

**SPECIFIC TERMS OF REFERENCE****Consultancy Service for the Identification, Feasibility Study and Preliminary Design for the "Rehabilitation of the District and Community Access Roads" Component of the Northern Uganda Integrated Program for Development  
FWC BENEFICIARIES 2013 – LOT2: Transport and Infrastructures  
EuropeAid/132633/C/SER/multi****1. BACKGROUND**

**1.1.** The EU Delegation and the Government of Uganda have prepared the National Indicative Programme (NIP) for 11<sup>th</sup> EDF cooperation with Uganda for 2014 -2020. Within this program the proposed focal sectors of the EU intervention were agreed: (i) Transport infrastructures, (ii) Food Security and Agriculture, and (iii) Good Governance. Currently the EUD and the Government of Uganda are in the formulation phase of the previously identified activities. One of the activities related to the focal sector (i) Transport Infrastructures, is the rehabilitation of the district community access roads within selected disadvantaged districts of the Northern Uganda, as well the technical assistance support to the districts in the road maintenance and road assets management. This area of intervention in the transport sector has been included, as one of the components, within the cross- sectors "Northern Uganda Integrated Program for Development" (NORD), which is under preparation.

The general objective of this program is to consolidate stability in Northern Uganda, eradicate poverty and undernutrition and strengthen the foundations for sustainable development. Building on the successful engagement of the EU in the transport sector under previous EDF supports the road infrastructure program will provide support to rehabilitate road infrastructures aiming at connecting the disadvantaged districts to the national network and ensuring a stable, all weather connection with the rest of the country, facilitating the transportation of goods and commodities within and out of the districts. Furthermore the program will work in collaboration with district authorities to rehabilitate district and community access roads, aiming at ensuring all weather accessibility to services and markets for population and commodities within the targeted districts. A preselection of the districts for the intervention has been already conducted during the identification phase, based on the detailed criteria analysis, including agriculture potential, limited access to markets, access to croplands and districts roads rehabilitation backlogs. This resulted in the preselection of 10 districts and final selection of 4 districts as area for the intervention of the program: Abim, Adjumani, Amudat, Moyo.

The formulation and preparation phase for the rehabilitation of the districts and community access roads intervention shall focus on the confirmation with Ministry of Works and Transport, and concerned Districts the priority roads to be rehabilitated within the selected districts, taking into account of available resources within the program and program objectives, identification of the scope of the rehabilitation required for the selected roads, technology to be used (including low cost sealing and labour intensive methods where applicable, preliminary designs and studies, cost estimation and requirements for further stages of preparation and implementation of the program. The current consultancy service enters in the scope of the further studies requested in the formulation and preparation for the districts and community access roads component of the program.

**1.2 Project Area.**

Project area is Northern Uganda, districts of Abim, Amudat, Adjumani and Moyo. The roads preselected for rehabilitation are situated within those districts. The consultant shall also perform some its consultations and meetings in Kampala, where project's owner (Ministry of Works and Transport) and EU Delegation are situated.

The **Abim** district is situated in North East of Uganda. It borders the districts Kotido to the north and east, Napak to the south and Agago and Otuke to the west. Area: 2361sq.km. It lies at an approximate altitude of between 1219m – 1524m above sea level with temperatures over 30 C and short and unreliable rainfall. Semi-desert type of vegetation. Economic activities: mainly cattle rearing under pastoralism, food crops as sorghum, maize, groundnuts, millets, sweet potatoes.

On the basis of "GIS based road intervention prioritisation analysis report", and taking into account limited amount of available resources of the program, a number of **90 km** of district and community access roads was preliminary preselected in this district, to be subject to this study.

The **Amudat** district is situated in North East of Uganda. Amudat borders Moroto to the North, Nakapirit to the West, Kween and Bukwo to the South and the Republic of Kenya to the East. Area: 1617sq km. It lies on the altitude of 1356m – 1524m above sea level with rainfall about 400-600 mm per annum and temperatures around 30 C. The area is semi-arid and the vegetation includes isolated thorny trees and shrubs. Economic activities: agriculture: sorghum, groundnuts, sweet potatoes, cassava, bananas, fruits and cattle rearing.

On the basis of "GIS based road intervention prioritisation analysis report", and taking into account limited amount of available resources of the program, a number of **50 km** district and community access roads was preliminary preselected in this district, to be subject to this study.

The **Adjumani** district is situated in the North West of Uganda. It is bordered by the districts of Amuru to the east and the south, Arua to the Southwest, Moyo to the west and north and the Republic of South Sudan to the northeast. Area: 3086sq.km. The district lies on the low plateau of northern Uganda. The lowest point is about 600m and the highest point above 1300 m above sea level. Adjumani District is an extensive savannah grassland with scattered woodlands and thickets. Rainfall medium, with the dry season longer than in others places in Uganda. Economic activities: agriculture with emphasis on maize, millet, cassava, soya beans, cotton, coffee, fishing on the River Nile.

On the basis of "GIS based road intervention prioritisation analysis report", and taking into account limited amount of available resources of the program, a number of **120 km** of district and community access roads was preliminary preselected in this district, to be subject to this study.

The **Moyo** district is situated in North West of Uganda. It is bordered by the districts of Adjumani to the east and the south, Arua to the west and the Republic of South Sudan to the north. Area: 1890.7sq.km. The district lies at an approximate altitude of between 600m and the highest point above 1586 m above sea level, in a modified equatorial climatic zone with high temperatures and high rainfall. Economic activities: agriculture with coffee and cotton, fishing on the River Nile. According to "GIS based road intervention prioritisation analysis report", and taking into account limited amount of available resources of the program, a number of **140 km** of district and community access roads was preliminary preselected in this district, to be subject to this study.

### **1.3 Implementation Arrangements**

The Contracting Authority for this project is the EU Delegation to the Republic of Uganda, the Supervisor and Beneficiary of the Study is the Ministry of Works and Transport, Republic of Uganda. The Consultant shall also work in close cooperation and consultation with the concerned beneficiary districts administration (in particular with District Engineers) and districts authorities.

## **2. DESCRIPTION OF THE ASSIGNMENT**

### **2.1 Global objective.**

The global objective for this assignment is the support in the identification, prioritisation as well the feasibility and preliminary design studies for the district and community access road sections, to be rehabilitated within the selected districts of Abim, Adjumani, Amudat, Moyo in Northern Uganda.

## **2.2 Specific objective(s)**

The specific objectives for this assignment are:

On the basis of the study carried out by the Ministry of Works and Transport (MoWT) for the selected districts of Adjumani, Moyo, Amudat, Abim ("The GIS Based Roads Intervention Prioritisation for Districts Adjumani, Moyo, Amudat, Abim"), and District Engineers Annual Works Plans, the Consultant shall, in agreement with Ministry of Works and Transport, District Engineers and Authorities and, in consultation of local population:

- Confirm the preliminary list of the roads to be subject of the consultant studies in each district, taking into account of the estimation of total number of km to be studied within each district indicated in those terms of reference, and taking into account of the Districts' annual work plans and districts preferences to the selection of the particular roads among the ones which include the sections previously identified as high and moderate priorities for rehabilitation by the above mentioned MoWT study.
- Confirm with the concerned districts the level of service required expected from the rehabilitation project for each road preselected for studies between 2 options:
  - a) All season basic access: reliable all- season access for the prevailing means of transport with limited periods of inaccessibility (typically for period of up to about 24 hours during/ after rain when the road can be impassable to motorised traffic);
  - b) All season full access: uninterrupted all year, good quality low surface roughness access. No closures in the rainy season;
- Assess for each preselected road the scope of the rehabilitation requirements by section, and methods to be used, including, where adequate, the labour based methods and low cost sealing; and where available, the alternatives for treatments. This shall also include the sections, which could potentially require basic, non-specialised works like bush clearing and levelling, which could be done by organised and supervised community work groups with gang leaders, without specialised contractors.  
Study shall also consider strategic bridges on the District and Community Roads that are major bottlenecks hindering movement and interconnectivity.
- Proceed with the preliminary environmental and social impact assessment of the proposed activities;
- Proceed with the preliminary designs;
- Provide the preliminary cost estimations including when available, for alternative treatment of sections;
- Taking into account availability of the amounts within the program, propose the optimal set of the roads and road type improvement to be included within rehabilitation program for each district for further approval of the MoWT and district authorities;
- Determine the scope of the further requirements/needs in term of the detailed engineering technical studies as well to propose the terms of the reference for those studies to be implemented at later stage.

## **2.3 Requested services:**

The "GIS based road intervention prioritisation analysis for Abim, Amudat, Adjumani, Moyo Districts" was carried out by the Ministry of Works and Transport in 2015, preliminarily identifying within the selected districts priority level of rehabilitation intervention for each district and community access road section. This analysis and data base will be fully availed to the

Consultant by the Ministry of Works and Transport as the basis for further analysis and works, together with the District Engineers annual works plans and districts development plans. The Consultant in all its work shall also guide himself by the District Road Works Manuals, as the core for further implementation of the road rehabilitation program within selected districts. The Consultant is responsible to carry out at each stage of the study a mini stakeholders workshops/ meeting sessions within each district as well the stakeholders meeting/workshop in Kampala.

The requested scope of the works is:

***Phase A) Confirmation of the list of the roads sections to be area of further studies for potential inclusion in the rehabilitation program and the level of service expected from the rehabilitated roads sections:***

At this stage, the Consultant will:

- On the basis of the analysis and data base "The GIS Based Roads Intervention Prioritisation for Districts Adjumani, Moyo, Amoudat, Abim" prepared by the Ministry of Works and Transport, the concerned districts annual works plans and district development plans, and with consultation with the Ministry of Works and Transport and District Engineers, establish a preliminary list of the district and community access roads within each districts to be studied within the maximum indicated number of km per district and total number of 400 km, as indicated in these terms of reference.

This shall take into account in particular:

- road sections shall constitute the functional lengths in which the majority of the sections are identified at least as high and moderate priority level rehabilitation, including socio-economic criteria, like all- weather access to the markets, schools, health centres, cropland and other public and social services for a maximum of population;
- possible cumulative impact of the future rehabilitation in connection with the existing national road network (more significant impact if the related national network to which the district and community access roads connect is in good or fair condition or under rehabilitation);
- proportion of districts roads to community access roads within selected number of km per district.

- Confirm, in agreement with the Districts engineers and authorities, the established preliminary list of the road sections to be prioritised within each district (propositions of inclusion/exclusion of the list/ replacement) and the level of service expected and required minimum for each road.

- Confirm with the MoWT and districts the final list of the roads to be area of further studies as well the level of service required, taking into consideration limited available budget for program. This shall include the list of roads where the minimum level of service required shall be the b) level (all season full access) and the roads, when, taking into consideration limited available budget for program, the a) level of service (all season basic access) can possibly be accepted.

At this stage the Consultant shall provide a Project Identification Report detailing the findings and conclusions of the phase:

The report shall include the following:

- The preliminary list of the district and community access roads to be studied;
- The results of the consultations with the MoWT, District Engineers, District Authorities and local population;
- The list of the district and community access roads finally selected for the study in each district.
- The map indicating the district and community access roads selected for studies in each district;
- Justification for selection of project roads;

- Brief description of project roads.

The Consultant is responsible to carry out at this stage of the study a mini stakeholders workshops sessions within each district as well the technical meeting/workshop in Kampala.

### ***Phase B) Studies (Feasibility Study and Preliminary Design)***

At this stage, for the selected and approved final list of roads at the end of the first phase (Phase A) ,the Consultant will, in close cooperation with District Engineers and taking into consideration District Road Works Manuals:

1) Assess the already available data concerning the selected roads, existing already within the Districts Engineer`s offices;

2) Conduct (exact scope required for each selected road depending on the existing data within the districts):

a) Road survey:

Consultant will inspect the selected roads and conduct the visual and topographic survey covering:

- Reconnaissance survey of the road sections, with the assessment of the existing alignments and road conditions, drainage structures, bridges, intersections and other features;
- Nature of surrounding terrains, materials, potential availability of the constructions materials, adjacent use of land and vegetation, level and nature of traffic on the roads;
- The environmental and social factors which could have a bearing on the assignment;
- Year round passability - existence of dry and wet seasons rupture points;
- Major problems likely to arise from side slopes, fills and cuts areas and other areas of potential land slide;

Further detailed survey to be done for the identified critical sections of the roads, bridges, culverts, and other drainage elements, in order make a thorough assessment of their technical condition, determine the rehabilitation needs, identify the critical areas and bottle necks. The topographic survey is to be carried out at 100 m intervals for the road cross sections.

The Consultant will also:

- Assess the drainage conditions, paying attention to adequacy of the lateral and cross road drainage and adequacy of the cross sections for smooth run- off of storm water into the drains;
- Identify those roads sections, which can be worked on using labour intensive methods;
- Identify the needs for initial vegetation clearing in order to make them passable, and the sections, which could potentially require only basic, non-specialised works like bush clearing and levelling, which could be done by organised and supervised community work groups with gang leaders.

b) Socio economic survey, demography and settlement patterns: to establish communication and interaction with communities around the roads areas: through focal groups discussions with selected community groups identify and assess existing and potential economic activities, social services, development project, agricultural and other production. Food security status, existing infrastructure, energy source and water supply in the corridor, population size and characteristic, density, villages and market centres, through consultation with the local communities, leaders and experts in the region to assess availability of local people and their motivation to participate in the execution of project as labourers, in order to further assess social and technical feasibility of the work methods.

c) Environmental survey: including the scoping of the area of the influence of planned interventions to establish the relevant environmental characteristics of the roads corridors, identify possible impacts of the roads rehabilitations, particular attention shall be given to the impacts of borrow and spoil areas and possible changes in drainage patterns.

d) Transport and traffic survey: including assessment of the existing transport patterns accessibility, problems and demand for mobility: this includes transport means, level and type and traffic, existing travel time and costs and other relevant factors. When required, and no data available, in particular for district roads, the consultant may be required to conduct manual classified traffic counts on project roads: counting of existing traffic should be not less than for 3 days of 12 hours per day, and taking into account market days in the road area. Traffic volume and composition should be estimated, including an estimate of the largest vehicle that is likely to use the road. The traffic survey should be undertaken of all movements including pedestrian, animals, animal- carts and different types of motor vehicles. Traffic forecasts, including the best estimate of likely demand, based on current economic activity, past economic growth trends, growth in vehicle population. Consideration may be taken of any local developments plans, which may indicate anticipated traffic growth.

e) Soils investigation:

The Consultant shall carry out a preliminary soils investigations for the road sections, as well as the borrow pit investigations in order to identify the available local materials. The roads subbase characteristics may be assessed through trial pits and testing of samples. Tests in – situ DCP shall be carried out from 1 to 5 km intervals and trial pits at 1 km intervals, depending of the lengths of the road sections and ensuring that all soils types are included in the testing.

f) Hydrology:

The Consultant shall analyse the hydrology of the roads areas in sufficient detail to design a localisation, type, sizing of drainage structures improvements required.

3) Carry out the preliminary designs of the roads:

It is expected that roads will largely follow the alignment of the existing roads. Significant earthworks to improve the vertical or horizontal alignments are not envisageable. When applicable, the Consultant shall propose the alternatives for treatments for the road sections, including of low cost sealing methods and labour based technologies.

4) Prepare cost estimates:

The Consultant shall make for each road section the preliminary construction quantities and cost estimates, taking into account, when applicable, an alternative treatment of the sections, including low cost sealing methods and labour based technologies. The Consultant shall make a realistic evaluation of the costs of the project options to an accuracy of 20% as well, for the alternative treatment options make the recommendations, based on economic criteria, optimising the whole life cost of the road (not only the costs of the rehabilitation, but as well further maintenance).

The Consultant shall submit the feasibility and preliminary design report detailing findings from the phase B) and providing recommendations for subsequent phases of the project. The content of the report is further detailed in the Article 2.4 of those Specific Terms of Reference. At this stage (comments /approval of the feasibility/ preliminary design report) the Consultant shall carry out the mini-stakeholders' workshops/ explanatory meetings within each district as well the stakeholders' meeting/workshop in Kampala.

#### **2.4 Required outputs:**

The required outputs for this assignment can be summarised as follow:

Phase A) Project Identification Report detailing the findings and conclusions of the phase A:

The report shall include the following:

- The preliminary list of the districts and community access roads to be studied;
- The results of the consultations with the MoWT, District Engineers, District Authorities and local population;
- The list of the district and community access roads finally selected for studies in each district. The roads in each of the 4 districts shall be ranked given the limited availability of funds for further rehabilitation works;
- Map indicating the district and community access roads selected for studies in each district;
- Justification for selection of each project road;
- Brief description of each project road.

Phase B) Feasibility and preliminary design report detailing the findings from the phase B):

The report shall include the following sections (separated parts/sections for each of districts):

i) Road Survey

- Road Engineering Survey including simple maps of project areas based on GPS survey output, conventional survey technics or low- technology methods, using Abney levels, Inclimeters, line levels, ranging rods, tape measures, profile boards, strings;
- Socio- Economic survey and assessment;
- Environmental Survey and assessment.

ii) Traffic and transport survey findings and assessment;

iii) Results from geotechnical/materials investigation;

iv) Recommendations for culverts and bridges, including outline designs;

v) Preliminary geometric/surfacing designs of the roads, shown on simple preliminary strip maps/line drawings. One A3 sheet is required for each 2 km of road (or if the roads sections are shorter, for each road section) with information provided at 100 m intervals. Separate Strips maps shall be provided when alternative geometric alignments or surfacing designs are to be considered by the Client. The strip maps shall include the following minimum information:

- Chainage;
- Existing features (e.g. culverts, bridges, if any, line drains and other drainage structures intersections) and indications for treatment;
- vertical gradient;
- Subgrade type and class;
- Location of proposed changes to geometric alignment;
- Location of new culverts, line drains and other drainage structures, bridges, if any;
- Proposed surfacing/low cost sealing designs;
- Localisation of bush clearing and levelling sections;
- Typical cross sections;
- The preliminary construction quantities;
- Recommendations for elements of road safety, e.g. road signs.

vi) In separate volume (document) and in separate parts/ section for each district : cost estimates, taking into account, when applicable, of alternative treatment of the sections, including low cost sealing methods and labour based technologies, together with the recommendations, based on economic criteria.

vii) In separate volume (document):

- Proposition of the optimal set of roads and road types improvement, including low cost sealing methods and labour based technologies, to be included within rehabilitation program for each district for further decision of Client, taking into account availability of the amounts within the program,

- Determination of the further requirements/needs in term of the detailed technical studies as well to proposition of the terms of the reference for those studies to be implemented at later stage.

**2.5 Language of the Specific Contract:**

The language of the specific contract is English

**2.6. Subcontracting**

Subcontracting is allowed for requested services. In particular, the topographic surveys, laboratory testing/traffic counts can be subcontracted. In case if the subcontracting is envisaged, the Framework Contractor shall describe the planned subcontracting arrangements in the Organisation and Methodology.

The consultant shall seek the specific framework contract Project Managers' approval before subcontracting.

**3. EXPERTS PROFILE or EXPERTISE REQUIRED**

**3.1 Number of requested experts per category and number of working days per expert**

This assignment requires tentatively one expert category II and 5 experts category III, for the tentative number of **340** working days in total. The table below shows an indicative distribution of the working days amongst experts, in particular the experts category III. However, the Contractor is responsible to optimally decide about number of experts required and to balance the composition of the team and their inputs in order to allow complete coverage by the required expertise of different aspects of the assignment, as set out in these terms of reference.

	Category	Number of experts	Number of working days
Team Leader: Rural Infrastructure Engineer	II	1	100
Rural Roads Design Engineer	III	1	90
Geotechnical/Materials/Pavement Engineer	III	1	40
Environmental and Social Experts	III	2	75
Topographic Surveyor	III	1	35
<b>TOTAL all expertise</b>	<b>6</b>	<b>6</b>	<b>340</b>



### **3.2 Profile per expert or expertise required:**

The team of experts must cover the expertise, skills and experience required to deliver quality results and the outputs, as detailed in Section 2.4 above. At least the following profiles are required:

#### **Expert profile**

##### **Team Leader – Rural Infrastructure Engineer -Category II.**

The Contractor is responsible to designate in the specific offer the Team Leader. The Team Leader will have the overall responsibility of the assignment. He/she will supervise and coordinate the Consultant's team work, ensure the quality of the deliverables, and timely delivery of them. In particular, the Team Leader will be responsible for assigning, if necessary, specific parts of the requested services between the team members. The Team Leader will be the main interface with MoWT, Districts Engineers, Districts authorities and the EU Delegation during the assignment and will take responsibility for organising workshops and regular briefings and a debriefing at the end of the project.

#### ***Minimum Requirements:***

- At least M.Sc. Degree in Civil Engineering or other relevant field, with minimum of 6 years of working experience in domain related to the lot 2
- At least 6 years of professional experience as Rural Roads Engineer, of which 3 years shall have been experience as a Team Leader in road design projects;
- Experience with rural development strategies, labour based and/or low cost sealing construction methods and rural road maintenance.
- Experience in site supervision of rural roads works, using labour based methods and intermediate equipment.

#### ***Specific/Other Requirements:***

- Experience in project planning and management;
- Excellent management and communication skills; strong drafting ability for reports, notes, and synopses and presentation skills;
- Specific experience with workshops moderation/opinion facilitation of decision makers will be an advantage;
- Experience in GIS analysis and mapping;
- Experience in Sub-Saharan Africa;
- Experience with EU funded projects; will be an advantage.

References and work samples to be made available upon request.

#### ***Language skills:***

Fluency in written and spoken English. Knowledge of the local languages will be an advantage.

### **Rural Roads Design Engineer- Category III**

#### ***Minimum Requirements:***

- At least B.Sc. Degree in in Civil Engineering or other relevant field, with minimum of 3 years of working experience in domain related to the lot 2;
- At least 3 years of professional experience as Rural Roads Engineer, of which 2 years shall have been experience in road design projects; using CAD software and including the production of setting out data and drawings.

#### ***Specific/Other Requirements:***

- Experience with labour based/ low cost sealing constructions methods and rural road maintenance;
- Experience in GIS analysis and mapping will be an advantage;
- Experience in Sub-Saharan Africa;
- Experience in hydrological investigations and drainage design for rural roads projects will be an advantage.

#### ***Language skills:***

Fluency in written and spoken English. Knowledge of the local languages will be an advantage.

### **Geotechnical/ Materials/Pavement Engineer- Category III**

#### ***Minimum Requirements:***

- At least B.Sc. Degree in Geology or Civil Engineering or Geotechnical Engineering with minimum of 3 years of working experience in domain related to the lot 2;
- Minimum of 2 years of experience in ground investigation, testing and interpretation of results for road projects/ pavements designs;
- 2years of experience in supervision of ground investigation, testing and interpretation of results for design of structural foundations.

#### ***Specific/Other Requirements:***

- Experience in Sub-Saharan Africa.
- Excellent communication skills; strong drafting ability for reports, notes.

#### ***Language skills:***

Fluency in written and spoken English. Knowledge of the local languages will be an advantage.

### **Environmental and Social Expert(s) - Category III (2 experts with complementary expertise can be proposed)**

#### ***Minimum Requirements:***

- At least a B.Sc. academic degree in environmental science, sociology or a related physical or social science discipline, with at least 3 years of working experience in the transport sector;
- At least 3 years of professional experience in environmental, social and community development projects of which at least 2 years of experience in coordinating social surveys and stakeholder engagements;
- An extensive specific experience with carrying out environmental and social impact assessments and feasibility studies for rural road projects;

***Specific/Other Requirements:***

- Experience with socio-cultural and gender implications (in terms of equal opportunities) with specific regard to direct and indirect job creation and employment are an added value.
- Experience in in sub-Saharan Africa. Excellent communication skills; strong drafting ability for reports, notes.

***Language skills:***

Fluency in written and spoken English. Knowledge of the local languages will be an advantage.

**Topographic Surveyor - Category III**

***Minimum Requirements:***

- At least B.Sc. academic degree in surveying or other relevant field, with minimum of 3 years of working experience in domain related to the lot 2;
- Minimum 3 years of experience in surveying in road construction/rehabilitation projects with minimum 2 years of experience in surveying for road designs studies.

***Specific/ other requirements:***

- Experience in sub-Saharan Africa will be an added advantage.

***Language skills:***

- Fluency in written and spoken English. Knowledge of the local languages will be an advantage.

**3.3. Management team member presence required or not for briefing and/or debriefing:**

N/A

**4. LOCATION AND DURATION**

**4.1 Starting period**

The expected contract signature date is **25 of May 2016** and the consultants are expected to commence their work on site within 2 weeks of that date.

#### **4.2 Foreseen finishing period or duration**

Duration: 6,5 calendar months.

Expected end of assignment: **December 2016**

The assignment must be completed within a six and half months period from the start of the contract. This includes time for any consultations that might be needed and approvals of reports.

#### **4.3. Planning including the period for notification for placement of the staff, as per art 16.4 a)**

The consultancy service will extend over a period of approximately 6,5 calendar months and will be carried out in two phases. The first phase is expected to start in June 2016.

A kick-off meeting will be held on 1st day of the assignment in Kampala with the EUD, NAO, MoWT and other stakeholders involved in the management of "Northern Uganda Integrated Program for Development" (NORD).

#### **4.4. Location of assignment**

Location of the assignment is Northern Uganda, districts of Abim, Amudat, Adjumani and Moyo, as well Kampala. The roads preselected for studies and further rehabilitation are situated within those districts. The consultant shall also perform some consultations and meetings in Kampala, where project's owner (Ministry of Works and Transport), Project's Management Unit (Office of the Prime Minister) and EU Delegation are situated.

### **5. REPORTING**

#### **5.1. Content.**

##### **Inception Report (draft and final)**

The Inception Report shall contain the background, purpose and scope of the project. During the inception stage, the Consultant team is required to conduct a situational analysis, available data review and analysis and discussions with MoWT, EUD.

The Inception report shall also include the Consultant's proposed programme of work and staff mobilisation, and shall describe their proposed methodology to deliver the services expected, all the work activities that are foreseen in the project, the foreseen difficulties in collecting data, other encountered and/or foreseen difficulties and proposed mitigation actions, the actual work done so far and the initial findings of the project.

##### **Minutes of the meetings**

The Consultant shall prepare and submit minutes (2 pages maximum, per meeting) of the meetings held with the Contracting Authority and other Stakeholders like MoWT, District Authorities.

##### **Stakeholders workshop(s)/ information session reports**

The reports will contain the proceedings and conclusions of the stakeholders' workshop(s)/ information (s) sessions and will include as an annex the PowerPoint (or equivalent software) slides, if presented by the Consultant.

**Phase A) Project Identification report.**

See detailed description above under point 2.4. "Required Outputs".

**Phase B) Feasibility study and preliminary design report.**

See detailed description above under point 2.4. "Required Outputs".

**5.2. Submission/ Comments/ Timing**

<b>Action</b>	<b>Date / Time frame</b>	<b>Responsibility</b>
Inception Report's draft submission	7 working days after the start date of the assignment	Consultant
Submission of comments on Inception report	5 working days after the submission of Inception Report	EU DEL/NAO/MoWT/
Final Inception report	5 working days after the reception of comments	Consultant
Phase A report's draft submission (Project Identification Report)	4 calendar weeks after start date of the assignment	Consultant
Submission of comments on Phase A report (Draft Project Identification Report) and	2 weeks after submission of draft Phase A report (Draft Project Identification Report)	EU DEL/NAO/MoWT in consultation with district engineers
Stakeholders consultation workshops/meetings and validation of the final list of the roads to be subject of the further studies	Within 2 weeks timeline after submission of draft Phase A report (Draft Project Identification Report), as part of the validation/approval process	Consultant/ EU DEL/NAO/MoWT
Final Phase A report (Project Identification Report)	1 week after the submission of comments and validation of the final list of the roads to be subject of the further studies	Consultant
Phase B report draft submission (Feasibility study and preliminary design report).	5 months after start date of the assignment	Consultant
Submission of comments on Phase B draft report and stakeholders consultation workshop/meetings (feasibility study and preliminary design report)	2 calendar weeks after submission of draft Phase B report	EU DEL/NAO/MoWT

Action	Date / Time frame	Responsibility
Completion and submission of revised Phase B report for approval (Feasibility study and preliminary design report).	2 calendar weeks after reception of comments on Phase B draft report	Consultants
Approval of Phase B report, issuing of final reports and end of implementation of the contract.	6, 5 calendar months after commencement of the study	Consultants/ EU/ MoWT

### 5.3. Language

The language of the reports and documents shall be English.

### 5.4 Number of report(s) copies

Draft reports and documents: electronic versions of documents in \*.pdf and \*.doc and/ xls format to be submitted to the Project Manager the European Union Delegation in Uganda which shall be responsible for reports and documents dissemination among project stakeholders. Drawings shall be submitted in \*dwg\* and \*pdf\* format and, in addition, in 3 paper copies.

Final Reports and documents: 1 CD-ROM with documents in \*.pdf and \*.doc and/or \*.xls format (+ additionally Drawings in \*dwg\* format) and 6 paper copies to the European Union Delegation in Uganda, which shall be responsible for further dissemination of reports and documents. Reports should be consistent in terms of formatting and typeface, among others.

## 6. INCIDENTAL EXPENDITURE

### 6.1 Other Limitatively Identified Reimbursable Costs, with their Details

- Local travels: national and regional travel: the per diems include intra-city travel. Inter-city travels foreseen in the Terms of Reference are to be included under local travel costs. An indicative provision of **EUR 8,000** should be included under "Reimbursable" for inter-city travels.
- International travels in economy class are foreseen to be included under "Reimbursable". A maximum of 6 return flights Europe-Uganda. This shall include also any potential visa costs.
- Per diems will be paid for the duration of the stay in Uganda, excluding any leave days, at the rate applicable (Kampala) at the time of request (see EuropeAid website). The experts may work six days per week, when requested by the Team Leader and agreed by the EU Delegation.
- For national experts, per diems will only be paid for missions outside their usual place of residence and/or work.

Expenses, such as computer hard and software, office workspace and equipment, printing facilities, mobile telephone sets, telephone credit / unit cards, excess luggage fees are not going to be reimbursed and should be considered as an integral part of experts' fees.

The Contracting Authority will not provide work office space for the Consultant. Exception would be made for some data, information collection and consultations meetings with the stakeholders, for which working space could be provided by different stakeholders.

**In addition to per diems, local and international travel costs to and from Uganda, the Framework Consultant shall include as a "Reimbursable" cost:**

- The indicative provision of **EUR 40 000** for the topographic surveys/geotechnical laboratory tests/ traffic counts costs, or additional drawing services, which would be necessary to be incurred by the Consultant for the proper realisation of its assignment.

- An indicative provision of maximum **EUR 5 000** should be included under "Reimbursable" to cover workshops or possible information meetings to be held during the assignment. The experts will be responsible for all organisational costs (incl. rental of meeting space/facilities, if necessary, refreshments, and other administrative costs).

**6.2 Details Regarding the Tax-Exoneration Agreement and the Administrative Formalities for the FWC Contractor to Obtain Such Exoneration**

The local taxes upon eligible incidental expenditure incurred under the Specific Contract shall be reimbursed in full.

**6.3 The Need to Accompany the Final Invoice with an Expenditure Verification Report**

Not required.

**7. MONITORING AND EVALUATION**

- Timely submission and quality of all outputs in line with the requirements as detailed in Sections 2.4 and 5.3 above.

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