kampala Metropolitan Area (GKMA).

The PIFUD addresses political, institutional, economic and social inter-linkages between Kampala and main secondary cities from the GKMA to tackle common urban development challenges, with a clear focus on local economic development.

Overall, PIFUD has **three main objectives**:

- Strengthen enabling institutional, regulatory and administrative environment for local finance & investment.
- Upscale local finance to foster innovation and investment in sustainable and inclusive solutions.
- Enhance investments for safe, affordable, smart and low-carbon services and infrastructures through robust efficient smart solutions.

### 2. About FMDV - Global Fund for Cities Development

FMDV is a **network of cities, initiated by the members of UCLG**, dedicated to promoting and developing finance and investment solutions for a sustainable and integrated urban development. **FMDV is co-chaired by the City of Paris and the District of Abidjan.**

Both a **network of expertise and an incubator for operational strategies**, FMDV is presented as an **instrument for technical assistance and financial engineering** and promotes a holistic approach to financing, working at all levels of intervention and with all the actors.

Based on a **multi-stakeholder approach**, the network works in partnership with all the actors involved in local development financing issues (national and local governments, multi and bilateral cooperations, development banks, investors, private banks, foundations, academics, CSOs).

FMDV supports its partners in three operational areas at all levels of intervention (international, regional, national, and local):

- Supporting strategies and operational solutions for financing urban development:
- Fostering the convergence in the city finance ecosystem to accelerate the action



- Leading advocacy for action, producing and sharing knowledge

### 3. Overview and background

As part of PIFUD, KCCA, Greater Kampala Metropolitan Area (GKMA) subnational governments and Ministry of Kampala Capital City and Metropolitan Affairs (MoKCC&MA) have been committed to move from a silo approach towards an integrated approach to solve the challenges that GKMA is facing to develop sustainably. The program also has interventions aimed at fast tracking the implementation of climate strategies and capital investment planning. Hence, a technical expert was recruited under PIFUD on August 2021 to support the development of a metropolitan Capital Investment Plan (CIP). The CIP is an opportunity to address systemic issues in terms of supply and demand for financing, including allowing the local stakeholders (local governments, private sector and beneficiaries) to have more ownership over their development needs, including at the early stages of project preparation.

An online project profile template was created (via google form) as the first tool created by PIFUD aiming at supporting local governments to collect the data on priority projects. This template was designed to match the current stage of GKMA subnational capacities. Based on the data collected, an excel document was created as a “pre-Capital Investment Plan” template and as a tool to analyze the data collected, per sector, LG and maturity of projects.

Based on the above, the objective of this assignment is to develop an online tool, more specifically a website platform, with 3 main objectives as follows:

1. Develop a digital map to serve as an online repository of information on all urban infrastructure projects under consideration, in the GKMA;
2. Facilitate GKMA subnational governments to access the existing climate smart project preparation facilities and credit lines adapted to climate smart capital investments in Uganda; and
3. Facilitate the project development based on the data entered.

This tool will help local governments in the project preparation process. More particularly, it will increase visibility on what is being done in the early stages of project development, and equally to meet local governments’ demands for funds. The tool also serves to support the identification of project preparation facilities that could potentially be a source of funds.

The online tool should be well-integrated into the national framework of project development. The main objective is to shed light on GKMA projects, and particularly early stage projects, and support the preparatory phase before integrating the Integrated Bank of Project phase, a system developed by the Ministry of Finance and Economic Development (MoFPED) to strengthen the coordination of public project development process and budgeting.

The process aims to allow Local Governments to understand and prepare the minimum key considerations for a project to be able to pass a first round of ‘screening’ by both development partners, national public investors and other domestic investors.



**The outcome of this assignment will be used as a demonstration and as a pilot project to further develop the tool with the relevant partners and identify potential funding sources and human resources.**

The detailed functionalities and targets of the online tool are described below.

## II. Approach for the implementation of this work

### 1. Objectives and scope of work

#### a. Objectives and target of the online tool

The online tool aims at supporting the GKMA LGs in project preparation. . This tool will have 3 functions:

- **be the institutional showcase of investment planning in the GKMA** : the website is opened to the public, particularly to the citizens, the public and private investors, International Financing institutions and national institutions. The website will inform users on the different projects identified, the exact location, the project details, planning considerations, financial considerations, and anticipated impacts. These categories correspond to the main themes covered by the online template. The aim would be to showcase in a user-friendly manner the main information that has been submitted through the template by Local Governments.
- **propose a one stop shop**: guiding the local governments on the existing project preparation facilities and pre-match with possible support based on simple criteria (see below).
- **be the institutional coordination tool for the GKMA** projects at the Ministry of Kampala and Metropolitan affairs (MoKCC&MA) to support project preparation at local level.

The site will have to allow the PIFUD team and MoKCC&MA team, to manage the back office in a simple manner so that any team member can easily manage the site at the end of the assignment A few authorized persons will have to be trained to manage the back office.

The objective is also to work on SEO (search engine optimization), so that the site is well referenced when searching for information on urban development and on the financing of local investments in the GKMA area.

#### b. Perimeter of work

The assignment will have the following scope of work:

- 1) Design an interface for data entry of information - with an approval function controlled initially by the PIFUD team and subsequently by civil servants in Kampala
- 2) Create a user-friendly GIS platform for public viewing that will be populated based on information received from key stakeholders using an already-developed online template on Google Form.
- 3) Create a user-friendly GIS platform analyzing the existing main project preparation facilities to guide the local governments on the most appropriate financial tool to support their project preparation.



- 4) Create user accounts for the Secretariats/ platform owner to analyse and manipulate the data collected on the projects

The online tool will be in English.

## 2. Description of the functionality

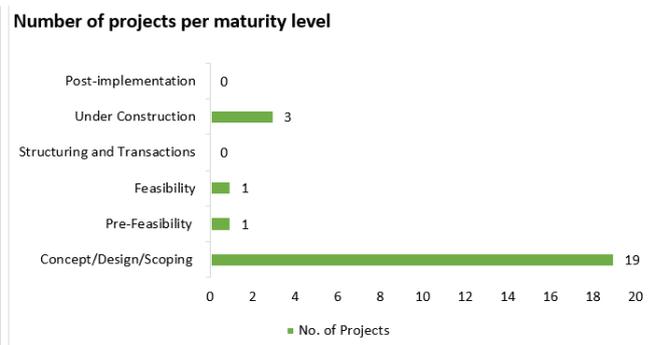
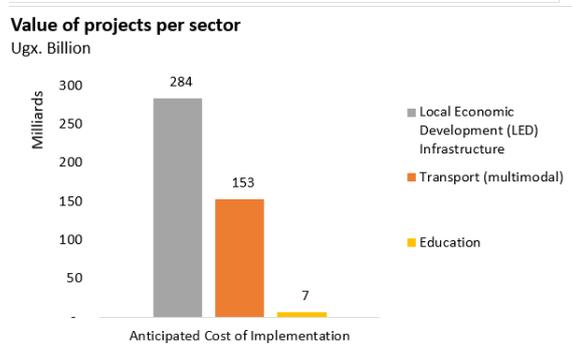
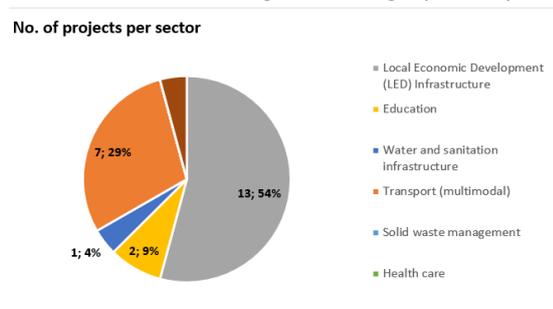
### a. Domain and site hosting

The service provider shall plan the acquisition of the domain name as well as the hosting of the site. The platform will first be hosted by FMDV on an independent platform. In a mid-term period, there is a possibility that ownership will be held within a ministry in Uganda. The website must function across different devices, operating systems and browsers.

The service provider shall support the identification of the best modality to create the online tool, regarding the existing tools. If a new domain is acquired, the service provider will indicate the needed budget/year to maintain the website. The service provider will also indicate the cost of transferring the tool to another domain.

### b. Management and back-office

The back office must be manageable by FMDV, the MoKCC&MA team/PIFUD team, who will update the platform regularly. The main function of the back office should allow the platform owner to analyse the data collected with figures and graphs as per the dashboard on the excel template (example below):





Initially, two or three people from the local PIFUD team members and the MoKCC&MA will need to be trained to manage the back office and be able to publish content (The uploading of new projects, the updating of the projects status and progress, the updating of new project preparation facilities or contacts)

Concerning maintenance, it would be needed to ensure a monitoring of the good functioning of the website during the 3 months after its launching online, then to agree on a quarterly "maintenance point" to ensure that the website is functioning properly.

The service provider will also have to be available in case of potential technical difficulties.

### c. Functionalities and user journeys

The platform should allow data collection with an online project scoping template (similar to the [one developed by PIFUD with Google Form](#)). Rather than using an excel files, a cross-platform application (iOS and android) can be developed to simplify the process of data collection.

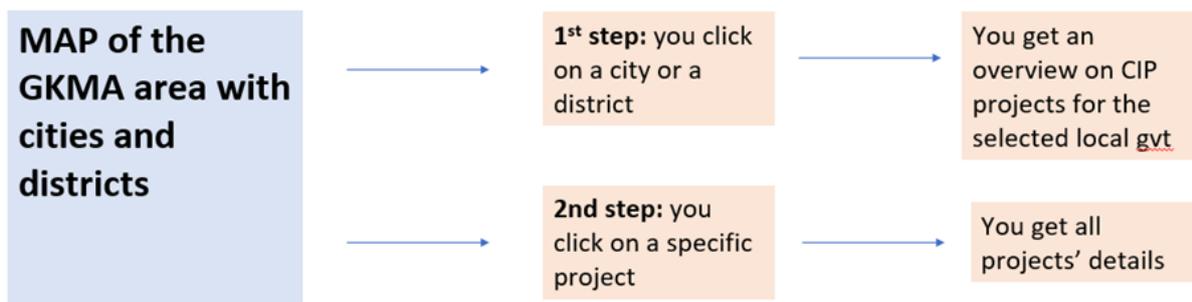
Based on the data collected, the online tool should present the following features:

- **Interactive mapping of the identified investment projects in GKMA and the relevant information's**

**Objective:** georeferencing and showcasing projects at the MoKCC&MA, their maturity of stage, their objectives and impacts, and the partners involved

**Targets:** MDAs, Investors, Private sectors, DFIS, LGs

**User journey:**



**Specific information to publish:**

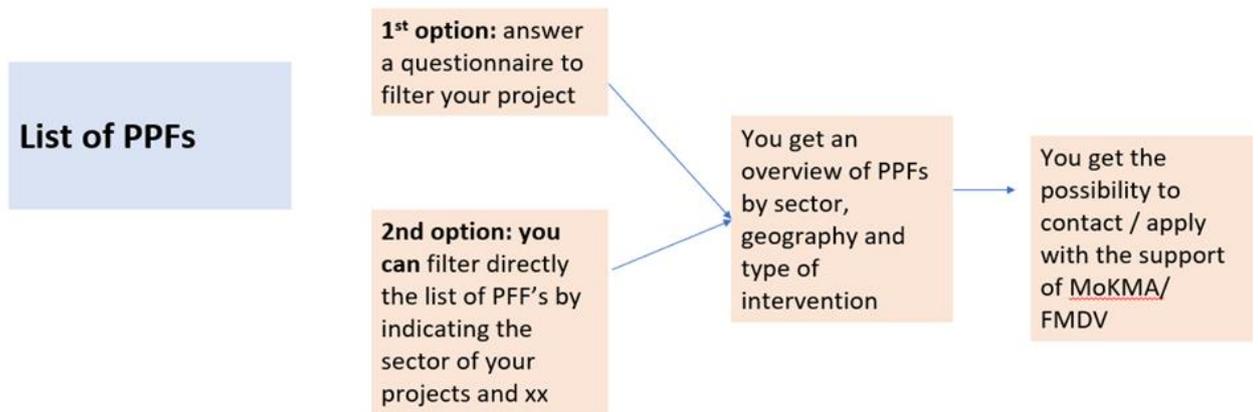
- Name of the project
  - Name of the project owner
  - Value cost
  - Maturity stage
  - Estimated date of completion, name of donor (if applicable)...
- **List of the different project preparation facilities possible for the GKMA:**  
**Objective:** Find information about project preparation standards and expectations from development partners, Identify the appropriate facility available to request the support of



development projects matching their current local government realities and project status, and Initiate an application for many types of financial and non-financial mechanisms to leverage future investments.

**Targets:** Local governments, MoKCC&MA

**User journey:**



FMDV will provide the database of PPF identified by sector and geography (150 were identified).

**Following information must appear after filtering the relevant PPF:**

- Name and structure
  - Type of intervention by sector and maturity stage
  - Generic contact of PPF
  - Link to access the relevant website/contact of each facility.
  - Quick paragraph of presentation of each facility identified
  - A link reaching to the relevant website
  - An invitation to Contact FMDV for support
- **Facilitate the GKMA project analysis (back office – private side)**  
**Objective:** the objective is to automate the process developed with the Pre-CIP template that currently allows for an analysis of the projects of the GKMA by: sector, value cost, maturity stage, local government etc. This data should be private, and used to identify the needs of the LG for project development and to showcase GKMA's evolution and progress in terms of project implementation.

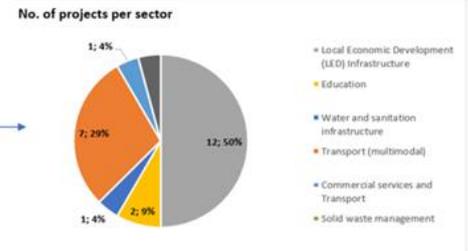
**Target:** accessibility for FMDV/KCCA and MoKCC&MA

**User journey:**



**Analysis of the  
datas collected  
(private side of  
the platform)**

Download the data  
collected and have an  
automatically excel  
analysis (dashboard)



Following data analysis must appear:

- number of projects per sector
- value of projects per sector
- number of projects per GKMA entity
- number of projects per maturity stage
- value of projects submitted per GKMA Entity
- number of projects per sector and prioritization

Special attention: this side of the platform should not be open to the public, and the data should be only available for the platform owners.

#### d. Technical constraints

- The site must have a back office that is easy to manage for the teams in charge as well as a user manual
- The site must be compatible with Mozilla, Google Chrome, Opera and Safari, Microsoft Edge or most internet browsers. A software to analyze the performance of the site will be programmed.
- The HTML code will have to respect the SEO standards, especially in terms of title tags and meta-information. It will be necessary to improve the referencing of the site on the search engines.

### 3. Graphic and ergonomic description

#### a. Graphical charter

The graphic design of the website must be strongly inspired by :

- the PIFUD logo (below)
- FMDV's logo
- The official website of the government of Uganda. (if not integrated in their platform)

*PIFUD's logo*



Ministry of finance website : <https://www.finance.go.ug/>



**Concerning the font of the site**, several proposals will have to be made to agree on the most relevant one. We would like a simple and modern font, coherent to the fonts of:

- FMDV,
- Uganda's Ministry of finance

FMDV and KCCA will have the final decision on the font size, type of font selected and overall look of the website. However, the aesthetics will be discussed with the appointed service provider at every stage.

#### **b. Design**

Concerning the design, it is requested to have something very simple and uncluttered. The information must be found very quickly, and the site must be "light", it must have a complete display of the different headings while being very simple in form without the home page being overloaded with text.

The map must be interactive, comprehensive, and easy to access and manipulate and options of filtering must be included in accordance with the information informants wish to obtain.

The logos and partners must appear in the tool.

#### **c. Example of online tool to be inspired of :**

- *The Ugandan ministry of Finance* : [Climatefinance.go.ug](https://climatefinance.go.ug)
- *CCFLA project preparation directory*: <https://citiesclimatefinance.org/project-preparation-resource-directory/>
- World Bank website advertising capital investment planning worldwide: [Capital Investment Planning | Urban Regeneration \(worldbank.org\)](https://www.worldbank.org/urbanregeneration)
- Number of platforms advertising projects dedicated to urban development: [Africa50](#), [Digital Transport for Africa](#), [African Investors Platform](#), [SDG Investor Platform](#)
- Key platform for sustainable urban development projects resources: [Urbact tool box](#), Urbact good practices

## **4. Scope of work**

The expected scope of work is the following:



**a. Inception mission and design:**

The service provider is expected to provide an inception report confirming the understanding of the assignment with an accompanying mock-up template. The report must include:

- Collection of data to integrate in the online tool (separately from the present specifications):
  - Existing data collected from the PIFUD team
  - Additional data to collect
- An example of the design of the site including:
  - The main pages of the site's tree structure;
  - The proposal of a graphic design inspired by the proposed visual identity;
  - The most practical navigation paths that allow the browser to find all the necessary information quickly;
  - A general usability of the site that is as simple as possible.

**b. The development of the beta site**

The service provider is expected to provide a beta site of the platform.

The template must include at least 25% of the information provided by PIFUD and an accompanying map likewise plotting 25% of the information

**c. Development of the full operational online tool:**

- Proposition of a hosting site efficient for the described needs
  - Integration of existing data and all functionalities expected
- It is expected to have a fully operational template accompanied by a comprehensive map of all projects, with an approval function before the information goes 'live'

**d. Capacity building & workshops**

- One launching meeting will be organized, aiming at presenting the objective, and identifying the focal point, as well as a presentation of the timeline.
- At least 2 workshops will be developed and animated for the focal points identified to manage the online tool:
  - One workshop to present the progress and the inception report
  - One training workshops on the management of the back office and management of the website
- The service provider will develop an instruction manual for the owners of the database (i.e., PIFUD and the GKMA)

**e. Maintenance and targeted technical assistance**

The service provider will provide :

- a guidebook or a manual of use
- technical assistance for the maintenance for the 2 months following the end of the consultancy period when needed to verify the general operation of the online tool



## 5. Expected deliverables:

Deliverables	Timeline
One inception report including: <ul style="list-style-type: none"> <li>- Understanding of the assignment</li> <li>- Recommendations on the development of the platform (hosting site, domain..)</li> <li>- Mock template</li> </ul>	<b>30<sup>th</sup> of September 2022</b>
A snapshot of the interim/beta version that includes at least 25% of the information provided by PIFUD and an accompanying map likewise plotting 25% of the information	<b>15<sup>th</sup> of October 2022</b>
A fully operational template accompanied by a comprehensive map of all projects, with an approval function before the information goes 'live'	<b>10<sup>th</sup> of November 2022</b>
3 meeting/ workshops as described above (between September and December) and an instruction manual for the owners of the database (i.e., PIFUD and the GKMA)	<b>December 2022</b>
Maintenance follow up	<b>February 2023</b>

The period may be extended depending on the activities' progress. The project will be followed up by FMDV's team in coordination with KCCA's team and the MoKCC&MA in Kampala.

## 6. Profile

A successful applicant/team of applicants will be able to demonstrate the completion of similar database and mapping efforts in at least one other location, regardless of geography. The expertise expected are:

- One web developer with similar experience. If needed, one GIS specialist (who will be able to assist in the mapping of the projects)



## 7. Budget & payments

The timely and high quality submission of the deliverables is a pre-condition of the payments. The assignment will cover a maximum of 40 days.

Payments	Period
1 <sup>st</sup> payment (10%)	After validation of the inception report (1 <sup>st</sup> deliverable)
2 <sup>nd</sup> payment (25%)	After validation of the second deliverable
3 <sup>rd</sup> payment (30%)	After validation of the third deliverable
4 <sup>th</sup> payment (25%)	After validation of the 4 <sup>th</sup> deliverable
Final payment (10%)	After final maintenance has been approved at the end of the contract

## 8. Project management

The contact points at FMDV for this work will be the FMDV Project officer, based in Kampala, in coordination with the FMDV Project Manager and FMDV Project Supervisor. Under the supervision of the FMDV team, the Candidate will also be expected to liaise with KCCA Project supervisor and other PIFUD partners, particularly the technical expert.

## III. Application and evaluation procedures

### 1. How to apply

Interested consultants must submit the following documents/information to demonstrate their qualifications no **later than 9<sup>th</sup> of September 2022**.

- Brief (1 page) description of current and previous experiences, qualifications, and motivation in relevance of the present assignment. Having work experience on similar projects is highly valuable, and should be listed/elaborated in the brief.
- Brief description (5 pages maximum) of the assignment understanding, including detailed proposal for methodology and organization of task management (number of days per deliverable).
- A signed financial proposal for the assignment in EUR currency. The offer must include all fees, charges, fee or levy and including all and any other expense incurred by the service provider in the course of the assignment, theretofore or thereafter.
- The service provider shall be covered by a personal insurance for travels, risks, medical assistance, etc). The absence of insurance will render the offer invalid.

Please submit a proposal to **Juliana CHIA**, FMDV Program Officer, and **Sandra REVERDI**, Program manager, by email at the following addresses:

[tender@fmdv.net](mailto:tender@fmdv.net).

Cc:

[jchia@fmdv.net](mailto:jchia@fmdv.net)

[sreverdi@fmdv.net](mailto:sreverdi@fmdv.net)

[ Subject: *name*\_PIFUD\_Online tool ]



## 2. Evaluation process

The service providers will be assessed based on a combined evaluation of both technical and financial proposals.

The evaluation will be determined based on the following:

- (a) the applicant's profile (technically responsive/ compliant/ acceptable), and
- (b) the lowest financial offer.

The overall combined score will be 100 points, where weight distribution shall be 80% technical and 20% financial.

### **Technical evaluation (100 points x 80%):**

FMDV will conduct a desk review process to shortlist and technically evaluate candidates as per the following criteria:

1. Demonstrated record of developing web platforms and software (particularly with developing countries and entities). (25 points)
2. Track record of developing interactive mapping, with data processing . (25 points)
3. Experience in providing capacity building and technical support to project teams or their advisors. (20 points)
4. Demonstrate a good understanding of the ToR, the Ugandan context, the potential challenges and the proposed methodology (20 points)
5. Presentation of the task management organization (10 points)

### **Financial Evaluation:**

The following formula will be used to evaluate financial proposal:

Lowest priced proposal/price of the proposal being evaluated x 20%.

The price indicated in the proposal must be submitted as an inclusive daily fee in EUR.

### **Short interview**

- Pre-selected candidates will be invited for a short interview to discuss further on their experiences, availability and modalities. The findings from the interview shall not, in any way, alter the outcome of the combined scoring. However, the outcome of the interview may impact the ranking of the service providers.