



KAMPALA CAPITAL CITY AUTHORITY

Notice of Expression of Interest for the provision of consultancy services for a Monitoring and Evaluation Consultant (Individual)

The Procurement Reference Number: **KCCA/CONS/15-16/00501**

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;

- i. To develop an M&E framework for periodic tracking of project implementation progress
- ii. To develop baseline assessment tools/methodology and action plan in conjunction with the Sanitation mapping/baseline assessment Consultant
- iii. To carry out monitoring and evaluation of the project activities

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

- i. To work with the project teams to prepare a detailed Project Results Framework for monitoring and reporting key outcomes, outputs and performance indicators.
- ii. To define learning and innovative research questions for integration into the project during implementation.
- iii. To implement an M&E baseline assessment in collaboration with other project Consultants and component heads.
- iv. To implement periodic surveys, analyse results and provide monitoring reports for the developed indicators.
- v. To participate in the project annual planning and quarterly planning exercises providing guidance and quality assurance.
- vi. To conduct project monitoring visits and Stakeholder consultations.
- vii. To develop knowledge management initiatives; identify lessons learnt during the implementation, successful innovations and other information that could

be shared with stakeholders.

viii. To provide capacity development support to the project teams in M&E.

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 for the Consultant (as and when available). However he/she is expected to carry a personal computer with the latest program management and statistical 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. Periodic Monitoring and Evaluation reports as per activity schedule
- d. 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 Six (6) 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	4 months
Final report	1 month
Total	6 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

- Minimum of a Master's degree in Monitoring and Evaluation, Civil Engineering, Public Health or related field from a reputable institution.

Experience & Capacity

- At least eight (8) years of work experience in project/programme monitoring and evaluation, four (4) of which must have been with international development agencies in water and sanitation sector in Sub-Saharan Africa.
- Demonstrated practical use of various statistical packages (SPSS, Stata, etc.) and/or other advanced data analysis tools.
- Proven track record of results-based project/program management skills.
- Specialist knowledge of poor-inclusive sanitation services delivery models will be an added advantage.
- Excellent verbal and written English communication and analytical report writing skills.

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.pdda.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