



KAMPALA CAPITAL CITY AUTHORITY

Notice of Expression of Interest for the provision of consultancy services for Service Level Agreements Framework / Public Private Partnerships Consultant (Individual)

The Procurement Reference Number: **KCCA/CONS/15-16/00503**

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 implement binding Service Level Agreements (SLAs) for Faecal Sludge Collection and Transportation (FSC&T) to ensure regulated, efficient and affordable services.

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

Preparation Stage:

- i. To develop a work plan with clear deliverables and timelines for the realization of the Service Level Agreements.
- ii. To map all stakeholders that will be critical in the operationalization of the SLAs.
- iii. 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.
- iv. To plan and coordinate baseline data collection or surveys that may be necessary.
- v. To undertake technical reviews, document 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.
- vi. To identify empirically the FS operational territories (Zones).
- vii. To prepare a Project Structure detailing the case for implementing SLAs for Collection & Transportation of FS for submission to, and approval by KCCA.
- viii. To prepare service level standards and tools for performance monitoring.

Execution Stage:

- i. To popularize the SLAs & zones for Collection and Transportation of FS in the market.
- ii. To prepare the RFPs for FS C&T services within the current legal regime.
- iii. To technically support the prequalification and proposal submission stages of FS C&T operators.
- iv. To support KCCA in any negotiation that may take place with the successful operators close.

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.

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 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

- At least a Master's degree in Business Administration, Procurement, Legal or Economics.
- A recognized professional PPP certification from reputable institution(s).

Experience & Capacity

- Minimum of eight (8) years' experience in the procurement of service providers and managing their contracts.
- Demonstrated experience of developing request for proposals, Terms of Reference, Service Level Agreements.
- Demonstrated experience in structuring of finance for private service providers.
- Have a good understanding of the institutional, policy and legal framework for public private partnership management in Uganda.
- Have practical working knowledge of the PPDA Act 2003 as amended and accompanying Regulations and the Public Private Partnership Act (PPP) 2015.
- Have demonstrated experience in stakeholder engagements under PPP/SLA frameworks.
- Have experience in establishing monitoring and evaluation 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.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

.....

ACCOUNTING OFFICER