



# MINISTRY OF WATER & ENVIRONMENT

## REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTANCY SERVICES FOR STRENGTHENING COMMUNITY PLANNING, MOBILISATION AND CAPACITY BUILDING IN SMALL TOWNS WATER SUPPLY SYSTEMS UNDER STRATEGIC TOWNS WATER AND SANITATION PROJECT (STWSSP).

### PROCUREMENT REFERENCE NO: MWE/CON/19-20/00008

- The Ministry of Water & Environment has obtained funds for the procurement of Consultancy services for strengthening community planning, mobilisation and capacity building in small towns water supply systems as indicated below.
- The Ministry of Water and Environment now invites eligible consulting firms to submit sealed expressions of interest for consultancy services as described below;

Lot No.	Name of Service	Description of the Services
Lot 1	Consultancy services for strengthening community planning, mobilisation and capacity building in small towns water supply systems in Nakasongola water supply system	Key activities per town/lot include: <ul style="list-style-type: none"> <li>Stakeholder sensitisation meeting and design presentation</li> <li>Conduct socio-economic baseline survey</li> </ul>
Lot 2	Consultancy services for strengthening community planning, mobilisation and management arrangements in small towns water supply systems in Dokolo water supply system	<ul style="list-style-type: none"> <li>Sensitize the communities on all wayleaves</li> <li>Mobilize and organize a ground breaking ceremony</li> <li>Sensitize communities on hygiene and sanitation best practice</li> <li>Sensitize the communities on environmental protection initiatives</li> <li>Mobilize for new connections</li> <li>Sensitize the communities on payment procedure.</li> <li>Organize and conduct Operation and Maintenance (O&amp;M) training</li> <li>Mobilise and organise a project hand over meeting.</li> <li>Mobilise and conduct an HIV/AIDS workshop</li> <li>Sensitize the community on gender mainstreaming in water and environment activities</li> <li>Conduct an "End of Implementation" survey</li> </ul>
Lot 3	Consultancy services for strengthening community planning, mobilisation and management arrangements in small towns water supply systems in Kayunga-Busaana, water supply system	

- Duration of each Assignment:** 18 months
- Interested consultants should provide information demonstrating that they are eligible and possess the required qualifications to perform the services supported with relevant documentation.
- The shortlisting criteria will include: **Experience in previous contracts of a similar nature; community mobilisation in related**

**activities and capacity building;** Successful bidders should not have conflict of interest in relation to the subject of the procurement, should not be suspended by PPDA, and must demonstrate legal capacity to contract. Bidders should also provide a **cover letter, valid trading licence, Certificate of Incorporation, Memorandum and Articles of Association, company profile, Powers of Attorney, evidence of being a local provider. "Local provider" means a provider registered in Uganda whose majority ownership is held by Ugandan citizens. Documents to be submitted in the bid as proof of eligibility to be a local provider include; Return of Allotment of Shares; and copies of the national identity cards or passports of the majority shareholders.** Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications. The form of association, where applicable, should be indicated in the Expression of Interest.

- Consultants may associate with other firms in the form of a joint venture to enhance their qualifications. The form of association, where applicable, should be indicated in the Expression of Interest.
- Preference schemes shall Not apply when evaluating Request for Proposals from the shortlisted consultants.
- Interested eligible consultants may obtain further information at the address given below from **Monday to Friday, 08:00 – 17:00 hours, except on public holidays.**
- Sealed Expressions of Interest must be delivered to the address below at or before **11:00 hours, 19<sup>th</sup> November, 2019**  
**Procurement and Disposal Unit,**  
**Ministry of Water and Environment,**  
**P. O. Box 20026, Plot 3-7 Kabalega Crescent**  
**256 417-889481**
- The notice of expression of interest is available at the Entity's website at [mwe.go.ug](http://mwe.go.ug) and at [www.ppda.go.ug](http://www.ppda.go.ug)
- The planned Procurement schedule (Subject to changes) is as follows:

Activity	Date
a. Publication of Notice of Expression of Interest	Expected date of notice of expression of interest
b. Closing date for receipt of Expression of Interest	Within 10 working days from the date of publication of notice if notice is published in Uganda and within 15 working days if the notice is published internationally.
c. Evaluation of Expressions of Interest	Within 15 working days from closing date
d. Display of shortlist	Within 5 working days from approval of shortlist by the Contracts Committee

Permanent Secretary  
Ministry of Water and Environment