

KAMPALA CAPITAL CITY AUTHORITY



Plot 1 – 3 Sir Apollo Kaggwa Road

Notice of Expression of Interest for Procurement of a low carbon & climate resilient policies consultant for the Climate Change Project

Procurement Reference Number: **KCCA/CONS/17-18/00087**

1. Kampala Capital City Authority (KCCA) received grants from the European Union to finance the implementation of the Climate Change Action Strategy: Developing and sharing the low carbon and climate resilient Kampala. The Project will run for 3 years.
2. The Entity now invites eligible individual consultants to submit sealed expressions of interest for a low carbon & resilient Policies Consultant. The overall objective of the project is to **build Kampala City's resilience to the impacts of Climate Change and set the City on a low carbon emissions path which is in line with KCCA'S vision of transforming the City into a vibrant, attractive and sustainable city.**
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;
 - A valid identity card,
 - Advanced degree in Climate Sciences and/or Sustainable Development, Environmental modelling.
 - Over 8 years' experience in elaborating strategic documents related to sustainable development such as Low Carbon Development and Climate Resilient Strategy in both developed and developing countries
 - A very good understanding of the ISO standards including; 90001, 14001, 50001 and their application to the subject matter.
 - Possess good knowledge in the SEACAP development process and possess good understanding of the Covenant of Mayors tool box
 - A thorough understanding and appreciation of the global trend in climate change content and the opportunities at every level: international, regional, national, local
 - An appreciation of the climate finance schemes that can be used to translate the city resilient strategy into action
 - Strong interpersonal and communication skills
 - High proficiency in spoken and written English. Knowledge of a second language will be an added advantage.

NB. The selection may 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. A Consultant will be selected in accordance with the Consultants Qualification Selection Method set out in the Consultant Guidelines.
6. Interested eligible consultants may obtain further information at the address given below from **8:30 am – 4:30 pm on working days**.
7. The Expressions of Interest (**One original plus two copies**) must be delivered in a written form to the address below. Sealed Expressions of Interest clearly marked, **“Individual consultancy services for a low carbon & Climate resilient Policies”**, must be delivered to the address below at or before;

Time: **11:00 am**

Date: **Wednesday 20th September, 2017**

Address: **Kampala Capital City Authority**

Plot 1 – 3 Sir Apollo Kaggwa Road

City Hall, Room B112

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	Thursday 7 th September, 2017
b. Closing date for receipt of Expression of Interest	Wednesday 20 th September, 2017
c. Evaluation of Expressions of Interest	21st September – 4 th October, 2017
d. Display of shortlist	Monday 16 th October , 2017

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ACCOUNTING OFFICER

**TERMS OF REFERENCE
FOR
A LOW CARBON AND CLIMATE RESILIENT POLICIES CONSULTANT FOR
THE KAMPALA CLIMATE CHANGE PROJECT**

July 2017

1. Background

Uganda's Vision 2040 affirms that social economic transformation can be attained sustainably through payment of adequate attention to climate change mitigation and adaptation based on the principles of green growth such as inclusive growth and low carbon development and calls for appropriate mitigation strategies on climate change at the national, local and institutional levels to ensure that the country is cushioned against the adverse effects of climate change.

KCCA in 2015 started work on the elaboration process of the Kampala low carbon and climate resilient development strategy which resulted in the **Kampala Climate Change Action Plan**. To support the implementation of the Action Plan, KCCA received a grant from the European Union for a 3-year Project entitled **Kampala Climate Change Action Strategy: Developing and sharing the low carbon and climate resilient Kampala**. The overall objective of the Project is to build Kampala City's resilience to the impacts of climate change and set the city on a low carbon emissions path which is in line with KCCA's vision of transforming the city into a vibrant, attractive and sustainable city.

The Project will be implemented by KCCA in collaboration with the Ministry of Energy, Entebbe and Kasese municipalities as co-beneficiaries. As part of this Project, Kampala is among the pilot cities for the Covenant of Mayors in Sub-Saharan Africa initiative. The Project is divided into 5 components.

Component 1 (C1) – aims at strengthening the data and quality management system of KCCA's SEACAP. The final deliverable is to have a methodology and tool box that will enable tracking and monitoring the realization of GhG and energy targets. It is expected that with the methodology and tool box, the tracking and monitoring can be done at the KCCA, Kampala Capital City and the Greater Kampala Metropolitan Area (GKMA) scopes.

Some of the expected results include;

- i. Guidelines for an integrated Quality Management System (QMS) dedicated to energy, water, GhG and air quality monitoring.
- ii. A simplified management tool for GKMA and other Ugandan Cities to implement the QMS.
- iii. Data repository and a public building and facilities management software
- iv. An IT solution for Air quality monitoring system to support GhG inventory reporting and quality health.

Component 2 (C2) – addresses the specific stake of urban development which is a concrete action that must contribute to the achievement of the overall objectives of the SEACAP. Some of the outputs of this component will be;

- i. Sustainable Detailed Neighborhood plans for 4 pilot precincts of Kampala.
- ii. An Urban Green Infrastructure Management Plan and Ordinance.
- iii. A framework for mainstreaming energy and climate issues into the building construction legal framework
- iv. A capacity building program aimed at understanding the mandates and the activities of the different community levels.

Component 3 (C3) – aims at developing an integrated services platform to support green solutions implementation in the selected pilot neighborhoods and to promote and encourage the

adoption of greener behavior and transition to a green circular economy. Some of the outputs of this component will be;

- i. An Urban Value Chain Mapping and Analysis Study to identify potentials for development of urban farming practices
- ii. Developing a curriculum and manuals on green enterprise to support capacity building initiatives. Women and youth are to be trained in green circular economy and organic food production.
- iii. An area master plan for Kyanja including feasibility studies for an organic food bulking, warehousing and value addition facility.
- iv. Expansion of the Kyanja Urban Agriculture demonstration center to include a circular economy demonstration site.
- v. An inventory of green companies in GKMA and development of a web-based platform to disseminate information and promote certified green companies, products and services.

Component 4 (C4) – is highly strategic and will cover communication and participative activities. Some of the outputs of this component will be;

- i. Creation of standard documentation templates and a knowledge management platform (linked to C1) for stakeholder action tracking, activity reporting formats, data archiving system using pictures, testimonies, videos and reports, etc.
- ii. Development of a climate communication toolkit defining audience-, sector- and platform-specific formats/tools while also assuring language accessibility.
- iii. Stakeholder dialogues and engagements at all levels.
- iv. Creation of networks of climate change champions through trainings, accreditation and definition of practice guidelines.
- v. Climate change action campaigns and competitions (energy, transport, waste, land use and green economy) and development of integrated ICT platforms & Apps (linked to component 3 and 5).

Component 5 (C5) – is dedicated to developing a network of cooperation between cities and districts at GKMA level and Uganda dedicated to climate change action. Some of the component outputs will include;

- i. A network (UG!Cities4Climate Network) of municipalities and districts committed to implementing sustainable energy and climate change mitigation and adaptation actions in their areas of jurisdiction.
- ii. A toolbox to support the development and completion of simplified SEACAPs that can be shared with municipalities. The component will also support the development of SEACAPs for the co-beneficiary municipalities of Kasese and Entebbe.
- iii. Competitions and awards to promote Climate champions and continuous improvement on actions (linked to C4).
- iv. Creation of a charter and network of committed local climate actors (linked to C4) towards supporting the implementation of the National Climate Change Policy.
- v. City to city twinning and exchange on SEACAP practices and insights on urban development projects.

Following from above, KCCA is currently seeking to engage the services of a **Low Carbon and Climate Resilient Policies Consultant** to support the implementation of activities under Components 1 and 5 of the Project. The Consultant will, in collaboration with the KCCA team will lead and guide implementation of activities in the following areas; implementation of an internal QMS system and data repository dedicated to energy, water, GhG and air quality monitoring, elaboration of SEACAPs for Entebbe and Kasese municipalities, development of tools and templates for climate vulnerabilities self-assessments, GhG and energy inventory monitoring and reporting. This shall also include activities to encourage adoption of SEACAPs by municipalities other than the direct project beneficiaries.

1. Objectives of the Consultancy:

- i. To review the work done on the GHG balances and energy inventory for KCCA, Kampala Capital City and GKMA, identify the data gaps, refine targets and indicators and propose a data collection plan and system.
- ii. To develop guidelines for an integrated Quality Management System (QMS) dedicated to energy, water, GhG and air quality for public assets and buildings for KCCA;
- iii. To conduct a survey on the extension of the internal QMS to support the follow up and monitoring of the territorial energy, GHG balances and air quality and how it can be integrated into the KCCA Climate Change Action Strategy.
- iv. To survey available GhG monitoring and reporting tools and methodologies and implement a simplified/customized methodology for tracking and reporting emissions at the KCCA, Kampala and GKMA levels.
- v. To provide guidance on the specifications and the development of a data repository system to gather and store data to support climate action reporting as per the principles of the Covenant of Mayors.
- vi. To develop self-assessment tools to be used by KCCA and co-beneficiary cities in climate change vulnerability assessments and build city officials' capacities in construction and usage of the tools.
- vii. To support the development of area SEACAPs for Kasese and Entebbe Municipalities.
- viii. To develop concept notes, criteria and award categories for UG!Cities4Climate Network and the UG!Cities4Climate awards/competitions.

2. Tasks for the Consultant

The Consultant will work with the KCCA team on, among others, the following tasks;

- **Data Repository and Quality Management System:** Develop guidelines for an integrated QMS dedicated to energy, water, GhG and air quality for public assets and buildings for KCCA in line with the respective ISO standards. Elaborate an implementation plan for the internal QMS and a data repository. This shall include definition of a data collection, reporting, tracking and archiving plan. Provide technical support for the initial internal (KCCA) stakeholder engagements and workshops that shall be conducted in the context of implementing the QMS. Additionally, on-site sensitization workshops on QMS shall be held within 5 GKMA/Uganda municipalities. Conduct a survey of available public building and facilities management software or tools and recommend appropriate and cost effective options for the team.
- **Tools development:**
Develop tools for (i) self-assessment to be used by KCCA and co-beneficiary cities in climate change vulnerability assessments, (ii) GhG and Energy inventory monitoring to support SEACAP development, and (iii) a tool box to support the development and completion of simplified municipal SEACAPs. It is expected that these tools shall be shared with other municipalities to drive municipal-driven climate action and commitment. The tools should therefore be replicable across municipalities but also user-friendly and allow for customization in acknowledgement of the differences in the municipalities' operating environments.
- **Capacity building:**
Assess the internal training needs in the context of the QMS implementation, climate vulnerability assessments, and emissions monitoring and reporting. This assessment should take into consideration both the general and technical/process related needs. Elaborate a training plan and develop training material that shall address the identified needs. It is expected that the training plan shall also be incorporated in the institutional human resource development plans.

At the Project level, the Consultant shall conduct trainings and animated workshops with the Project team, other key city officials identified as the directorate focal persons and stakeholders in the contexts identified above. In applying the train-the-trainer model, the Consultant shall build a pool of instructors from this core team and enable them to deliver subsequent trainings to staff in their operational areas.

Develop the concept for the UG!Cities4Climate Network and awards. This shall be the network of the Ugandan municipalities/urban areas committed to concrete climate action in their jurisdictions. The concept shall specify the participation criteria, support and exchange relationships within the network, a statement of the Commitment Charter for the network and mechanisms for reporting/ensuring accountability and rewarding commitment climate action.

- **SEACAP development for Kasese and Entebbe:**

With the KCCA Project team, undertake climate change vulnerability assessments for Kasese and Entebbe and support the team in the process to develop a SEACAP tool for the municipalities of Kasese and Entebbe.

Reference Framework

The reference framework shall adapt where applicable including:

- i. Uganda National Acts, Policies, Guidelines and Regulations;
- ii. Applicable KCCA Policies, Procedures and Guidelines;
- iii. International Finance Corporation Performance Standards;
- iv. World Bank Social and Environmental Framework Standard (August 2016);
- v. Other GHG emissions and International Protocols on Climate Change.

3. Expected deliverables/outputs

The following outputs shall be delivered by the consultant(s);

- I. An inception report within 2 weeks of commencement of the assignment. The inception report should detail the methodology and proposed detailed work plan showing all activities and actions contained in the scope of the work and tasks in order to achieve the assignment objective, and Table of Contents (TOC) for the report.
- II. An integrated QMS and data repository tool for KCCA dedicated to energy, GhG emissions, water and air quality. This should include a user manual for the tool.
- III. Survey report of the available public building and facilities management software and tools. The report should include recommendations of the appropriate and cost effective alternative(s).
- IV. Guidelines for the integration and dissemination of quality management systems at city level to support the implementation of QMS at GKMA municipalities and district levels.
- V. Training needs assessment reports, training plans based on the needs assessments. Reports from the training and capacity building workshops conducted with KCCA officials and stakeholders in the context of the QMS implementation, climate vulnerability assessments, and emissions monitoring and reporting. These should include too, the training material developed, assessment of the trainees' mastery/familiarity of the topics and ability to pass down the knowledge.
- VI. Baseline assessment reports of the climate change vulnerabilities of Entebbe and Kasese municipalities following the inception visits to the 2 municipalities.
- VII. Detailed assessment and stakeholder workshop reports conducted in Entebbe and Kasese municipalities.
- VIII. Tools and templates for conducting municipal climate change vulnerabilities self-assessments, GhG and Energy balances inventory.
- IX. A SEACAP development tool box that will support other municipalities in the UG!Cities4Climate Network to develop their own area SEACAPs. Area SEACAPs developed for Kasese and Entebbe municipalities in conjunction with the KCCA Project team.

- X. Concept note defining the criteria and parameters for the creation and preliminary activation of the UG!Cities4Climate Network. This shall include the Commitment Charter and an awarding process framework to promote champions and highlight best practices. Additionally, on-site sensitizations on QMS and SEACAP development shall be undertaken within the municipalities in the network.

4. Duration

The duration of the engagement is to be spread throughout the 3 years with tentative delivery periods as follows;

Deliverable	Expected delivery period
Inception report	2 weeks from start of assignment
QMS & data repository tool, guidelines development	Within 2 months from the start date
Baseline and detailed vulnerability assessments (Kasese & Entebbe)	Within 3.5 months from the start date
Tools & templates for conducting municipal climate change vulnerabilities self-assessments	Within 3.5 months from the start date
Definition & Development of SEACAP tool box	Within 3.5 months from the start date
Training needs assessments	Within 4 months from the start date
Initial (nominal) training for the Project team.	Within 4 months from the start date
Tools and templates for GhG and Energy balances inventory	Within 5 months from the start date
Additional training workshops on the tool development and usage processes	Within 5 months from the start date. It is expected that after delivering the training needs assessment and training program, the consultant will conduct the additional training workshops with Project staff (under the train-the-trainer model)
SEACAPs for Kasese and Entebbe municipalities	Within 7 months from the start date. Following the vulnerability assessments, the Consultant will support the KCCA team and the municipal personnel define the respective area SEACAPs for Kasese & Entebbe
Concept and preliminary activation of the UG!Cities4Climate Network and on-site sensitization on QMS and SEACAP development	It is expected that this activity shall be activated in the 2 nd half of Year 2 (2018)
Internal training and workshops to include other key staff and stakeholders	It is expected that this activity shall be activated in the 2 nd half of Year 2 (2018). The Consultant is expected to be available to offer back stopping support to the Project team.

5. Reporting

Low Carbon and Climate Resilient Policies Consultant shall report to the Project Team Leader for validation of outputs and work closely with the other Component Leads to coordinate the cross-cutting needs. The Consultant shall also work closely with the Directorate of Administration & Human Resources Management and Strategy Management & Business Development in implementing the Project activities in the scope of work.

6. Qualifications and experience

The required Consultant is expected to possess the following qualifications and experience;

- Advanced degree in Climate Sciences and/or Sustainable Development, Environmental modelling.
- Over 8 years experience *in elaborating strategic documents related to sustainable development such as Low Carbon Development and Climate Resilient Strategy* in both developed and developing countries.
- A very good understanding of the ISO standards including: 90001, 14001, 50001 and their application to the subject matter.
- Possess good knowledge in the SEACAP development process and possess good understanding of the Covenant of Mayors toolbox.
- A thorough understanding and appreciation of the global trend in climate change content and the opportunities at every level: international, regional, national, local
- An appreciation of the climate finance schemes that can be used to translate the city resilient strategy into action
- Strong interpersonal and communication skills.
- High proficiency in spoken and written English. Knowledge of a second language will be an added advantage.
- Valid identity card.