**CONSULTANT TERMS OF REFERENCE**

**Location:** Kampala, with Frequent travels to Local Governments

**Application Deadline:** March 29, 2019

**Assignment Description:** Consultancy for Support to Local Governments to Develop and

Implement Asset Management Action Plans

**Additional Category:**  Local DevelopmentFinance Practice

**Type of Contract:** Individual Consultant (national)

**Languages Required:** English

**Starting date:** Upon signing contract

**Expected Duration of Assignment:** 4 months (with maximum of 84 working days)

**Consultancy Terms of Reference for Asset Management Specialist**

**Background and Objectives**

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| The United Nations Department for Economic and Social Affairs (UN DESA) holds up the development pillar of the UN Secretariat. It has the mandate to promote the social, economic and environmental dimensions of sustainable development. UN DESA collaborates closely with its partners at regional and country levels in helping countries to formulate and implement national sustainable development strategies in support of the United Nations Sustainable Development Goals (SDGs). UN DESA’s work promotes and supports international cooperation for sustainable development. It addresses a range of cross-cutting issues that affect peoples’ lives and livelihoods, especially the most vulnerable. On the other hand, the **United Nations Capital Development Fund (UNCDF**) is a UN organization with a capital mandate (unique in the UN System) focused on reducing poverty and inequality first and foremost in the least developed countries (“LDC”s).  UNCDF develops and tests out financial models which mobilize and recycle domestic resources to meet local needs and which raise investor confidence in these local economies so that they can become centres of growth. UNCDF works with local governments, promoting financial and fiscal accountability to its citizens through local development funds, performance-based grant systems, structured project finance, and by strengthening local revenue streams. It also supports accountable planning, budgeting, and decision-making at the local level, recognizing the importance of having decisions about resources being made locally, and those resources being spent or invested locally.  The Financing for Sustainable Development Office of the United Nations Department of Economic and Social Affairs (UN-DESA) in collaboration with the United Nations Capital Development Fund (UNCDF) are enhancing the financing for sustainable development at the local level through the development of subnational asset management action plans (AMAPs) in the least developed countries project. The project aims to address the lack of systematic and long-term asset management at the municipal level in LDCs. Pilot LDCs include Uganda, Tanzania, Bangladesh and Nepal. The ultimate objective of improving subnational asset management is to help local governments meet a required level of basic services, in the most cost-effective manner, through the efficient and farsighted management of physical assets (land, buildings, infrastructure) for present and future customers.  The project will follow a four-pronged strategy, consisting of (i) helping target countries assess the needs of their municipalities in asset management by training central government officials in the application of a diagnostic tool to review municipal assets in a holistic and integrated way and identifying critical areas for improvements; (ii) training municipal officials in the formulation and implementation of customized asset management action plans (AMAPs) that can be effectively linked to a medium-term budget and a long-term sustainable development strategy; (iii) increasing the dialogue among different stakeholders, in particular between central government agencies and municipal authorities to better understand the impact of existing policies, laws and regulations on municipal asset management and explore areas of reform and improvement; and (iv) sharing lessons learned and general policy recommendations with other LDCs.  In Uganda, the project is partly supported through the Development Initiative for Northern Uganda Programme funded by the European Union (EU) under the 11th European Development Fund (EDF) with the aim of building the capacities of local authorities in the core DINU districts to prepare and implement asset management plans.  The project has so far supported the local Government of Mbale, Yumbe and Moroto assess their current level of asset management by reviewing their assets in a holistic and integrated way and analyzing the role and potential of different stakeholders. This was followed by a one-week training for central and local government stakeholders in the development of AMAPs. Some of the local governments trained include: Districts; Amuria, Otuke, Omoro, Yumbe, Amudat. Municipalities: Moroto, Gulu, Hoima and Kasese. A number of follow-up actions were agreed with the stakeholders during the training in Gulu and some of these include: (i) Support Local Governments to develop AMAPs (ii) Provide backstopp support to LGs to Implement the Asset Management Plans and (iii) follow up with central Government for the development of Asset Management Plan framework at national level (iv) Document lesson learnt and best practices, policy recommendations and sharing these with other local governments in Uganda. This consultancy is therefore designed to implement the recommendations of the training workshop.  **Objectives of the Consultancy:**  The Objective of this consultancy is to support local governments and the Ministry of local Government develop and implement asset management action plans and improve asset management system in the participating local governments.  **Key Tasks:**   * Support district local government officials to develop and design AMAPs and integrate these plans in to the 5-year development plans and budgets. * Refresher trainings for Asset Management task force before each field activity. * Follow up with the National Planning Authority to ensure integration of Assets Management in to Planning guidelines for LGs. * Technical Backstopping support to LGs to implement their AMAPs and improve their asset management practices. * Support to Ministry of Finance, Planning & Economic Development to fast track the development of the National framework and policy for asset management. * Documentation of lesson learnt and best practices in Asset management and make policy recommendations and sharing these with other local governments in Uganda. * Development of at least one Asset Management Policy Brief. |

**SCOPE OF WORK AND DELIVERABLES**

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| **Scope of work and methodology:**  The consultant will work in close collaboration with the relevant local governments (**Municipalities:** Moroto, Mbale and Gulu. Districts: Yumbe, Gulu, Amudat, Omoro, Otuke, Amuria, Abim, Moyo, Adjumani) as well as the Ministry of Local Government, Ministry of Finance Planning and Economic Development and other relevant government and non-government stakeholders.  **Key Expected Deliverables*:***   |  |  |  | | --- | --- | --- | | **S/N** | **EXPECTED OUTPUT** | **LEVEL OF EFFORT** | |  | LG Assets Management Task Force Consisting of MOFPED, PPDA, MOLG & other line ministries, (Development Partners), LG Associations with clear TOR formed and operational- Chaired by MoFPED | 5 days | |  | 12 LGs have complete Asset Management Action Plans | 30 days | |  | Assets Management Planning integrated in to local Government Planning Guidelines | 4 days | |  | 12 Local Governments have implemented at least 50% per cent of their AMAPs activities and actions. | 30 days | | 6 | One Assets Management in local governments Lessons learnt and documentation of Best Practices with clear policy recommendations developed and shared with partners | 1. days | | 7 | One Assets Management Policy brief (5-10 pages) development and disseminated. | 5 days | |  | **Total days** | **84 Days** | |

**WORKING ARRANGEMENTS**

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| ***Institutional Arrangement***  The Consultant will work under the overall guidance of UNCDF Head of Office/Regional Technical Advisor. The day to day supervision of the Consultant will be undertaken by the UNCDF Lead Specialist-Governance in Uganda and in close coordination with Ministry of Local Government. Regular meetings with the UNCDF Country office and UN DESA New York Office and members of LG Assets Management Task force will be undertaken to monitor progress and address any issues or concerns. The consultant will implement these activities with the task force.  ***Duration of the Work***  Deliverables are to be provided over a 4- month period, in line with agreed work plan.  ***Duty Station***  Kampala, with field travel as required. |

**REQUIREMENTS FOR EXPERIENCE, COMPETENCE AND QUALIFICATIONS**

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| **Qualification:**  **Education;**  A Master's degree in Accounting, procurement, Engineering, IT, or project Planning and management, or Asset Management experience.  **Experience;**   * A minimum of 10 years of relevant experience is preferred; * Substantial experience in development research and policy analysis related to Assets Management and; * Significant experience in writing/editing reports for large organizations, especially within the UN system.   **Competencies**  Corporate Competencies:   * Demonstrates commitment to the UN’s mission, vision and values; * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and * Ability to maintain effective rapport with different kinds of people.   **Functional Competencies:**   * Demonstrated adequate technical experience and know-how to undertake the necessary trainings, coordination and policy development. * Ability to lead capacity building and planning teams coordinate and work in multifaceted and cross-cutting environments. * Profound understanding of the Asset Management challenges and policy making process in Uganda   **Language requirements**  Fluency in written and spoken English. |

**PRICE PROPOSAL**

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| The applicants are expected to quote a daily rate which shall be paid in regular instalments upon successful completion and certification of tasks and deliverables as indicated in this Terms of Reference. Payment will be based on the consultant submitting detailed reports or other deliverables against an agreed work plan |

**PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

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| **Travel:**  Travel may be required and will be compensated according to UN polices.  **Provision of Monitoring, Progress Controls & Payments:**   * The consultant will work under the direct supervision of the Lead Specialist- Governance; * Payment will be made on periodical basis in accordance with number of days worked and upon satisfactorily achieved deliverables. All payments are subject to the clearance and approval of the direct supervisor; * Final payment shall require a signed performance evaluation of the consultant. |

**EVALUATION METHOD AND CRITERIA**

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| **Cumulative analysis:**  The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:  a) responsive/compliant/acceptable, and  b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. Example 70%-30%.  \* Technical Criteria weight; 70%  \* Financial Criteria weight; 30%  Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation  **Technical Criteria** – Maximum 70 points  *Criteria*   * A Master's degree in Accounting, procurement, Engineering, IT, or project Planning and management, or Asset Management – 5% * A minimum of 10 years’ relevant work experience – 10% * A minimum of 10 years of relevant experience is preferred; Substantial experience in development research and policy analysis related to Assets Management and; Significant experience in writing/editing reports for large organizations, especially within the UN system.   Or large national or international organisations – 25%;   * Description of approach/methodology to assignment- 30% |

**DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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| Interested individual consultants must submit the following documents/information to demonstrate their qualifications **in one single PDF document:**   1. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex II). 2. **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and, telephone number) of the Candidate and at least three (3) professional references. 3. **Technical proposal:**    1. Brief description of why the individual considers him/herself as the most suitable for the assignment    2. A methodology, on how they will approach and complete the assignment. *[If applicable. A methodology is recommended for intellectual services, but may be omitted for support services]* 4. **Financial proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex II) |

ANNEXES *(to be downloaded from UNDP Uganda Website, procurement notices section:* [www.undp.or.ug](http://www.undp.or.ug)*):*

* ANNEX I- Individual Contractor General Terms and Conditions
* ANNEX II –Offers’ Letter to UNDP Confirming Interest and Availability for the Individual Contractor Assignment

This TOR is approved by:

Signature

Name and Designation Jenifer Bukokhe Wakhugu

**Program Manager-DINU**

Date of Signing