



KAMPALA CAPITAL CITY AUTHORITY

Notice of Expression of Interest for the provision of consultancy services for a Sanitation Mapping/Baseline Assessment Consultant (Individual)

The Procurement Reference Number: **KCCA/CONS/15-16/00500**

1. Kampala Capital City Authority has received funds from the Bill and Belinda Gates Foundation (BMGF) and the Department for International Development (DfID), to partly be used for the acquisition of the consultancy services described in the Terms of Reference below.
2. The Entity now invites eligible consultants to submit sealed expressions of interest for the implementation of a 3-year Faecal Sludge Management (FSM) project. The project seeks to improve FSM in the vulnerable urban poor areas of Kampala city through an efficient and affordable private sector led service delivery model.

The objectives of the required consultant are; to undertake a household sanitation survey for Kampala city; and to develop a geo-database for sanitation facilities in Kampala city.

The list of the specific tasks or duties to be performed are;

- i. To establish and review existing data and information on sanitation and Faecal Sludge Management (FSM). This will be integrated into a sanitation database.
- ii. To design sanitation mapping and baseline assessment tools.
- iii. To develop a city sanitation mapping and baseline assessment implementation plan.
- iv. To support the project team in the establishment of the sanitation mapping and baseline assessment teams.
- v. To implement a citywide sanitation mapping and baseline assessment in Kampala.
- vi. To design and update the sanitation geo-database for application and integration with the call centre and other IT based client service platforms at KCCA.
- vii. To develop tools for monitoring and updating the city sanitation geo-database
- viii. To develop capacity building for KCCA staff.

The management and reporting lines of the consultant to the client are that; the Consultant shall report to the Project Team Leader (PTL).

The specific administrative arrangements and reporting requirements to apply are as follows;

Administrative arrangements: An office desk will be availed to the Consultant (as and

when available). However he/she is expected to carry a personal computer with the latest Arc GIS software.

Reporting requirements: Consultant will be required to present;

- a. An inception report (after one month from start date)
- b. Monthly Progress reports (at the end of each month)
- c. Final report (at the end of the assignment period)

The duration of the assignment and the timetable for implementing the assignment are as follows;

Duration: Initially twelve (12) months contract but renewable upon successful performance and subject to availability of other assignments and funds throughout the duration of the project.

Timetable:

Service	Duration (Months)
Inception	1 month
Monthly progress reports	10 months
Final report	1 month
Total	12 months

3. Interested consultants should provide information demonstrating that they are eligible and possess the required qualifications to perform the services supported with relevant documentation.
4. The short listing criteria will include:
 - valid identification. This may be a National Identity Card or Passport;
 - an up-dated, detailed and signed Curriculum Vitae (CV), certified academic certificates and transcripts;
 - the fee rate of the consultants;
 - a covering letter stating the suitability and availability of the consultant, for the assignment.

Qualifications

- At least a Master's degree in Sanitary Engineering, Environmental Engineering or Public Health from a reputable institution.

Experience & Capacity

- A solid practical background in Urban Sanitation Planning and Faecal Sludge Management (FSM) in Sub-Saharan Africa.
- At least eight (8) years of proven experience in the urban sanitation sub-sector of which four (4) years must have involved sanitation mapping and baseline assessment of FSM in urban environments.
- Demonstrated experience as a team leader on at least two sanitation and FSM projects.

- The Consultant should submit evidence of at least two (2) successfully completed projects funded by international development agencies in the urban sanitation sector. This shall be in the form of signed contracts and certified completion certificates or reports.

NB. The selection shall take into account references and use interviews to assess the skills, qualifications and experience of the consultant. The consultants invited for the interview shall be notified of the arrangements for the interview. Where a consultant fails to attend the interviews, the consultant shall be eliminated from the selection process.

5. Preference schemes shall apply when evaluating Request for Proposals from the shortlisted consultants.
6. Interested eligible consultants may obtain further information at the address given below from **8:30 am – 4:30 pm on working days**.
7. Sealed Expressions of Interest must be delivered to the address below at or before;

Time: **11:00 am**

Date: **15th April, 2016**

Address: **Kampala Capital City Authority**

Plot 1 – 3 Sir Apollo Kaggwa Road

City Hall, Room B112

Tel: **0204660016/0794661432**

Email: procurement@kcca.go.ug

8. The Expression of interest shall be submitted using the one-stage single envelope method.
9. The criteria to be used for selecting the consultants which shall be based on the experience and qualifications of the consultant and capacity to provide the consultancy services.
10. The notice of expression of interest is available at the Entity's website at www.kcca.go.ug and at www.ppda.go.ug
11. The planned Procurement schedule (Subject to changes) is as follows:

Activity	Date
a. Publication of Notice of Expression of Interest	4 th April, 2016
b. Closing date for receipt of Expression of Interest	15 th April, 2016
c. Evaluation of Expressions of Interest	6 th May, 2016
d. Display of shortlist	23 rd May, 2016

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ACCOUNTING OFFICER