

DETAILED NOTICE OF REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTANTS)



Kampala Capital City Authority
Plot 1 – 3 Apollo Kaggwa Road
P.O Box 7010 Kampala
Tel: +256 312 290 016, 0312900018, 0800 299 000
Web: www.kcca.go.ug; E-mail: kcrrp.proc@kcca.go.ug;

Date: 24th February 2025

Notice of Expression of Interest for a Project Administrator

Procurement Reference No.: KCRRP-KCCA/CONS/2024-2025/00058

1. The **Government of the Republic of Uganda** received funding from the **African Development Bank Group** to be used for the acquisition of the consultancy services under the **Kampala City Roads Rehabilitation Project (KCRRP)**.
2. **Kampala Capital City Authority (KCCA)** being the Executing Agency of the project, now invites **eligible individual consultants** to submit sealed expressions of interest for the provision of the services of **Project Administrator**. The Project Administrator will be expected to provide administrative and office support to the Project, as detailed in the Terms of Reference below.
3. Interested consultants should provide information demonstrating that they are eligible and possess the required qualifications to perform the services supported with relevant documentation.
4. The short listing criteria will include:

SN	Eligibility Criteria	
a)	Ugandan National	Pass/Fail
b)	Age - Between 25 and above	Pass/Fail

SN	Qualification Criteria	Points
a)	Academic Qualifications	25
b)	Experience	40
c)	Knowledge of Government of Uganda and Multinational Bank processes and procedures	10
d)	Skills and Competences	25
	Total	100

5. Interested eligible consultants may obtain further information at the address given below from **8:00 a.m. – 5:00 p.m.** and during working days, except on public holidays.
8. Sealed Expressions of Interest must be delivered to the address below at or before **11:00 a.m.** and **Friday 14th March, 2025.**

Attention: Head, Procurement and Disposal Department
Address: Kampala Capital City Authority
City Hall, Block B, 1st Floor, Office: B112
P.O Box 7010 Kampala
Telephone: +256 312 290 016
Email address: kccrp.proc@kcca.go.ug;

9. The notice of expression of interest is available at the Entity's website at <https://www.kcca.go.ug/tenders>; and at www.ppda.go.ug
10. The planned Procurement schedule (Subject to changes) is as follows:

SN	Activity	Date
a.	Publication of Notice of Expression of Interest	Monday 24 th February 2025
b.	Closing date for receipt of Expression of Interest	Friday 14 st March 2025
c.	Evaluation of Expressions of Interest	Tuesday 18 th March to 4 th April 2025
d.	Display of shortlist	Monday 21 st April, 2025

Approved for display:

Doreen T. Akatuhwera

Head, Procurement and Disposal Department

Kampala Capital City Authority

Annex 1: Terms of Reference - Project Administrator

1. Background

The Government of Uganda received funding from the African Development Bank (AfDB) and the African Development Fund for the implementation of road rehabilitation activities in the city, under the Kampala City Roads Rehabilitation Project (KCRRP).

This project is aimed at increasing the stock and quality of strategic infrastructure to accelerate Uganda's competitiveness. Kampala requires significant infrastructural investments to shore up its productivity and ease of doing business.

The project has 6 components; i) Civil Works, ii) Project Management, iii) Supply of Goods, iv) Institutional Capacity Building, v) Women and Youth Skills Development and vi) Compensation and Resettlement. In order to effectively implement these, KCCA is seeking the services of a *Project Administrator* under a short-term contract to support the project team to execute their respective tasks.

2. Objective

The Project Administrator will provide administrative support to the Project Implementation Team including the Project Coordinator.

3. Scope of Work

In order to achieve the stated objective of the assignment, the Project Administrator will be required to undertake the following administrative and office support to the Project Implementation Team:

- i. Providing comprehensive project administration support services to the Project Implementation Team and the KCRRP Project Coordinator.
- ii. Receiving, dispatching and responding to queries and advising various stakeholders in line with KCRRP's objectives.
- iii. Coordinating logistical support, such as scheduling, travel arrangements and hotel booking, for the staff and visitors related to trainings and meetings (e.g., printing and photocopying of training materials, workshop venue booking, etc.).
- iv. Enhancing and maintaining the Project's filing system in line with the approved project guidelines.
- v. Tracking project deliverables and reporting timelines and working with the project team to ensure timely completion and dissemination.
- vi. Organizing and coordinating project meetings, and transcribing dictated or written material.
- vii. Requisitioning for the project assets, monitor usage and maintain in accordance with administrative guidelines.
- viii. Organising and managing the hard copies of signed documentation, other paper and electronic filing systems.

- ix. Providing communication support to the relevant staff on time to ensure timely supports for project activities.
- x. Escalating matters as required to drive effective action towards realising transformation priorities.
- xi. Maintaining and updating the Directorates/ Department activity log and follow with the relevant responsible office for implementation in line with the departmental guidelines
- xii. Providing secretarial services to the Project Coordinator by processing and forwarding documents in line with office management standards and ethics.
- xiii. Ensuring safe custody, security and confidentiality of official information and documents of the project.

4. Outputs and Deliverables

The Project Administrator will be expected to submit a monthly report detailing the following:

- i. The tasks undertaken for each month and the progress made on activities.
- ii. The tasks to be performed for the coming month and the outputs to be achieved.
- iii. Issues, challenges and risks affecting objectives and activities.
- iv. Proposed mitigation strategies to overcome project risks and concerns.
- v. Recommendations, where applicable, to enhance the Project outcomes.

5. Duty Station and Duration of the Assignment

The Project Administrator will be based in Kampala at the KCCA Headquarters - City Hall. The assignment shall be for a period of two (2) years full time and renewable **upon satisfactory performance and need**.

6. Reporting

The Project Administrator will report to the Project Coordinator.

7. Qualifications

- i. An Honor's Degree in either Secretarial Studies or Office Management, Bachelor of Arts (Arts), Bachelor of Social Sciences, Bachelor of Public Administration and Management, or any other related undergraduate degree courses from a recognized University or Institution of higher learning.
- ii. A minimum of a Postgraduate qualification in either Public Administration or Management or HR or any other related course from a recognized University or Institution of higher learning.
- iii. A Certificate in Project Management and Records Management will be added advantage

8. Experience

A minimum of three (3) years of working experience from a reputable organization in a similar position.

9. Skills and Competences

- i. Excellent written and oral communication skills
- ii. Excellent knowledge and understanding of general office management and operations principles and practices, especially within the Projects
- iii. Information Technology skills
- iv. Records and Information Management
- v. Managing team performance
- vi. Excellent Planning, Organizing and Coordinating skills
- vii. Knowledge of Public Sector administrative practices
- viii. Excellent working knowledge of Microsoft Office Suite.
- ix. Well-developed interpersonal skills and an ability to liaise with people from diverse socio/cultural backgrounds.
- x. Sound knowledge and understanding of Government systems
- xi. Excellent Problem-solving and critical thinking skills
- xii. Leadership and Risk Management skills

Annex 2: Expression of Interest Form

i. COVER LETTER FOR THE EXPRESSION OF INTEREST

Procurement Reference Number: KCCA-KCRRP/CONS/2024-2025/00058

Address.....

Date

To:

The Head, Procurement & Disposal Department
Kampala Capital City Authority
City Hall, Block B, 1st Floor, Office: B 112
P.O Box 7010 Kampala
Telephone: +256 312 290 016
Email address: kcrrp.proc@kcca.go.ug

Dear Madam,

**RE: PROVISION OF INDIVIDUAL CONSULTANCY SERVICES FOR THE
POSITION OF PROJECT ADMINISTRATOR, KCRRP**

Procurement Reference No.: KCCA-KCRRP/CONS/2024-2025/00058

Reference is made to your Request for Expressions of Interest regarding the above subject.

I, the undersigned, hereby offer to provide my individual consulting services for the position of **Project Administrator**.

I hereby declare that all the information and statements made in my CV is true, and I accept that any misinterpretation contained in it may lead to my disqualification.

My Expression of Interest is binding upon me for the period of the assignment indicated in Terms of Reference.

If accepted, I commit to undertake the assignment not later than 5 days from notification of my successful application, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand that you are not bound to accept any Expression of Interest you receive.

Yours sincerely,

Signature [In full and initials]:

Full Names:

Title:

Date:

ii. CURRICULUM VITAE (CV)

1. Title:

2. Full name:

3. Date of birth: [Date/Month/Year]

4. Nationality:

5. Physical address:

6. Postal address

7. Phone:

8. E-mail:

9. Education:

SN	Institution attended	Date from – Date to	Award obtained	Classification of Award
1.				
2.				
3.				
4.				

10. Membership to Professional bodies

SN	Professional body	Date joined	Membership Category
1.			
2.			

11. Trainings attended

SN	Training body	Training attended	Training dates
1.			
2.			
3.			

12. Experience: [from the most recent]

SN	Date from – Date to	Employer (Name and Address)	Position held	Key duties	Reference and Contact
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

13. Skills/Competencies: (Indicate level of proficiency on a scale of 1 to 5) (1 – excellent; 5 – basic)

SN	Skills and Competencies	Level of proficiency
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

14. Language skills: (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

SN	Language	Reading	Speaking	Writing
1.				
2.				

15. Other relevant information: *[insert the details]*

16. Statement:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged. I hereby declare that at any point in time, at KCCA's request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience indicated above, documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the KCCA to contact my previous or current employers indicated above, to obtain directly reference about my professional conduct and achievements.

Signature [In full and initials]:

Full Names:

Title:

Date:

ATTACHMENTS:

- 1) Proof of qualifications indicated in CV
- 2) Proof of working experience indicated in CV

The proof of the stated qualifications above shall be in the form of copies of certified academic qualifications, while for experience, proof shall be either recommendation letters from the previous employers or copies of Contracts signed with them.