



**THE REPUBLIC OF UGANDA**

**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT**

09<sup>th</sup> January, 2020

**NOTICE OF EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY SERVICES FOR THE EVALUATION OF THE ACCOUNTABILITY SECTOR STRATEGIC INVESTMENT PLAN (ASSIP)  
PROCUREMENT REF: MOFPED/CONS/19-20/00214**

1. The Ministry of Finance, Planning and Economic Development derives its mandate and functions from the 1995 Constitution of the Republic of Uganda and other related subordinate laws, including; the Public Finance Management Act (2015) and Acts establishing Agencies and Auxiliary organizations. Accordingly, the Ministry plays a pivotal role in the co-ordination of development planning; mobilization of public resources; and ensuring effective accountability for the use of such resources for the benefit of all Ugandans.
2. The Ministry is in need of consultancy services whose overall objective shall be to evaluate the performance of the ASSIP in order to provide recommendations based on empirical evidence that will guide a Sector Management decision on how future implementation can be improved to enable achievement of the Accountability Sector and National goals and objectives. Particularly the evaluation will inform the development of the successor ASSIP and how the Accountability Sector should be organized in order to optimize the achievement of its goals and objectives.
3. Specifically, the consultancy firm is expected to develop:
  - a) assess the relevance, effectiveness, efficiency, impact and sustainability of the ASSIP interventions and results in relation to the broad accountability agenda;



- b) identify the gaps in ASSIP implementation and provide practical and specific recommendations on what should be done to close the gaps going forward;
  - c) Identify the key achievements of the accountability sector and accordingly populate the Monitoring and Evaluation (M&E) framework indicators with the actual performance data for the last five years;
  - d) Assess the relevance, effectiveness and functionality of the institutional and organizational design/structures, predominantly the Accountability Sector Institutions and Management Structures i.e. the Leadership Committee, Steering Committee; Sector Working Group; Technical Working Groups and the Accountability Sector Secretariat.
  - e) Propose policy and administrative recommendations/measures, key priorities and strategies that take into consideration the findings of the above objectives and the evaluation questions below, for implementation by the Accountability Sector and other key stakeholders during the next 5 years of the NDP III.
4. Interested consultancy firms should provide information demonstrating that they are eligible and possess the required technical capacity and professional qualifications to perform the services supported with relevant documentation.
  5. The Entity now invites eligible consultancy firms to submit sealed Expressions of Interest for Consultancy services for the evaluation of the accountability sector strategic investment plan (ASSIP).
  6. The short listing criteria will include:
    - a) **Eligibility** of the firm to perform the task to include;
      - i. A copy of valid current (2019) trading License or equivalent.
      - ii. A copy of certificate of Incorporation/Registration or equivalent.
      - iii. A signed statement indicating that the consultant does not have a conflict of interest in the subject of the procurement.
      - iv. A copy of certificate of registration by the Public Procurement and Disposal of Public Assets (PPDA) in Uganda or its equivalent.
      - v. A copy of Memorandum & Articles of Association or equivalent.
      - vi. A copy of audited books of Accounts and financial statements for the last two years 2017 and 2018.

- vii. A signed statement stating that the consultancy firm is not insolvent, in receivership, bankrupt or being wound up.
  - viii. The consultant is not suspended by relevant authority, PPDA in Uganda or debarred to participate in any procurement by any authority in the region or any donor such as World Bank, AFDB, EU etc.).
  - ix. The consultancy firm has fulfilled the obligations to pay taxes in Uganda or elsewhere the business is located with proof of a copy of current ( $\geq 2018$ ) Tax Clearance Certificate or its equivalent.
  - x. The consultancy firm has fulfilled the obligation to pay social security contributions in Uganda or elsewhere the business is located, with proof of a copy of certificate for social security contribution.
  - xi. The consultancy firm may associate or form Joint Ventures to achieve the required qualifications with a clear joint venture agreement.
  - xii. In case of a foreign consultancy firm, it must have local representation that should be a company registered in Uganda.
- b) **Experience:** The successful firm must have an internationally recognized track record in providing services in the areas of Monitoring and Evaluation, Public Financial Management, Economic Management, Strategic Planning and Management, Institutional/Organization Development, Good Governance, Public Sector Management and Anti-corruption as evidenced by a list of previous assignments concluded successfully
- c) **Key Technical Professional staff:**

**1. M&E Specialist/Team Leader**

The Team Leader, an International Consultant shall have demonstrated professional experience in the design and implementation of evaluation studies. S/he must demonstrate knowledge of key Government of Uganda policies and procedures and possess good writing skills. S/he will be responsible for leading the team in the design of the methodology, execution, reporting and have overall responsibility for preparation of the final product and presentation to the Accountability Sector Working Group. The Team Leader should have experience in leading teams and must meet the following requirements;

- i. At least a Master's Degree in Development Studies, Monitoring and Evaluation, with a first degree in an area covered by the Accountability Sector;

- ii. At least 15 years of international experience in designing, developing, implementing, monitoring and evaluation of national, sector and corporate policies, strategies, programs and projects;
- iii. Proven experience and solid understanding of the Accountability Sector, Sector Wide Approach, Public Finance Management and Anti-Corruption programmes in Uganda and similar countries;
- iv. Proven experience in developing national, sector and corporate M&E systems.
- v. Possess thorough knowledge and understanding of Uganda's development context/issues including familiarity with the Government Planning, Budgeting, Reporting, Monitoring and Evaluation mechanisms;
- vi. Strong reporting, communication, documentation and presentation skills;
- vii. Demonstration of strong analytical and research skills.

2. Institutional Development/Governance Expert; Tax/Revenue Mobilization Expert; Public Financial Management Expert; Anti-corruption Expert; Financial Services Expert (Insurance, Banking, Savings/Retirement benefits, etc.); Public Procurement Expert; Audit; and Financial Management Systems/IT Expert.

The above mentioned experts must have the following;

- i. Possess at least a Master's degree or its equivalent in their respective fields from a recognized institution;
- ii. Possess at least six (10) years of relevant working experience in the Accountability Sector, of which at least two (2) experiences in East Africa;
- iii. Have experience in the design of evaluation tools, collection and analysis of information, preparation of the report and in all the briefing sessions;
- iv. At least have a working experience of 6 months in Uganda;
- v. Have proven knowledge of the Uganda public administration.

- d) **Reference letter:** The consultancy firm must submit at least 1 reference letter from the government confirming the successful implementation of similar consultancy services and certificate of completion.
- e) **Financial Capacity;** The Firm should submit audited books of accounts for the last 2 years.



7. Interested eligible consultancy firms may obtain further information in writing at the address given below from **Monday to Friday** between **08:00am to 05:00pm**.


Under Secretary/Accounting Officer (US/AO)  
Attn: Procurement and Disposal Unit  
Ministry of Finance, Planning & Economic Development  
Plot 2/12 Apollo Kaggwa Road  
Finance Building, Floor 1, Room 1.5  
Tel: 256-414-707000

8. Sealed Expressions of Interest (one original and three copies) must be delivered in written form to the address in 7 above by 10:00am **(EAT/ local time)** on 29<sup>th</sup> January, 2020. The packaging must be clearly marked Consultancy Services for the Evaluation of the Accountability Sector Strategic Investment Plan (ASSIP).

9. The notice of expression of interest is available at the Entity's website at [www.finance.go.ug](http://www.finance.go.ug) and [www.ppda.go.ug](http://www.ppda.go.ug)

10. The planned Procurement schedule (Subject to changes) is as follows:

<b>Activity</b>	<b>Date</b>
a. Publication of Notice of Expression of Interest	09 <sup>th</sup> January, 2020
b. Closing date for receipt of Expression of Interest	29 <sup>th</sup> January, 2020
c. Evaluation of Expressions of Interest	30 <sup>th</sup> January - 04 <sup>th</sup> February, 2020
d. Display of shortlist	06 <sup>th</sup> - 19 <sup>th</sup> February, 2020

  
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**Betty Kasimbazi**  
**UNDER SECRETARY/ACCOUNTING OFFICER**