



THE REPUBLIC OF UGANDA

MINISTRY OF WATER AND ENVIRONMENT

CONSULTANCY SERVICES FOR PREPARATION OF UGANDA'S SECOND BIENNIAL UPDATE REPORT TO THE UNITED NATIONS FRAMEWORK CONVENTION ON CLIMATE CHANGE

PROCUREMENT REF. NO.: MWE/CONS/22-23/00028

REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

1. The Government of the Republic of Uganda represented by Ministry of Water and Environment through the Climate Change Department has allocated funds towards the cost of undertaking **Consultancy Services for Preparation of Uganda's Second Biennial Update Report to the United Nations Framework Convention on Climate Change**.
2. The overall objective of the assignment is to **Prepare Uganda's Second Biennial Update Report to the United Nations Framework Convention on Climate Change**.
3. The Ministry of Water and Environment now wishes to invite eligible Consulting firms to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services and relevant experience to execute the required scope of services.
4. The short-listing criteria will include: **Experience in at least 2 comparable assignments of a similar nature and magnitude (attach completion certificates and contract agreements)**.
5. Successful bidders should not have conflict of interest in relation to the subject of the procurement, should not be suspended by PPDA, and must demonstrate legal capacity to contract. Bidders should also provide **a cover letter, Organisational structure indicating number and qualifications of personnel, valid trading license, Certificate of Incorporation, Memorandum and Articles of Association, company profile, evidence of being a local provider. "Local provider" means a provider registered in Uganda whose majority ownership is held by Ugandan citizens. Documents to be submitted in the bid as proof of eligibility to be a local provider include; Return of Allotment of Shares; and copies of the national identity cards or passports of the majority shareholders.** Consultants may associate with other firms in the form of a joint venture or a sub-contract to enhance their qualifications. The form of association, where applicable, should be indicated in the Expression of Interest.
5. A consultant will be selected in accordance with Quality and Cost Based Selection (QCBS) method set out in PPDA Regulations of Uganda, 2014. **Exclusive Reservation by threshold to local providers shall apply.** Only firms with demonstrated experience in similar assignments will be shortlisted.

6. Interested consultants may obtain further information at the address below during office hours **8:00 am to 5:00 pm**.
7. Expressions of Interests (**One original plus 02 copies**) must be properly sealed and clearly marked **“Expression of Interest for Consultancy Services for Preparation of Uganda’s Second Biennial Update Report to the United Nations Framework Convention on Climate Change. – MWE/CONS/22-23/00028** and delivered to the address below on or before **Thursday 6th July, 2023 at 11:00 am (Local Time)**. Expressions of Interests will be opened in the presence of bidders who choose to attend on **Thursday 6th July, 2023 at 11:10 am (Local Time)**.

Attention: Head Procurement and Disposal Unit
Ministry of Water and Environment
Plot 3/7 Kabalega Crescent Close– Luzira
P.O. Box 20026, Kampala

8. The Planned Procurement Schedule (Subject to change) is as follows;

Publish invitation for Expression of Interest	22 nd June, 2023
Expression of Interest closing date	6 th July, 2023
Short listing and internal approvals	Within 15 working days from closing date
Invitation for submission of Proposals	Within 5 working days from approval of shortlist by the Contracts Committee

Permanent Secretary