



KAMPALA CAPITAL CITY AUTHORITY

Notice of Expression of Interest for the provision of consultancy services for an Environmental and Social Impact Assessment / Audit (ESIA) Consultant (Individual)

The Procurement Reference Number: **KCCA/CONS/15-16/00502**

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 objective of the required consultant is to carry out an environmental and social impact assessment/audit of the project.

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

- i. To coordinate with other project consultants to design tools for baseline data collection, site surveys, environmental and social impact assessment.
- ii. To undertake technical review of documentation and provide guidance on all applicable environmental and social policies, legal aspects and institutional framework for successful implementation of a sustainable private sector led FSM service delivery model.
- iii. To ensure integration of, and/or compliance to; gender, HIV/AIDS, environmental & social safeguards including occupational health and safety aspects during project implementation.
- iv. To plan, implement and document public consultations with key stakeholders including but not limited to; government ministries/departments/agencies, private sector, civil society, local/community leaders to ensure their active involvement/participation throughout the project.
- v. To prepare Project Brief / ESIA and Environmental Audits for submission to, and approval by the National Environment Management Authority (NEMA) as and when required.
- vi. To develop an Environmental and Social Management Plan (ESMP) detailing mitigation measures for addressing the potential negative environmental and social impacts of the project, and their timing vis-a-vis the operational phases of the project. In addition, the ESMP should clearly identify stakeholder roles and responsibilities for implementing the mitigation measures.

- vii. To periodically evaluate the environmental and social performance of the project implementation (environmental audits).

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 and any other relevant field equipment for data collection on environmental and social safeguards.

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 ESIA reports (at the end of each month)
- 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 three (3) 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 report	1 months
Final report	1 month
Total	3 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 & Capacity

- At least a Master’s degree in Environmental Sciences/Management;
- Post graduate Professional Training in Environmental and Social Safeguards;
- Registration/Certification by the National Environment Management Authority (NEMA), Uganda, as an Environmental.

Experience

- A minimum of eight (8) years’ experience in environmental and social impact assessment for development projects/programmes in urban environments.
- Previous demonstrated experience in compliance monitoring with environmental and social safeguards for urban development projects/programmes
- Excellent understanding of the institutional, policy and legal framework for environmental management in Uganda.

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