



TERMS OF REFERENCE FOR PREQUALIFICATION OF CONSULTANCY FIRMS FOR WATER FOR THE UDBL WATER FOR PRODUCTION INITIATIVE

1. Introduction

Uganda Development Bank Limited (UDBL) was established under Decree No. 23 of 1972 (later the Uganda Development Bank Act Cap. 56 of 1972) as development finance institution focused on accelerating socio-economic development through sustainable financial interventions in line with the country's development priorities.

In line with NDP III, UDBL has developed the water for production programme as an intervention to ensure poverty reduction through building a sustainable food system and steady production of raw materials for agro-industrialization.

The Bank invites suitably qualified and competent firms and individuals to submit Expression of interest to participate in the water for production programme.

2. Purpose

The call for expression of interest aims to establish a pool of consultants who, on request, can deliver project preparation services for water for production projects, which will form the basis for mobilization of finances from Uganda Development Bank Limited.

3. Eligibility

The evaluation criteria shall be based on the following main areas:

a) General Eligibility

- i. A copy of the Memorandum and Articles of Association or its equivalent. A separate list of Directors/Partners/Proprietors should be attached. A joint venture agreement should be attached where applicable.
- ii. A certificate of registration issued by PPDA for bidders currently registered with the PPDA or A copy of the Bidder's Trading licence for 2021 or equivalent

- iii. A copy of the Bidder's Certificate of Incorporation/Registration or equivalent for bidders not currently registered with the PPDA;
- iv. Income Tax Clearance Certificate addressed to Uganda Development Bank Limited for this particular purpose. The Entity shall only accept original income tax clearance certificates. For foreign bidders, the bidder shall attach an equivalent showing status of their tax compliance.
- v. A Power of Attorney which if signed in Uganda shall be registered; or if signed outside Uganda shall be notarized authorizing signature of the bid on behalf of the Bidder.
- vi. Evidence of fulfillment of obligations to pay social security contributions where applicable.
- vii. A statement in the Bid Submission Sheet that the bidder meets the eligibility criteria stated in ITP 2.3.1;
- viii. A declaration in the Bid Submission Sheet of nationality of the Bidder;
- ix. A declaration in the Bid Submission Sheet that the Bidder is not under suspension by the Authority (PPDA).
- x. Signed Ethical Code of Conduct in Business
- xi. Curriculum Vitae (CVs), academic transcripts and registration certificates from appropriate registration bodies of key staff.
- xii. Audited books of accounts for the last 3 years.
- xiii. The bidder should provide certificates to evidence works completed.
- xiv. Return of allotment of shares; and
- xv. Copies of National Identity Cards or Passports for majority shareholders

For a Joint Venture, the documentation above shall be required for each member of the Joint Venture partners and the following additional documentation shall be required:

- I. A certified copy of the Joint Venture Agreement or letter of intent to enter into such an agreement, which is legally binding on all partners, showing that:
 - All partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.

- One of the partners will be nominated as being in charge, and receive instructions for and on behalf of any and all partners of the joint venture; and
- II. the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

A Power of Attorney from each member of the JV nominating a Representative in the JV and a Power of Attorney from the JV nominating a representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.

b) Historical Contract Performance

- i. History of non-performing contracts
Declaration that Non-performance of a contract did not occur within the last 3 years prior to the deadline for application submission, based on all information on fully settled disputes or litigation.
- ii. Pending litigation
Indicate any pending litigation against the bidder if any or indicate if there is no pending litigation against the bidder.

c) Experience

- i. Specific Construction experience: Participation as main consultant, in at least five water projects within the last Five (5) years. The projects should have been successfully and substantially completed (at least 70 percent complete).
- ii. Specific Project Completion Experience: Demonstration of completion of a minimum of three (3) water projects within the last five (5) years.

4. Scope of work

An assessment shall be carried out on potential private sector-led project sites. The assessment shall be conducted to enable the Bank make an informed decision with regard to financing the construction of the small-medium-scale irrigation schemes and water supply installations for animals.

The scope of work for the assessment shall include aspects such as; identification of water sources, assessment of potential area to be irrigated / number of animals to be supplied with water, number of beneficiaries, economic benefit / financial assessment, survey and technical designs as well as Project Management. The key tasks are as outlined below:

d) Task 1: Information collection and survey Topographic survey:

This task shall involve the following:

- I. Obtain the topographic contour map of the project area at a scale of at least 1:10,000, which should show roads, houses, agricultural land (irrigable areas and agro-industrial areas), residential areas, streams, rivers, lakes, utility lines (if existent) and water supply wells.
- II. If the map is not available, the consultant shall undertake a quick assessment and survey to identify the potential area that shall be inundated/submerged, and the area that would be irrigated by the scheme. The survey shall inform the detailed technical design.

The topographic contour map shall have at least 0.5-meter contour intervals for the proposed water storage and planned irrigated areas. All roads, surface water, irrigation areas, agro-industrial areas and major landmarks shall be indicated on the map, as well as survey benchmarks. Topographic maps of the project sites shall be drawn in AutoCAD, and shall also include spot heights, contour lines, location of horizontal control points; and benchmarks. The longitudinal sections shall be established at a scale of at least 1:100 verticals and 1:500 horizontal. The cross section shall be established at a scale of at least 1:200.

e) Task 2: Geological survey or Boring (if required)

Borings shall be drilled through the soil column to unweather bedrock, or to 30 meters depth, whichever is less. Soil sampling and analysis shall be done in order to evaluate: load bearing strength, slope stability, settlement properties of the soil types encountered, as well as the permeability and attenuated properties of

the soils to act as a barrier to leachate generation and groundwater contamination. Analysis and testing shall be conducted on disturbed and undisturbed soil samples. For soil properties map development there shall be at least one boring for every 10 hectares per available site).

f) Task 3: Development of detailed technical design report of the small-scale irrigation schemes / Livestock water supply installations.

The design should be appropriate with the given topographical conditions, water demand for irrigation / the livestock water supply system, water availability and local setting to conserve water and maximize water use efficiency (use of the technology that will be appropriate to the specific condition of the sites – using a participatory approach), and presented in a design report accompanied by ready for construction engineering drawing, preferably in AutoCad. The key tasks are as follows:

- I. Review available reports and technical designs of similar small-scale irrigation schemes / livestock watering points in the country as well as assessment of the irrigation performance of these existing systems.
- II. Collection of all available information relating to meteorology, hydrology in the studied area, water catchment and stream characteristics (including area, topographical condition, current flow, water levels and discharge in the dry and rainy seasons, and flood duration, etc.)
- III. Interviews with local peoples shall be conducted.
- IV. Collection of all information regarding irrigation area and crop types to be irrigated / number and water requirements for animals to be provided with water, the proposed water storage, crops / animal numbers' development plans,
- V. Carry out supply-demand analysis (water balance) of water availability for other uses including environmental flows.
- VI. Determination and evaluation of risks of sedimentation, flooding and possible specific environmental impacts.

- VII. Analysis of available meteorological data to determine cropping cycles and crops water demand as well as similar analysis for the case of animals.
- VIII. Analysis of land tenure and current land use activities and levels of production – this should include use for agricultural activities, livestock, forestry or other and how they will be affected by proposed irrigation interventions.
- IX. Determination of canals plan for the identified irrigation areas - Development all necessary detailed technical design drawings of the recommended main and associated structures. The drawing shall include but not limited to the plan view of the entire irrigation scheme, longitudinal and cross sections of the recommended main and associated structures. For Livestock watering points, clear designs shall be prepared to ensure separation of herds (for communal livestock watering points) as well as provisions for disinfection.
- X. Determination of construction costs, including materials, labors, management and supervision costs as well as contingencies.

g) Task 4: Environmental and social impacts assessment:

A simple environmental and social impacts assessment shall be required for the design. The simple environmental and social planning process shall be fully integrated into the technical feasibility study options by:

- I. Identifying and analyzing the potential environmental and social impacts (direct, indirect, induced and cumulative).
- II. Identifying and quantifying the costs of the corresponding mitigation measures.
- III. Incorporating these costs into the economic and financial analysis.

h) Task 5: Economic and financial analysis

Under the Economic and Financial analysis, the following aspects shall be analyzed.

- I. Project cost budget tables including the construction phase and operational phase separately.
- II. The costs of the environmental management/mitigation measures and resettlement.
- III. The cost-benefit analysis of the final scheme in the economic and financial terms (Net Present Value).
- IV. B/C (benefit cost analysis), and economic/financial IRR (Internal Rate of Return).

i) Task 6: Construction and management plan

- I. Overall construction plan and implementation schedule.
- II. Construction methodologies and procedures.
- III. Flow diversion works during construction period (if required).
- IV. Preconstruction activities, including construction camps, access and transportation route, communication, water, electricity, etc.
- V. Location of borrow pit areas for construction materials.
- VI. Operators housing office facilities, other related facilities.
- VII. Assessment of required contractors' capacity and labor force requirements.
- VIII. O&M procedures for the scheme: Short description of the system - Detailed procedures for operation, maintenance and management of the system as the whole and each unit; - Required technical skills and O&M team set up as well as an estimate of the annual cost for O&M (used for cost benefit analysis above).
- IX. The critical activities and the critical path of activities in the schedule shall be illustrated.

j) Task 7: Preparation of bidding documents for construction of the small-scale irrigation scheme / Livestock water supply system

- I. Develop detailed technical design and drawings, technical specifications, BoQ and works program of the small-scale irrigation scheme / livestock water supply system.
- II. Construction/implementation plan, including construction supervision plan, coordination among parties, etc.

5. Key Deliverables:

The consulting firm shall work closely with UDBL's Project Preparation and Agriculture Investment units as well as the intending project developers in order to ensure quality and timely delivery of the assignment. The following are some of the consultants expected key deliverables:

- I. Survey proposal with detailed survey plan.
- II. Data collection and geographical and geotechnical survey reports.
- III. Technical design report, including detailed technical design drawings, and report.
- IV. Economic and Financial Analysis report.
- V. Environmental and Social Impact assessment.
- VI. Construction and Project Management Plan.
- VII. Bidding documents

Specific delivery timelines shall be agreed on a project-by-project basis.

6. Payment for the assignment

The consulting firm will be paid, upon timely submission of agreed deliverables. Project specific payment rates and schedules shall be agreed upon award of projects.

7. Qualification And Experience of Key Personnel

a) Team Leader/Senior Irrigation Planning Specialist

- I. Minimum MSc. in Agricultural engineering, Civil Engineering, Mechanical Engineering or related course from a recognized institution
- II. At least 12 years of relevant experience.
- III. Registered with relevant professional body and with a valid practicing license.
- IV. Should demonstrate expertise in carrying out feasibility and detailed design studies for irrigation schemes, water-harvesting infrastructure and other agriculture projects

- V. Should have project management skills, communication skills and report writing skills.

b) Irrigation Engineer

- I. Minimum BSc. in Agricultural engineering, Civil Engineering, Mechanical Engineering or related course from a recognized institution.
- II. At least 8 years of relevant experience.
- III. Registered with relevant professional body and with a valid practicing license.
- IV. Expertise in design of irrigation projects.

c) Hydrologist

- I. Minimum BSc. in Hydrology, Water Resources Engineering, Civil Engineering, or related course from a recognized institution.
- II. At least 8 years of relevant experience.
- III. Registered with relevant professional body and with a valid practicing license.
- IV. Expertise in hydrological analysis of water resources for irrigation and water harvesting infrastructure.

d) Agro-economist/Agribusiness Expert / Economist.

- I. Minimum BSc in Agribusiness or Agricultural Economics from a recognized institution
- II. At least 10 years of relevant experience
- III. Expertise in developing investment plans for irrigation/agriculture projects, detailing costs with ability to assess market and agro processing requirements; conducting detailed economic and financial analyses for feasibility studies for irrigation and water harvesting infrastructure.

e) Agronomist /Soil scientist

- I. Minimum B.Sc in Agronomy/crop husbandry or related field
- II. Atleast 8 years of relevant experience in irrigated agriculture;

- III. Expertise in Agronomic aspects of irrigated agriculture, to determine agricultural potential, potential crop choice, crop water requirements, soil suitability.

f) ESIA Expert:

- I. B.Sc in Environmental Management/Science or related field.
- II. At least 8 years of relevant experience.
- III. Registered with relevant professional body and with a valid practicing license.
- IV. Expertise in preparing environmental and social management plans for irrigation and water harvesting infrastructure projects, with mitigation and monitoring programs and associated costs; and in advising on institutional arrangements and capacity building requirements to manage projects.

g) Quantity Surveyor

- I. Minimum B.Sc in Quantity Surveying.
- II. At least 7 years of relevant experience.
- III. Registered with relevant professional body and with a valid practicing license.
- IV. Expertise in preparation of cost estimates, bills of quantities and tender documents.

h) Land Surveyor

- V. Minimum B.Sc in Land Surveying.
- VI. At least 7 years of relevant experience.
- VII. Registered with relevant professional body and with a valid practicing license.
- VIII. Expertise in land surveying.

8. Submissions

Expressions of interest, prepared in English which shall include one (1) original plus three (3) copies and one (1) soft copy in a sealed envelope clearly Marked "Request for Expression of Interest from Subject Matter Experts for Water for Production" must be delivered to the current UDBL offices on Rwenzori Towers, Plot 6, Nakasero Road.

9. Timelines

The procurement schedule is as follows;

ACTIVITY	DATE
Publish Bid Notice	
Expression of Interest Closing Date	
Evaluation Process	
Display of successful applicants from the EoI process	

10. Selection of Application

The applications will be reviewed by an evaluation committee against the minimum requirements stated in this Terms of Reference. Applicant(s) who meet the minimum requirements will be included in UDBL's pool of water for production consultants categorized by level, type and area of expertise.

11. Further Engagement

UDBL shall prepare and send assignment based specific terms of reference to the selected consultants who will submit a proposal. The award of the assignment will be based on the successful proposal.

UDBL does not warrant that any consultancy services will be automatically procured from this call for Expression of Interest.

12. Further Information

The Manager Procurement and Disposal Unit,

Uganda Development Bank

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