



**PROCUREMENT OF 4 VALUATION SUPERVISORS AND 20 CAMV FIELD DATA ENUMERATORS REQUIRED FOR IMPLEMENTATION OF SECOND KAMPALA INSTITUTIONAL AND INFRASTRUCTURE DEVELOPMENT PROJECT (KIIDP 2) - KAMPALA CAPITAL CITY AUTHORITY (KCCA)**

**Proc Ref: KCCA/CONS-KIIDP2/15-16/00663**

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 Valuation Supervisors and CAMV Field data Enumerators 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 is the development of a City Address Model (CAM) and the Computer Aided Mass Valuation (CAMV) of properties in the city. The implementation of the Computer Aided Mass property valuation system under the Directorate of Revenue Collection is aimed at enhancing the Revenue Administration and collection efforts of KCCA through automating the property rate management system. In order to obtain the required data, KCCA intends to engage the services of **20 field data enumerators** whose key role is to collect primary data on all properties within the City and **4 Valuation Supervisors** whose key role shall be to carry out data quality assurance to facilitate the implementation of CAMV in accordance with the KCC Act 2010 and the Local Governments (Rating) Act, 2005.

Interested applicants should hand deliver application letters and curriculum vitae to the following address not later than **7<sup>th</sup> July 2016 by 4:00 pm (local time)**. **The detailed term of reference can be found on [www.kcca.go.ug](http://www.kcca.go.ug)**

*The applications should clearly give the applicants' bio-data, previous work places, experience that demonstrates suitability for the position applied for and at least three referees.*

The Head of Procurement and Disposal Unit,  
Kampala Capital City Authority  
Plot 1-3 Apollo Kaggwa Road  
City Hall  
1st Floor Room B114A  
Email address: [procurement@kcca.go.ug](mailto:procurement@kcca.go.ug)  
Facsimile number: +256-(0) 204 660016/15

# **1. TERMS OF REFERENCE FOR CAMV FIELD DATA ENUMERATORS.**

## **1.0 Introduction/Background**

Kampala Capital City Authority (KCCA), under the Second Kampala Institutional and Infrastructure Development Project (KIIDP 2) of the World Bank, is planning to implement a GIS based City Address Model (CAM) and a Computer Aided Mass Valuation (CAMV) system.

The implementation of the Computer Aided Mass property valuation system under the Directorate of Revenue Collection is aimed at enhancing the Revenue Administration and collection efforts of KCCA through automating the property rate management system. This automation will largely address the existing challenges of Property rate administration manifested through inefficient property data collection and management processes and systems, incomplete cadaster and difficulty in locating the rate paying properties due to absence of geo references which have all translated into a low property tax yield and costly revaluation of properties.

The above implementation will involve extensive field work regarding primary data collection on all properties within the City.

In order to obtain the required data, KCCA intends to engage the services of 20 field data enumerators whose key role is to collect primary data on all properties within the City to facilitate the implementation of CAMV in accordance with the KCC Act 2010 and the Local Governments (Rating) Act, 2005.

The enumerators shall collect data including property location details, ownership details, property characteristics/attributes and the property surrounding details, GPS coordinates among other key property details required.

KCCA will provide the field data enumerators with all logistical requirements for the field operations such as ID's, introductory letters, Protective wear etc. The teams will in addition be trained on the methods, processes and tools to be used in data collection.

KCCA has already undertaken significant publicity and stakeholder engagement exercises in readiness for the commencement of the field data collection exercise and field data enumerators will also be trained to provide some basic sensitization to the property owners in the course of the field work.

## **2.0 Key Result Areas for Data enumerators**

- 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

#### **4.0 Reporting and Supervisory Arrangements**

The data enumerators shall report to the Supervising Valuation Specialists.

#### **5.0 Required qualifications (any of the under listed)**

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

#### **6.0 Experience**

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

#### **7.0 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

#### **8.0 Duration of engagement**

Initial contract of 6 month with a possibility of renewal

#### **9.0 Scope**

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

## **10.0 Expected Outputs/Deliverables**

The following outputs are expected from the field data enumerators.

- i) Geo-referenced data for all assigned properties.
- ii) Physical records for all assigned properties.
- iii) Sensitised Stakeholders.
- iv) Field activity reports prepared and submitted.

## **11.0 Remuneration**

Negotiable and Attractive

## **12.0 Duty Station**

KCCA Headquarters (City Hall)

## **2. TERMS OF REFERENCE FOR CAM/CAMV VALUATION SUPERVISORS**

### **1.0 Introduction/Background**

Kampala Capital City Authority (KCCA), under the Second Kampala Institutional and Infrastructure Development Project (KIIDP 2) of the World Bank, is planning to implement a GIS based City Address Model (CAM) and a Computer Aided Mass Valuation (CAMV) system.

The implementation of the Computer Aided Mass property valuation system under the Directorate of Revenue Collection is aimed at enhancing the Revenue Administration and collection efforts of KCCA through automating the property rate management system. This automation will largely address the existing challenges of Property rate administration manifested through inefficient property data collection and management processes and systems, incomplete cadaster and difficulty in locating the rate paying properties due to absence of geo references which have all translated into a low property tax yield and costly revaluation of properties.

The above implementation will involve extensive field work regarding primary data collection on all properties within the City.

In order to ensure that appropriate data is collected for this sub project, KCCA intends to recruit 4 Valuation Supervisors whose key role shall be to carry out data quality assurance. In addition, the supervisors shall support planning and coordination of field data collection activities.

The Supervising Valuers shall be based at City Hall and shall receive online data from the field on a daily basis. They shall then analyse, clean, summarize the data and approve it for onward storage.

The Supervising valuers shall be trained in data analysis methodology and their output is expected to result into a clean and reliable database which shall be used in the design and implementation of the Computer Aided Mass Valuation system. They will in addition be provided with the necessary tools and equipment's required to carry out their assignment

### **2.0 Key Result Areas**

- Plan for the field data collection exercise
- Oversee and supervise the data collection exercise

- Quality assure the collected data for completeness and accuracy.
- Generate values for rate administration through the computer aided valuation system.
- Preparing activity progress reports

### **3.0 Duties to be performed**

- I. Plan and prepare requirements for the field exercise.
- II. Sensitize stakeholders
- III. Coordinate and supervise all field activities.
- IV. Review collected property data attributes for completeness and accuracy.
- V. Plan for field validation to ensure completeness of the data collection exercise
- VI. Generate and submit values using the computer aided valuation system to the project manager for utilization by the KCCA Valuer.
- VII. Train field data enumerators in the area of data collection.
- VIII. Compile and submit reports

### **4.0 Reporting and Supervisory Arrangements**

The valuation supervisors shall report to the Project manager.

### **5.0 Required qualifications and Certification (any of the under listed)**

- iii. Bachelor of Science in Land economics
- iv. Bachelor of Arts in Land Management and Valuation
- v. Registration with the Surveyor's Registration Board is a MUST

### **6.0 Experience**

At least Five years' 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.

## **7.0 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

## **8.0 Duration of engagement**

Initial contract of 6 months with a possibility of renewal

## **9.0 Scope**

Responsible for supervising the work of the field data enumerators

## **10.0 Outputs/Deliverables**

The following outputs are expected from the Valuation Specialists

- i) Digitised Database for all properties in Kampala
- v) GIS referenced data base for all properties in Kampala.
- ii) Sensitized stakeholders
- iii) Data quality assurance reports
- iv) Report on generated property Values
- v) Rental Market Analysis Report

## **11.0 Remuneration**

Negotiable and Attractive

## **12.0 Duty Station**

KCCA Headquarters