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**MPIGI DISTRICT LOCAL GOVERNMENT**  
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IN CASE OF ANY CORRESPONDENCE ON  
THIS SUBJECT PLEASE QUOTE NO. **CR.214/2/1**

**Date: 18/7/2024**

## **REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICE FOR PREPARATION OF PHYSICAL DEVELOPMENT PLANS (PDPS) FOR MPIGI DISTRICT**

### **1. Background;**

Mpigi District Council has secured funds from the World Bank under the Greater Kampala Metropolitan Area Institution Strengthening Grant to support physical planning activities in Mpigi District. The district Council has prioritized the planning of the entire district. The district is experiencing rapid growth in terms of, population, economic activities, public services and trade. This trend of growth is overwhelming the capacity of available resources (environmental, social, economic, etc). Therefore, this calls for a guiding framework in form of a physical development plan.

The Greater Kampala Metropolitan Area (GKMA) is composed of the administrative areas of Kampala Capital City Authority and it's surrounding three district local governments (Mpigi, Wakiso and Mukono). The GKMA is experiencing rapid urbanisation with a rapid urban population expansion. The government of Uganda with technical support from the Japanese Government under the Japanese International Cooperation Agency (JICA) is developing the GKMA Urban Development Master Plan. The master plan designates Mpigi District into two urban planning areas – i.e. the Greater Kampala Urban Growth Area (GKUGA) which covers Mpigi Town Council, Kiringente sub county and Muduma sub county, while the rest of the parts of the district lie outside the GKUGA. These areas include, Subcounties of Kamengo, Buwama, Nkozi, and Kituntu together with the two town councils of Kayabwe and Buwama.

### **2.0 OBJECTIVE OF THE CONSULTANCY**

The overall objective is to prepare Integrated District Physical Development Plans (PDPs) and Urban Physical Development Plans for Mpigi district. With this main objective, these plans are expected to promote both urban and rural development of the district.

#### **2.1 SPECIFIC OBJECTIVES**

- a) Prepare full scale District Physical Development Plan (PDP) for the entire district.
- c) Prepare Local Physical Development Plan for the selected Sub County.
- d) Integrate the Physical and socio-economic development proposals outlined in the National Physical Development Plan, the Jinja Kampala Mpigi (JKM) Corridor Physical Development Plan, the Greater Kampala Metropolitan Area Urban Development Master Plan, NPDP III, specific regional development plans and strategies, regional PDPs, district development plans and other development frameworks and aspirations of the district, region and country at large;

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- e) Provide proposals for land use, service delivery and key priority areas including settlements, employment centres, infrastructure developments and environmental safeguards that address pressures as a result of urbanization and are Consistent with the National Physical Planning Standards and Guidelines 2011;
- f) Promote and ensure full scale stakeholder engagement (informative and consultative) throughout the planning process;
- g) Redefine urban-rural relations, work out how to strengthen cooperation between urban and rural areas, and explore the positive links between urban and rural economy, society, and environment, in order to promote the sustainable development of urban and rural communities alike in the district.
- h) Formulate strategies for developing modern enterprises including in health, environment, culture, tourism, and high-end service, which together will form functional territories through sustainable social and economic harmonious development.
- i) Formulate strategies on how the district environments with clean water, green landscapes, vibrant biodiversity and ecologies and thriving communities will be conserved and increased.
- j) Develop implementation guidelines of the proposed physical Development Plans

4. Mpigi District Local Government now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services in the preparation of the District Physical Development Plan.

5. Interested Consultants should provide information in form of brochures, company profiles, etc., demonstrating that they have the required qualifications and relevant experience to perform the Services. The Consultants should indicate their interest in providing the Services by responding to this request for expression of interest.

6. The Expression of Interest will be evaluated based on the Public Procurement and Disposal Act and Regulations (2003 and as amended) and each Firm will need to submit 5 copies of the documents (soft copy [PDF] & hard copy).

7. The short-listing criteria:

Firms shall be evaluated based on the following criteria:

(i) Eligibility requirements including:

- a. Valid practicing and/or trading license 2024 or its equivalent,
- b. Certificate of incorporation or Registration and all other legal documents
- c. All Company legal documents including Memorandum and Articles of Association.
- d. Registered/Notarized Powers of attorneys
- e. Valid Tax Clearance Certificate addressed to Mpigi District Local Government in its original form.
- f. Registered Joint venture/association agreement fully signed by both parties were applicable

(ii) Evidence of at least 05 (five) years’ experience of the firm in areas of Urban Planning, Land use Planning, Strategic Spatial Development Planning and Integrated Rural Development Planning;

(iii) A firm should have undertaken spatial planning at regional or district level or its equivalent.

(iv) Presence of skills among the consultant’s personnel and in adequate numbers in the following areas:

| S/No | Position | Minimum Qualifications | Minimum experience in years. |
|------|----------|------------------------|------------------------------|
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|    |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                             |
|----|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Team Leader                               | a) Urban Planner/ B. Urban Planning or B. Urban and Regional Planning or closely related field. b) Master's Degree in Spatial/physical planning or related field c) Registered with the Uganda Institute of Physical Planners or its equivalent Planning professional body outside Uganda. d) Working knowledge of Government of Uganda and World Bank policies and procedures e) Experience in leading teams in at least 2 similar assignments. f) Experience in working in developing countries. | 15 years (specific experience in Urban/Physical Planning).                                                                                                                                                                                  |
| 2  | Assistant Team Leaders (1 Per District)   | a) Urban Planner/ B. Urban Planning or B. Urban and Regional Planning. b) Master's Degree in the same field or related field c) Registered with the Uganda Institute of Physical Planners or an equivalent professional body.                                                                                                                                                                                                                                                                      | 10 years (specific experience in Urban/Physical Planning).                                                                                                                                                                                  |
| 3. | Land use Planner                          | a) BSc. Agriculture, BSc. Urban & Regional Planning, BSc Geography. b) Master's Degree in Land use Planning or Regional Development or related field                                                                                                                                                                                                                                                                                                                                               | 10 years' experience in Land use planning.                                                                                                                                                                                                  |
| 4. | Rural/Regional Development Expert         | Master's Degree in Rural Development, Agriculture, Tourism, Cultural Studies, Science and Technology and/or a field closely related to rural development - Experience in revitalization of economic activities in rural areas.                                                                                                                                                                                                                                                                     | 10 years' experience in general Infrastructure planning.                                                                                                                                                                                    |
| 5. | Engineer                                  | BSc. Civil Engineering/Transport Economics and a Post Graduate Qualification in either the same or closely related field S/he should be registered with a professional body. Experience in infrastructure planning and design                                                                                                                                                                                                                                                                      | 10 years' experience in general Infrastructure planning.                                                                                                                                                                                    |
| 6  | Environment Exper                         | Bachelor of Arts/BSc. Environment Management, Bachelor of Ecological Conservation or a closely related field with a Masters in either the same or closely related field. - Registration with NEMA and experience in undertaking SESA; - Working knowledge of World Bank Environmental and Social Safeguards Policies and Environmental & Social Framework, is desirable;                                                                                                                           | 10 Years in environmental impact assessments as a minimum but also experience in undertaking SEA, SESA; and working knowledge of World Bank Environmental and Social Safeguards Policies and Environmental & Social Framework, is desirable |
| 7  | Sociologist/Mass communication specialist | Bachelor's degree in Humanities/Mass communication at Bachelor's Degree or equivalent.                                                                                                                                                                                                                                                                                                                                                                                                             | 5 years' experience. SEA and SESA, and working knowledge of World Bank                                                                                                                                                                      |

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|   |                               |                                                                                                                                                                                                                               |                                                                                                                                                                                      |
|---|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                               | - Working knowledge of World Bank Environmental and Social Safeguards Policies and Environmental & Social Framework, is desirable.                                                                                            | Environmental and Social Safeguards Policies and Environmental & Social Framework, is desirable. The Consultant should have successfully handled at least three similar assignments. |
| 8 | Economist                     | - Bachelor of Arts in Economics, or Bachelor of Quantitative Economics, or Bachelor of Social Sciences (Economics) with a post graduate qualification. - Experience in Local Economic Development enhancement in rural areas. | 5 years' experience in Local Economic Development enhancement in rural areas.                                                                                                        |
| 9 | A Cartographer/GIS technician | With a minimum of a diploma in Geo - informatics /Cartography. The consultant should have managed at least three assignments.                                                                                                 | with at least three years' experience in handling similar assignments.                                                                                                               |

8. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. However, the EOI should specify the nature of association i.e. whether joint venture or sub-consultancy.

9. A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Consultant Guidelines.

10. Further information can be obtained at the address below during office hours from 08:30 to 5:00 hours (Local Time): The Head of Procurement and Disposal Unit Mpigi District Local Government,

11. Written Expressions of Interest must be delivered physically or by courier to the address above by 10:00 am on 12th August 2024.

12. The detailed notice of expression of interest is available at the Entity's website at [www:mpigi.go.ug](http://www:mpigi.go.ug) and at [pde.egguganda.go.ug](http://pde.egguganda.go.ug), new vision website and Mpigi District Notice Board.

### 13. Proposed Schedule

| Activity                                         | Date                            |
|--------------------------------------------------|---------------------------------|
| Invitation for Expression of Interest (EOI)      | 22 <sup>nd</sup> July 2024      |
| Closing Date for Submission of (EOI)             | 12 <sup>th</sup> August 2024    |
| Shortlisting and process and necessary approvals | 13 <sup>th</sup> August 2024    |
| Issuance of RFP                                  | 20 <sup>th</sup> August 2024    |
| Pre-Bid Conference                               | 3 <sup>rd</sup> September 2024  |
| Closing Date for Submission of Proposals         | 17 <sup>th</sup> September 2024 |
| Evaluation of Technical and Financial Proposals  | 24 <sup>th</sup> September 2024 |
| Negotiations and contracting                     | 30 <sup>th</sup> September 2024 |

*Namayega Edith*

**CHIEF ADMINISTRATIVE OFFICER**

***(All Correspondences to be addressed to the Chief Administrative Officer)***