



PROCUREMENT OF 11 VALUATION SUPERVISORS, 50 DATA ENUMERATORS AND 75 DATA ASSISTANTS REQUIRED FOR IMPLEMENTATION OF SECOND KAMPALA INSTITUTIONAL AND INFRASTRUCTURE DEVELOPMENT PROJECT (KIIDP 2) - KAMPALA CAPITAL CITY AUTHORITY (KCCA)

(Proc. Ref: KCCA/CONS-KIIDP2/17-18/00428)

The Government of Uganda has received funds for the Second Kampala Institutional and Infrastructure Development Project (KIIDP2) from the International Development Association (IDA). Part of the loan will be spent on the payment of eligible contracts for 30 additional CAM Data Collectors to the Project. The contract will be executed by the Government of Uganda through Kampala Capital City Authority.

The overall Project Development Objective of Phase 2 of KIIDP is to enhance city infrastructure to improve urban mobility and deepen the institutional reforms for economic growth. One of the components of the KIIDP 2 is the development of a City Address Model (CAM) and the Computer Aided Mass Valuation (CAMV) of properties in the city. In order to deliver on the above result areas, KCCA therefore seeks services of 11 Valuation Supervisors, 50 Data Enumerators and 75 Data Assistants to reinforce the the Directorate of Revenue Collection

Interested applicants should hand deliver application letters and curriculum vitae to the following address not later than **21st March 2018 by 4:00 pm (local time)**. The detailed term of reference can be found on www.kcca.go.ug

The Head of Procurement and Disposal Unit,
Kampala Capital City Authority
Plot 1-3 Apollo Kaggwa Road
City Hall
1st Floor Room B114
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1. TERMS OF REFERENCE FOR PROPERTY VALUATION SUPERVISORS

1.0 Background

Kampala Capital City Authority (KCCA), under the Second World Bank Kampala Institutional and Infrastructure Development Project (KIIDP 2) is implementing a City Address Model (CAM) and a Computer Aided Mass Valuation (CAMV). In line with the aforementioned, KCCA recruited four Valuation Supervisors charged with planning and coordinating field property data collection activities under CAMV.

The team is further responsible for quality assuring the collected data and computation of property values. The exercise started in Central Division in 2015 and completed in June 2017.

Meanwhile, property data collection is ongoing in Nakawa and a draft valuation list is expected to be out in March 2018.

After completing Nakawa, we intend to roll out to the other remaining Divisions of Makindye, Lubaga and Kawempe concurrently. This requires recruitment of eight additional Valuation Supervisors with the following terms of reference:

2.0 Key Result Areas

- Planning and coordinating field data collection activities.
- Data quality assurance.
- Computation of property values.
- Manage client complaints.
- Client sensitization.
- Reporting

3.0 Duties to be performed

- In liaison with the Subject Matter Expert (CAMV), plan and coordinate all field data collection activities.
- Plan and prepare field data collection requirements.
- Quality assure the collected data for completeness and accuracy.
- Carry out sample field property data validations.
- Compute property values out of the collected data.
- Attend to clients' complaints.
- Generate valuation lists
- Sensitize stakeholders
- Compile and submit reports.
- Any other assigned duties

4.0 Reporting and Supervisory Arrangements

The Valuation Supervisors shall report to the Subject Matter Expert (CAMV).

5.0 Required qualifications

- i. Bachelor of Science in Land economics or,
- ii. Bachelor of Arts in Land Management and Valuation

6.0 Certifications

- i) Registration with the Surveyor's Registration Board is an added advantage

7.0 Experience

At least three years' work experience in related assignments.

Demonstrated experience in real estate decisions including valuation, buying and selling of property, rental assessments, compensation for public acquisitions, assessment of Local Authority rates and other forms of taxation.

8.0 Knowledge and skill requirements

- i. Strong analytical and numerical skills
- ii. Demonstrated leadership and supervisory abilities
- iii. Strong team player
- iv. Good understanding and knowledge of the local situation and of the community dynamics
- v. Good communication and negotiation skills
- vi. Must be computer literate and able to use Microsoft office applications(Ms Excel ,Word, Access, Power point)
- vii. High level of integrity

9.0 Duration of engagement

Initial contract of 1 year with a possibility of renewal

10.0 Scope

Responsible for supervising the work of the field data enumerators.

11.0 Outputs/Deliverables

The following outputs are expected from the Valuation Specialists

- i) Property values
- ii) GIS referenced property database.
- iii) Sensitized stakeholders
- iv) Data quality assurance reports
- v) Rental Market Analysis Report

2. TERMS OF REFERENCE FOR PROPERTY DATA ENUMERATORS

1.0 Background

Kampala Capital City Authority (KCCA), under the Second World Bank Kampala Institutional and Infrastructure Development Project (KIIDP 2) is implementing a City Address Model (CAM) and a Computer Aided Mass Valuation (CAMV). In line with the aforementioned, KCCA recruited twenty Data Enumerators charged with collecting and collating property data used to compute property values.

The exercise started in Central Division in 2015 and completed in June 2017. Meanwhile, property data collection is ongoing in Nakawa and a draft valuation list is expected to be out in March 2018.

After completing Nakawa, we intend to roll out to the other remaining Divisions of Makindye, Lubaga and Kawempe concurrently. This requires recruitment of forty additional Data Enumerators with the following terms of reference:

2.0 Key Result Areas

- i. Collect relevant data on all properties.
- ii. Sensitize key stakeholders.
- iii. Compile and submit reports.

3.0 Duties to be performed

- I. Carry out stakeholder sensitization as appropriate
- II. Prepare requirements for the field exercise.
- III. Visit all assigned villages and Parishes, and identify all existing properties and verify them against the issued base maps.
- IV. Conduct interviews to obtain factual information regarding property ownership, property attributes and road names.
- V. Collect property data attributes as guided by the data collection form supported by a digital device.
- VI. Create a physical record for properties inspected.
- VII. Undertake structured and/or semi-structured observation and fill in appropriate form
- VIII. Carry out a reconnaissance survey on all built-up properties to ensure that all properties are captured in the property data base. (to be shifted to Supervisors)
- IX. Determine the X and Y co-ordinates of the hereditaments by using Global Position System (GPS) equipment.
- X. Take measurement of land and building area including taking pictorial record of the building.
- XI. Annotating of the building characteristics.
- XII. Document and give an account of challenges encountered during the fieldwork.

- XIII. Carry out any other activities as may be assigned by the immediate Supervisor.
- XIV. Prepare and submit daily reports the team Supervisor

9.0 Reporting and Supervisory Arrangements

The data enumerators shall report to the Valuation Supervisors

10.0 Required qualifications

- iii. Bachelor of Science in Land economics
- iv. Bachelor of Arts in Land Management and Valuation

11.0 Experience

One (1) year experience in related assignments is required.

12.0 Knowledge and skill requirements

- i. Good understanding and knowledge of the local situation and of the community dynamics
- ii. Ability to gather information in an objective, appropriate and sensitive way by carefully observing, by actively listening, by paying full attention to the situation and the information of the various sources,
- iii. Ability to effectively communicate in English and Local language.;
- iv. Ability to enter, transcribe, record, maintain data/ information in written or electronic forms.
- v. Must be computer literate and able to use Microsoft office applications (Ms Excel, Word, Access, Power point)
- vi. High level of integrity

13.0 Duration of engagement

Initial contract of 1 year with a possibility of renewal

14.0 Scope

The field data collection exercise will be carried out in the five Divisions of Kampala.

15.0 Outputs/Deliverables

The following outputs are expected from the field data enumerators.

- vi) Geo-referenced data for all assigned properties.
- vii) Physical records for all assigned properties.
- viii) Sensitised Stakeholders.
- ix) Field activity reports prepared and submitted.

3. TERMS OF REFERENCE FOR PROPERTY DATA ASSISTANTS

1.0 Background

Kampala Capital City Authority (KCCA), under the Second World Bank Kampala Institutional and Infrastructure Development Project (KIIDP 2) is implementing a City Address Model (CAM) and a Computer Aided Mass Valuation (CAMV). In line with the aforementioned, KCCA recruited 10 Data Assistants charged with assisting and supporting the Data Enumerators in the collection and collating property data used to compute property values.

The exercise started in Central Division in 2015 and completed in June 2017. Meanwhile, property data collection is ongoing in Nakawa and a draft valuation list is expected to be out in March 2018.

After completing Nakawa, we intend to roll out to the other remaining Divisions of Makindye, Lubaga and Kawempe concurrently. This requires recruitment of fifty (50) additional Data Enumerators with the following terms of reference:

2.0 Key Result Areas

- iv. Support data collectors in taking measurements of properties and recording information
- v. Sensitize property owners
- vi. Compile and submit reports.

3.0 Duties to be performed

- v. Prepare tools for the daily field work.
- vi. Support data collectors in taking measurements of properties and recording information.
- vii. Support field data enumerators on capturing property attributes as guided by the data collection procedures.
- viii. Create and manage property files/records.
- ix. Compile reports.
- x. Carry out any other activities as may be assigned

4.0 Reporting and Supervisory Arrangements

The data clerks shall report to the Data Enumerators

5.0 Required qualifications

Degree holders in any of the following

- i). Information Technology and or Computer Science
- ii). Library and Information Science
- iii). Bachelor of Statistics
- iv). Bachelor of Quantitative Economics and or Finance and Accounting
- v). Engineering/Survey
- vi). Land Economics
- vii). Building Economics
- viii). Environmental or Development Studies
- ix). Urban and or Physical Planning

6.0 Experience

Experience in property data collection is an added advantage.

7.0 Knowledge and skill requirements

- vii. Good understanding and knowledge of the local languages
- viii. Ability to gather information in an objective, appropriate and sensitive way by carefully observing, actively listening, paying full attention to the situation and the information of the various sources,
- ix. Ability to enter, transcribe, record, maintain data/ information in written or electronic forms.
- x. Must be computer literate and able to use Microsoft office applications (Ms Excel, Word, Access, Power point)
- xi. High level of integrity

8.0 Duration of engagement

Contract of 1 year.

9.0 Scope

The field data collection exercise will be carried out in the five Divisions of Kampala.

10.0 Outputs/Deliverables

The following outputs are expected from the field data enumerators.

- x) Physical records for all assigned properties.
- xi) Sensitised Stakeholders.
- xii) Field activity reports prepared and submitted.