

Republic of Uganda



National Planning Authority

**Request for Proposals Document
For
Procurement of Consultancy Services
without Publication of a Notice of
Expression of Interest**

Subject of Procurement: Consultancy services to undertake an independent End Evaluation of the National Development Plan (NDPI) (2010/11-2014/15).

Procurement Reference Number : NPA/Srvcs/2016-17/00040

Date of Issue: 28th October , 2016

PREFACE

1. This Standard Request for Proposals (RFP) document has been prepared by the Public Procurement and Disposal of Public Assets Authority (PPDA) for use by Procuring and Disposing Entities (PDEs) for the procurement of Consultancy Services. The procedures and practices presented in this RFP have been developed to reflect the requirements of the Public Procurement and Disposal of Public Assets Act, 2003 and the Public Procurement and Disposal of Public Assets, Regulations 2014 and best international procurement practices.
2. This RFP is suitable for use for procurement of consultancy services without publication of a notice of expression of interest. The RFP may also be used invite single or sole source consultants with appropriate modifications to the document.
3. This RFP can be used with the different selection methods described in the PPDA Regulations namely, quality and cost based selection (QCBS), quality based selection (QBS), fixed budget selection (FBS), and least cost selection (LCS) and consultants' qualification selection (CQS). The User Guide to this RFP further elaborates on how to use these methods of evaluation in the RFP.
4. Before using this RFP, the user should be familiar with the PPDA Act, 2003 and Regulations, 2014 and should read the User Guide to this RFP which has been prepared to provide guidance on the correct use of the Standard Request for Proposals (RFP) for Consultancy Services as a model for preparing an individual Request for Proposals.

PPDA welcomes any feedback or comments from the users of this RFP which will assist in improving this document.

**The Executive Director,
Public Procurement and Disposal of Public Assets Authority
P.O. Box 3925,
KAMPALA.
info@ppda.go.ug
www.ppda.go.ug**

Standard Request for Proposals Document

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Standard Invitation to Consultants

[Use PDE Letterhead]

[Date]

[Name and Address of Selected Consultant]

Invitation to bid for Consultancy services to undertake an independent End Evaluation of the National Development Plan (NDPI) (2010/11-2014/15) - NPA/Srvcs/2016-17/00040

1. The National Planning Authority has allocated funds to be used for the acquisition of a consultancy firm to undertake an independent End Evaluation of the National Development Plan (NDPI) 2010/11-2014/14.
2. The Entity invites sealed proposals for the provision of the above services.
3. Bidding will be conducted in accordance with the with the method of short listing of Consultants without publication of an expression of interest contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003, the PPDA (Procurement of Consultancy Services) Regulations, 2014 and the procedures described in Part 1: Proposal Procedures.
4. This letter of invitation has been addressed to the following short listed Consultants/Consultancy firms: this is not possible because it is an open international bidding.
5. You may obtain further information and inspect the proposal documents at the address given below at 8(a) from 9.30 am - 4.00 pm.
6. Proposals must be delivered to the address below at 8(c) at or before 13/01/2017 2.30pm. If appropriate, include the following: All proposals must be accompanied by a proposal securing declaration which must be valid until 10/03/2017. Late proposals shall be rejected. Proposals will be opened in the presence of the consultants' representatives who choose to attend at the address below at 8(d) at *13/01/2017 at 2.30 pm*
7. There shall/ shall not be a pre – proposal meeting/ site visit at N/A on the dates indicated in the proposed schedule in this notice.
8. (a) Documents may be inspected at: PLOT 15B PLANNING HOUSE, CLEMENT HILL ROAD
(b) Documents will be issued from: PLOT 15B PLANNING HOUSE, CLEMENT HILL ROAD
(c) Proposals must be delivered to: PLOT 15B PLANNING HOUSE, CLEMENT HILL ROAD
(d) Address of Proposal Opening: PLOT 15B PLANNING HOUSE, CLEMENT HILL ROAD
9. Please inform us, upon receipt:
 - (a) that you received the letter of invitation; and
 - (b) whether you will submit a proposal alone or in association.

10. The planned procurement schedule (subject to changes) is as follows:

**RFP for Consultancy Services without publication of a notice of Expression of Interest issued by PPDA,
March 2014**

Standard Invitation to Consultants

Activity	Date
a. Issue of invitation to bid letter	16/12/2016
b. Pre-proposal meeting/ Site visit where applicable	N/A
c. Proposal closing date	13/01/2017 2.30pm
d. Evaluation process	15/12/2016-24/02/2017
e. Display and communication of best evaluated bidder notice	10/03/2017
f. Contract Signature	Attorney General's clearance where applicable

Signature:

Name:

Position of Authorised Official:

Part 1: Proposal Procedures

Section 1: Instructions to Consultants

Procurement Reference Number: **NPA/Srvcs/2016-17/00040**

Preparation of Proposals: You are requested to submit separate technical and financial proposals, as detailed below. The standard forms in this RFP may be retyped for completion but the Consultant is responsible for their accurate reproduction.

You are advised to carefully read the complete Request for Proposals document, including the Special Conditions of Contract in Part 3: Contract, before preparing your proposal.

Where an electronic copy of the Request for Proposals Document is issued, the paper or hard copy is the original version. In the event of any discrepancy between the two, the hard copy shall prevail

Preparation of Technical Proposals: Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet in this Part;
2. A brief methodology for performing the services;
3. A work plan, showing the inputs of all key staff;
4. CV's of key staff;
5. A summary of your experience in similar assignments;
6. The documents evidencing your eligibility, as listed below.

Preparation of Financial Proposals: Financial proposals should contain the following documents and information:

1. The Financial Proposal Submission Sheet in this Part;
2. A copy of the breakdown of Lump Sum Price form in this Part for each currency of your proposal, showing all costs for the assignment, broken down into fees and reimbursable and miscellaneous costs;

Validity of Proposals: Proposals must remain valid until 30/06/2017.

Sealing and marking of Proposals: The technical and financial proposals should be sealed in separate envelopes, both clearly marked with the Procurement Reference Number above, the Consultant's name, the name of the Procuring and Disposing Entity and either "Technical Proposal" or "Financial Proposal" as appropriate.

Both envelopes should be enclosed in a single outer envelope, clearly marked with the Procurement Reference Number above, the Consultant's name and the name of the Procuring and Disposing Entity. All three envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected and bear a warning not to open before the time and date for proposal opening.

Submission of Proposals: Proposals should be submitted to the address below, no later than the date and time of the deadline below. Any proposal received by the Procuring and Disposing Entity after the deadline for submission of proposals shall be declared late, rejected, and returned unopened to the Consultant.

Date of deadline: 13/01/2016

Time of deadline: 2.30 pm.

Address: Executive Director
National Planning Authority
P. O .Box 21434 Kampala-Uganda

Part 1: Proposal Procedures

Opening of Proposals: Technical Proposals will be opened in public by the Procuring and Disposing Entity at the time, date and address shown above for submission of proposals. A record of the opening will be posted on the Procuring and Disposing Entity's Notice Board within one working day of the opening. Financial Proposals will be kept unopened and the evaluation committee shall have no access to financial information until the detailed evaluation is concluded.

Evaluation of Proposals: The evaluation of Proposals will use the quality and cost based selection (QCBS) methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Proposals on a pass/fail basis;
2. Detailed evaluation; Technical Proposal
3. Financial comparison Proposal and to determine the best evaluated bid.

Proposals failing any stage will be eliminated and not considered in subsequent stages.

Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in public procurement:

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
3. not have had your business activities suspended;
4. have fulfilled your obligations to pay taxes and social security contributions;
5. have the nationality of an eligible country, as defined in the Special Conditions of Contract;
6. not to have a conflict of interest in relation to this procurement requirement; and
7. not to be subject to suspension by the Public Procurement and Disposal of Public Assets Authority.

Documents Evidencing Eligibility: Consultants are requested to submit copies of the following documents as evidence of your eligibility and sign the declaration in the Technical Proposal Submission Sheet:

1. A certificate of registration issued by the Authority for bidders currently registered with the Authority or a copy of the Bidder's Trading licence or equivalent and a copy of the Bidder's Certificate of Registration or equivalent for bidders not currently registered with the Authority;
2. Evidence of fulfilment of obligations to pay taxes and social security contributions in Uganda where applicable
3. Any other relevant documentation.

Nationality of Personnel: All personnel employed under any resulting contract shall have the nationality of an eligible country as defined in the Special Conditions of Contract. Any related supplies or works purchased under any resulting contract shall have as their country of origin an eligible country, as defined in the Special Conditions of Contract.

Part 1: Proposal Procedures

Technical Criteria: Proposals shall be awarded scores out of the maximum number of points indicated below for each of the following criteria:

Specific Experience	30 points
General Experience	05 points
Methodology Proposed	25points
Key Personnel	25 points
Transfer of Knowledge	05 points
Participation by Nationals	10 points
Total:	100 points

The minimum technical score required to pass the technical evaluation is 70 points.

Financial Criteria:

Currency: Proposals may be priced in Uganda Shillings or any other freely convertible currency and in up to two currencies. The currency of evaluation will be **Uganda Shillings**. Proposals in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Bank of Uganda on the date of the submission deadline.

Best Evaluated Bid: The best evaluated bid shall be most compliant, responsive, list cost and shall be recommended for award of contract. The Procuring and Disposing Entity shall issue a Notice of Best Evaluated Bidder within 5 working days from the decision of the contracts committee to award a contract, place such Notice on its notice board for the prescribed period, copy the Notice to all Consultants and to the Authority for publication on its website, prior to proceeding with contract award.

Award of contract: Award of contract shall be by placement of an Agreement in accordance with Part 3: Contract. A Procuring and Disposing Entity shall not award a contract to the best evaluated bidder until the lapse of ten days after the date of display of the Notice of Best Evaluated Bidder.

Right to Review: Consultants may seek administrative review by the Accounting Officer in accordance with the Public Procurement and Disposal of Public Assets Act, 2003 if they are aggrieved with the decision of the Procuring and Disposing Entity.

Right to Reject: The Procuring and Disposing Entity reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract signature and issue by the Procuring and Disposing Entity, without incurring any liability to Consultants.

Part 1: Proposal Procedures

Section 2: Technical Proposal Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your technical proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.]

Proposal Addressed to (Procuring and Disposing Entity):	
Date of Technical Proposal:	
Procurement Reference Number:	
Subject of Procurement:	

I/We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

I/We confirm that I/we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

I/We, including any subcontractors or consultants for any part of the contract resulting from this procurement process are registered with the Authority. *[Consultants who are not registered or whose subcontractors are not registered should amend the statement to reflect their status].*

I/We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract;

My/Our proposal shall be valid until _____ *[insert date, month and year]* and it shall remain binding upon us and may be accepted at any time before or on that date;

I/We enclose a separately sealed financial proposal.

Technical Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

Part 1: Proposal Procedures

CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

(Under Section 93 of the Public Procurement and Disposal of Public Assets Act, 2003)

1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Uganda; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

2. Standards

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any procuring and disposing entity. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of a procuring and disposing entity that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving a procuring and disposing entity of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;

Part 1: Proposal Procedures

- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring and Disposing Entity; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the PDE;
- (f) withholding information from the PDE during contract execution to the detriment of the PDE.

I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF CONSULTANT

Part 1: Proposal Procedures

Section 3: Financial Proposal Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.]

Proposal Addressed to (Procuring and Disposing Entity):	
Date of Financial Proposal:	
Procurement Reference Number:	
Subject of Procurement:	

The total price of our proposal is: _____ .

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Financial Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

Part 2: Statement of Requirements

Terms of Reference

Procurement Reference Number: NPA/Srvcs/2016-17/00040

National Planning Authority

Terms of Reference for independent End Evaluation of the National Development Plan (NDPI) (2010/11-2014/15)

1. Background

The National Development Plan (NDPI) replaced the Poverty Eradication Action Plan (PEAP) in 2010/11, as Uganda's overall national development planning framework for the period 2010/11 to 2014/15.

The Government of Uganda intends to undertake a comprehensive assessment of the extent to which the NDPI has been effective in bringing about the anticipated changes during and after its implementation. The NDPI Evaluation is a requirement under the National Vision planning and implementation mechanism adopted by Government in 2007 and the NDPI itself.

The NDPI Evaluation is planned for FY2016/17; two years later after the implementation has ended. The evaluation will in particular assess the effectiveness of NDPI implementation as the planning framework for the implementation of Uganda Vision 2040; the implementation of the NDPI priorities, objectives and interventions; achievements of the intended key results; the progress regarding the proposed reforms; the performance of Ministries, Departments, Agencies and Local Governments; and the contribution to growth of the private sector and other non-state actors. The evaluation is also to provide a detailed account of the status of macroeconomic and sector level indicators towards achievement of the middle income country status, as outlined in the NDPI and Uganda Vision 2040.

The Evaluation will be coordinated by the NPA with participation of key stakeholder institutions.

In order to carry out the NDPI Evaluation, NPA wishes to engage both International and Local Consultants to undertake this assignment within the framework of the NPA's TOR as described hereunder.

2. Description of the Assignment

2.1 Objectives of the Consultancy

Part 2.: Statement of Requirements

The primary objective of the consultancy is to carry out a comprehensive assessment of the extent to which the NDPI has been effective in bringing about the anticipated changes during and after its implementation, in relation to various relevant dimensions within the economy.

2.2 The Specific Objectives of the consultancy are to:

- i. Assess the extent of the progress made towards achievement of the NDPI goals, objectives, national strategies, priorities and sector and local government service targets and results;
- ii. Identify and examine the factors that have proved critical in helping or hindering the achievement of targeted outcomes;
- iii. Assess progress towards unlocking the country's most binding constraints and implementation of reforms;
- iv. Assess the role of the NDPI in influencing policy and its overall contribution to the realisation of Vision 2040;
- v. Assess the extent to which the NDPI implementation has addressed vulnerability and other cross-cutting issues, including assessment of respective effects and impacts.
- vi. Identify lessons for the NDPI implementation, designing successor Plans and ensuring sustainable management of results;

2.3 The Scope of Work

Overall, the NDPI Evaluation will seek to assess the extent to which was implemented within the framework of the nine fundamental principles of design, namely: ownership, political will; good governance; resource availability; balanced development; behaviour change; linkage with the national planning processes; sustainable and equitable development; and effective implementation, monitoring and evaluation mechanisms, aimed at improving future policy formulation, planning and gaining lessons for better implementation of policies and programmes. The evaluation will also cover extent of implementation of cross cutting issues, which include: gender, HIV/AIDS and Human Rights; and any key international commitments at the time.

The evaluation will, therefore, be drawn to include the following standard criteria: relevance, efficiency, effectiveness, impact and sustainability.

The proposed key dimensions for the NDPI End Evaluation are: (i) the Results Framework; (ii) the Policy and Strategic Direction; (iii) Economic Management; (iv) Institutional Framework; (v) Political Economy; and (vi) Development Partnerships. The dimensions are to enable international comparison of Uganda's performance with other countries, as benchmarks for her transformations.

Part 2.: Statement of Requirements

Basing on the above stated context and framework, and the best practices that may be presented and approved, the consultant is required to carry out the duties and responsibilities given below.

3. Duties and Responsibilities

3.1 Key Activities

- (i) **Review existing materials:** The Consultants are expected to review and analyse materials that are relevant to the evaluation. These include the NDPI, the Annual National Development Reports and Sector/Ministry, Local Government, and Civil Society and Private Sector Reports and Plans;
- (ii) **Undertake fieldwork to collect information relevant to the evaluation:** The Consultants are expected to undertake fieldwork within the country for purposes of collecting data to inform the evaluation; conduct data analysis; and conduct meetings with stakeholders at various levels to obtain accurate information, as will be found necessary.
- (iii) **Conduct workshops and conferences:** The Consultants will conduct consultation, validation and information gathering workshops and conferences to inform the reports preparation process. The Consultants will also participate and take lead in the national government dissemination conference of the reports; and
- (i) **Preparation of the reports:** The Consultants are expected to produce six thematic reports based on the dimensions of the evaluation. The Consultants will also produce a synthesised final summary report on the pertaining situation, findings and recommendations.

4. Deliverables

The Consultants shall deliver the following outputs:

- (i) An Inception Report;
- (ii) A summary synthesized Report;
- (iii) Thematic Reports on each of the six dimensions of the end evaluation
- (iv) Copies of reports on specific studies and fieldwork activities
- (v) Databases containing various aspects of the evaluation, including developments in lower local governments and districts.

5. Operational Structure and Management

5.1 Operational Structure

The NDPI End Evaluation will be coordinated through an inter-agency Technical Committee led by NPA and overseen by a Steering Committee comprising Permanent Secretaries and Chief Executives of key institutions. Besides NPA, the other institutions comprising the inter-agency Technical Committee include: Office of the President, Office of the Prime Minister, Ministry of Finance (MFPED), Ministry of Local Government, Uganda Bureau of Statistics (UBOS), Economic Policy Research Centre (EPRC), Bank of Uganda (BOU), and Private Sector Foundation of Uganda (PSFU), the NGO Forum and the Local Development Partners Group (LDPG). The inter-agency technical committee will be responsible for recommending the various outputs for approval by the NPA Board. The Steering Committee, comprising selected Permanent Secretaries and heads of institutions, will provide wider political guidance and leadership to the process.

A reference group of stakeholders and experts from within and outside Uganda may also be identified by the NPA Board and their input sought on the NDPI evaluation.

5.2 Timing and reporting

- the duration of the consultancy is estimated to be 145 working days beginning November 2016 to end of June 2017;
- The consultant shall be responsible to the Executive Director of NPA; and
- The day to day and quality assurance will be done by the NDPI Evaluation Technical Committee, which will in turn report to the Evaluation Steering Committee

5.3 Team Composition

The team composition and expertise required is as follows:

- (i) **Team leader** – An international development expert holding an advanced degree in social sciences or related areas, with substantive knowledge and proven expertise in: conducting evaluation of national development planning strategies, policy formulation and evaluation and long term varied experience in policy decision-making or policy advisory roles in both national and international settings. He/She should be aged 40-65 with at least ten years' experience in evaluating national strategies and policies, as a

Part 2.: Statement of Requirements

requirement. A PhD in a relevant area/discipline will be of added advantage.

- (ii) **Six international thematic area specialists** – to lead the assessment of each of the six (6) thematic areas highlighted above - the Lead Consultant will be expected to be in charge of one of the thematic areas (Results Framework, Economic Management, Policy and Strategic Direction, Institutional Framework, Political Economy and Development Partnerships). Each international specialist will be expected to have substantive knowledge of his area/dimension of the evaluation and of the region, demonstrated capacity for strategic thinking, for working independently and in a team, and of drafting high quality documents under pressure. They should be holders of a postgraduate degree in a relevant area, aged 35-65 and having at least 8 years' experience in evaluating national strategies and policies. A PhD in a relevant discipline will be of added advantage.
- (iii) **Six local counterpart Ugandan nationals** - will assist/support the international consultants in undertaking the respective thematic based evaluations. The local consultants will be required to have a postgraduate degree and at least 8 years' demonstrated experience in either development planning or monitoring and evaluation or policy formulation and analysis. They should be aged 35-65. A PhD in a relevant area/discipline will be of added advantage.
- (i) **Thematic Working Teams (TWTs)** - comprising technical officers from the NDPI Evaluation Inter-Agency Technical Committee will support the respective Thematic Area Evaluation Specialists. The NPA Technical Staff will participate at all levels of the evaluation process.

6. Remuneration

Payments shall be made in line with the corresponding outputs as follows:

- (i) 30 per cent at the submission and approval of the inception report;
- (ii) 40 per cent at submission and approval of a draft summary synthesized report and six thematic area draft reports; and
- (iii) 30 per cent at the submission and approval of the final reports in (ii) above

7. Application procedure

Applicants are required to submit technical and financial bids/proposals.

Part 2.: Statement of Requirements

7.1 The technical Proposal/Bid

This should include the following:

- Eligibility requirements (Operation license, Powers of Attorney, Tax Certificates, etc.)
- Profile of the firm/Consultant
- Understanding of study objectives, proposed approach and methodology
- Team composition, qualifications and experience
- Estimated duration for the assignment
- Implementation Schedule and roles
- Reference of former client (s) who may be contacted

7.2 Financial Proposal

The Financial Proposal should include the estimated cost for undertaking the assignment, covering the Consultancy firm's costs such as professional fees, travel costs, translation/interpretation, holding of meetings/discussion, production of the report, etc.

Both the technical proposal and the financial proposal should be submitted together **but in separate envelopes.**

Eligible consultants are required to submit their applications to the Executive Director, National Planning Authority (NPA), P.O Box 21434, Kampala (in sealed envelopes marked "NDPI End Evaluation" by courier OR through email to the following address: npa@npa.ug; **before Friday 19th November 2016, 5.00pm – Uganda local time.**

Part 3: Contract

Section 5: General Conditions of Contract

Any resulting contract shall be subject to the Government of Uganda General Conditions of Contract (GCC) for the Procurement of Consultancy Services (available on request) except where modified by the Special Conditions below.

Section 6: Special Conditions of Contract

Procurement Reference Number: **NPA/Srvcs/2016-17/00040**

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

GCC clause reference	Special Conditions of Contract
Eligible Countries GCC 1.2 (e)	All countries are eligible, unless as a matter of law or official regulation, the Government of Uganda prohibits commercial relations with that country or by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Uganda prohibits any import of Supplies from that country or any payments to persons or entities in that country.
Authorised Representatives GCC 4.4	The Authorised Representatives are: For the Procuring and Disposing Entity: National Planning Authority for the Consultant: Lead Consultant
Governing Law GCC 5.1	The Contract shall be governed by the Laws of Uganda.
Notices GCC 7.1	For notices , the Procuring and Disposing Entity’s address shall be: Attention: National Planning Authority Street Address: Clement Hill Road , Plot 15B Floor/Room number: Town/City: Kampala-Uganda P. O. Box: 21434 Country: Uganda Telephone: +256 250229 Facsimile number: Electronic mail address: npa@npa.ug For notices , the Provider’s address shall be: Attention: _____ Street Address: _____ Floor/Room number: _____ Town/City: _____ P. O. Box: _____ Country: _____ Telephone: _____ Facsimile number: _____

Part 4: Contract

GCC clause reference	Special Conditions of Contract
	Electronic mail address: _____
Commencement GCC 8.1	The Consultant shall commence the Services within (5) Five working days after the date of the Contract.
Dispute Resolution GCC 17.2	The formal mechanism for dispute resolution shall be the Arbitration and Conciliation Act Cap 4 of the Laws of Uganda.
Completion Period GCC 18.1	The period for the completion of the Services shall be: Eight Months ;
Payment GCC 22.1	The Contract is a Lump Sum Contract.
Payment Documentation GCC 24.1	The following documentation shall be required to support invoices requesting payments: (i) Award Letter (ii) Acceptance letter (iii) Contract managers request for payment (iv) Report Submitted and approved as drafts (v) Agreement (vi) Demand note
Payment Schedule GCC 25.1	The payment schedule shall be: (i) 30 per cent upon the submission and approval of the inception report; (ii) 40 per cent upon submission and approval of a draft summary synthesized report and six thematic area draft reports; and (iii) 30 per cent upon the submission and approval of the final reports in (ii) above
Payment Period GCC 27.1	Payments shall be made by the Procuring and Disposing Entity within thirty days of receipt and certification of invoices accompanied by the supporting documents specified in GCC 24.1.
Insurance to be taken out by the Provider GCC 40.1	The Consultant shall take out and maintain the following insurance coverage: (i) Third Party motor vehicle: (ii) Third Party liability: (iii) Employer's liability and workers' compensation: (iv) Professional liability: (v) Loss or damage to equipment and property: (vi) Other:

Part 4: Contract

Section 7: Agreement
Agreement
For Lump Sum/Time Based Contracts

Procurement Reference No: _____

THIS AGREEMENT made this _____ day of _____, _____,
between _____ of _____
(hereinafter called "Procuring and Disposing Entity"), , and _____ of
_____ (hereinafter called "the Consultant").

WHEREAS

- (a) the Procuring and Disposing Entity has requested the Consultant to provide certain consultancy services (hereinafter called the "Services") as defined herein and attached to this Contract;
- (b) the Consultant having represented to the Procuring and Disposing Entity that it has the required professional skills, personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract.

NOW THEREFORE the parties hereto agree as follows:

- 1. The documents forming the Contract shall be as stated in and in the order of priority stated in the General Conditions of Contract.
- 2. The mutual rights and obligations of the Procuring and Disposing Entity and the Consultant shall be as set forth in the Contract, in particular:
 - (a) The Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Procuring and Disposing Entity shall pay the Consultant the Contract Price of _____ or such other sum as may become payable under the provisions of the Contract, at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Signed by _____ (Authorised Representative of the Procuring and Disposing Entity)

Name: _____ Position: _____

In the presence of:

Part 4: Contract

Name: _____ Position: _____

Signed by _____ (Authorised Representative of the
Consultant)

Name: _____ Position: _____

In the presence of:

Name: _____ Position: _____