



EXPRESSION OF INTEREST (EOI)

**SITE RESIDENT ENGINEER INDIVIDUAL CONSULTANT TO ASSIST IN PROJECT MANAGEMENT FOR
TRADEMARK AFRICA FOR CONSTRUCTION OF CLIMATE RESILIENT CROSS BORDER MARKET,
REPUBLIC OF UGANDA**

(APPLICANTS MUST BE UGANDAN NATIONALS OR UGANDAN LEGAL RESIDENTS)

TENDER NUMBER: PRQ20240842

TENDER ISSUE DATE: 29TH JANUARY 2025

TENDER SUBMISSION DATE: 20TH FEBRUARY 2025 ON OR BEFORE 11.00 AM (UGANDA TIME)

DESCRIPTION OF SERVICES

SITE RESIDENT ENGINEER INDIVIDUAL CONSULTANT TO ASSIST IN PROJECT MANAGEMENT FOR TRADEMARK AFRICA FOR CONSTRUCTION OF CLIMATE RESILIENT CROSS BORDER MARKET, REPUBLIC OF UGANDA.

1.0 Background

About Trademark Africa

TradeMark Africa (TMA), formerly TradeMark East Africa, is a leading African Aid-for-Trade organisation that was established in 2010, with the aim to grow intra-African trade and increase Africa's share in global trade, while helping make trade more pro-poor and more environmentally sustainable.

TMA operates on a not-for-profit basis and is funded by: Belgium, the Bill and Melinda Gates Foundation, Canada, Denmark, the European Union, Finland, France, Ireland, the MasterCard Foundation, the Netherlands, Norway, the United Kingdom, and the United States of America. TMA works closely with regional and continental inter-governmental organisations, national Governments, the private sector, and civil society.

Since its inception, TMA has delivered substantial gains for trade and regional economic integration in East Africa and the Horn of Africa, including a reduction of 16.5% in cargo transit times on the Northern Corridor from Mombasa to Bujumbura, and a reduction of an average of 70% in the time taken to cross selected one stop border posts. TMA officially launched its continental-wide shift and rebrand in West Africa in January 2023, with Ghana being the first country of operations in the region.

In 2022, TMA set up a catalytic finance company – Trade Catalyst Africa – that will pilot commercially viable projects for creating trade infrastructure (both physical and digital) as well as increasing access to Trade Finance for Small and Medium Enterprises (SMEs).

Both TCA's and TMA's headquarters are in Nairobi, Kenya. Offices are in: EAC Secretariat - Arusha, Burundi, the Democratic Republic of Congo, Djibouti, Ethiopia, Ghana, Malawi, Rwanda, Somaliland, Tanzania, Uganda and Zambia, with operations in Mozambique, South Sudan and Zambia. For more information, please visit www.trademarkafrica.com

TMA is supporting the Government of Uganda to construct a Climate resilient cross-border market in Elegu, Amuru District.

TMA with funding from DANIDA, is supporting the Government of Uganda to improve infrastructure market infrastructure at Elegu Climate Resilient cross border market, in Amuru District, Northern Uganda.

TMA wishes to hire an experienced Civil Engineer or Architect Individual Consultant to provide assistance in project management. It is in this regard that TMA is putting out this RFP to onboard a Resident Engineer/ Architect individual consultant to provide professional project management and engineering services in the above projects to ensure the intended project milestones are achieved.

1. Duties, Responsibilities and Expected Achievements

The purpose of this consultancy is to support TMA in efficient and effective project management and stakeholder management for infrastructure projects being implemented by the TMA Uganda Country program at Elegu Cross-border market. The Consultant's duties will also include assistance in reviewing of deliverables of the consultants and be stationed on-site at least 6 days a week with some mission to Kampala for stakeholders' meetings as well as assistance in contract administration, quality control on implementation of works and provision of overall supervision of implementation of the Environmental and Social Management Plan(s).

More specifically, the objectives assigned role to:

a. General Portfolio Performance

- Assist in development, review and quality assurance of various technical documents including Terms of Reference, inception reports, engineering design reports, drawings and bills of quantities, technical audit reports, other technical reports.
- Liaise with relevant stakeholders including Donors (DANIDA and EUROPEAN UNION), District authorities and government ministries to address the required project related issues, actions and milestones delivery.
- Field visits, site inspections and quality assurance of various works construction for Contract administration.
- Focus on seeking effective solutions/responses to emerging issues on site.
- Review environmental and social safeguards compliance (specifically, the implementation of the Environmental and Social Management Plan(s)) and provide proposals for immediate remedial action
- Prepare and maintain and risk management plan focussing on the delivery of the project within scope and budget.
- Report any environmental and social safeguarding incidents or accidents related to project implementation to TMA in a timely manner, within 48 hours, even when full details of the incident are yet to be gathered into a comprehensive report.
- Prepare powerpoint presentation that covers progress of work including implementation of environmental and social safeguarding aspects from the past week/month and make the presentation during regular project progress meetings with the project donors, TMA and other relevant stakeholders.

b. Procurement assistance

Provide support to the programme by elaboration of Terms of Reference for consultancy services; review technical specifications; drawings and Bills of quantities for various works and tender documents; participate in the selection and evaluation of bids and review of due diligence reports and draft contracts.

c. Contract Administration

The Resident Engineer/Architect will be responsible for contract administration for Elegu Resilient cross-border market construction in Uganda and related consultancy services. S/he will be required to be on site 6 days a week. S/He will be required to find quick but amicable solutions to any problem related to contract execution. S/He may also be required to carry out any other similar assignment in the vicinity of the project without extra remuneration.

d. Technical project management

The Resident Engineer/Architect will be responsible for the technical project management of Elegu Climate Resilient Cross border market. S/He will be required to provide technical expertise in infrastructure project management by carrying out field visit and supervise the work of the contractors and Consultants.

The Resident Engineer/Architect will pay particular attention to quality, scope, time, and cost management of the contracted projects and lead on providing solutions on project implementation-related challenges. The Resident Engineer/Architect will be expected to participate in site meetings, stakeholder meetings at least weekly and when needed.

The Resident Engineer will review all deliverables of the service providers and provide comments and remedial action if any.

The Resident Engineer shall prepare field visit/mission reports, technical reports and monthly reports as applicable for the work done within 2 working days of field visit/mission reports and 5 working days following the end of the month.

In ensuring implementation of environmental and social safeguarding standards in the project, the Resident Civil Engineer/Architect will perform the following specific duties, namely:

a. Escalation of Issues

- **Timely Escalation of Concerns:** Immediately escalate any significant environmental, social, health, or safety issues to the client, Project Manager, and relevant stakeholders (including contractors and supervision consultants) as soon as they arise. This includes potential non-compliance with safeguard policies, worker safety incidents, community grievances, or any other concerns that may impact the progress or reputation of the project.
- **Risk Mitigation and Corrective Actions:** Ensure that corrective measures are implemented promptly for any identified risks or non-compliance. Provide guidance on how to mitigate environmental or social impacts, and document corrective actions taken.

b. Mobilization of Key Personnel

- **Ensure Personnel Mobilization:** Oversee the mobilization of all key personnel required for the proper implementation of the Environmental and Social Management Plan (ESMP), including environmental managers, social safeguards experts, health and safety officers, and other relevant experts, as per the contract requirements.
- **Monitor Staff Availability:** Ensure that all relevant personnel are available on-site for the entire duration of the project and are working in accordance with the project's needs and timelines.

c. Reporting and Documentation:

- Supervise the preparation of periodic reports detailing the status of environmental and social safeguard implementation, including any deviations from the ESMP and corrective actions taken.
- Ensure that all environmental and social safeguarding reports, including monitoring and audit report prepared by the contractor, supervision consultant, are submitted to the client, and other relevant authorities in a timely manner.

3. Management/supervision of the consultancy

The consultant will work under the overall guidance of the TMA Director of Physical Connectivity and Uganda Country Director.

4. Essential Qualifications and Experience

- Hold at least a bachelor's degree in civil engineering, architecture or related disciplines.
- Active Membership of and certification by relevant professional body.
- A minimum of ten (10) years of relevant professional working experience as project manager, including five years as site engineer experience on construction projects, particularly in remote locations in Uganda.
 - Experience of not less than 5 years in civil works procurement and contract administration
 - Experience in civil works contractual disputes resolutions
 - Excellent technical and analytical skills.
 - Ability to design from data and report innovative solutions or options for improvement.
 - Ability to produce high-quality work on a variety of issues within very short deadlines and make effective judgment calls.
 - Excellent interpersonal and communication skills
 - Good knowledge of IT tools and computer skills (Excel, PowerPoint, Word, etc.);
 - Knowledge of engineering software like AutoCAD, ArchiCAD;
 - The candidate must be proficient with both written and spoken English language and be able to work and produce reports in the English language.

5. Duration and Location of the Assignment

The consultancy is expected to start in April/May 2025 and will cover a period of 24 months including 3 months for probation, for which TMA will carry out the performance assessment of the Resident Engineer. Should the Performance assessment be unsatisfactory, TMA reserves the right to terminate the contract without a prior notice. The Consultant will have a permanent presence on-site at least 6 days a week. He/she will be based in Elegu, Uganda. The consultant will be allowed to take a non-paid leave of not more than 7 working days in a quarter.

6. Remuneration for the Assignment

The assignment is not an employment contract rather, it is a consultancy contract. The assignment will be a time-based contract, and it will be paid on inputs and outputs delivered based **on a unit rate per day**. TMA will deduct applicable withholding taxes in Uganda. ***Please consult your tax expert on applicable tax according to Ugandan laws applicable to you*** on the contract amount on remuneration and a WHT certificate of the same amount will be issued for tax filing purposes.

The candidate will be responsible for obtaining personal health insurance at his/her own cost. The consultant will be responsible for his accommodation in Elegu and the transport cost to and from the site. The consultant will **be eligible** for travel expenses (air ticket, hotel accommodation and per diem by TMA policies) while assigned on a TMA mission in Kampala or Nairobi or elsewhere outside the Project sites during the duration of the contract. The cost of these travel expenses is thus to be excluded from the consultant's financial cost since it will be paid directly by TMA.

The consultant will have to complete the table below for his financial proposal.

No	Description	Unit	Quantity	Unit price (USD)	Total Price (USD)/ 12 months
1	Remuneration	Month	24		
2	Transport	Month	24		
3	Accommodation	Month	24		
4	Communication	Month	24		
5	Miscellaneous costs	Item	1		
	Sub-Total (WHT exclusive)				
	Sub Total (WHT of ..%) <i>Please consult your tax expert on applicable tax according to Ugandan laws applicable to you</i>				
	Grand-Total (WHT inclusive)				

7. Conflict of Interest

Upon contract signature, the independent consultant acknowledges that there are no existing contractual relationships /arrangements with the contractor and supervising consultant for Elegu. At any stage of the contract implementation, if TMA becomes aware that there is a conflict of interest between the resident engineer and the contractor and supervising consultant procured to work on Elegu Climate Resilient cross border market construction, TMA reserves its right to terminate the consultancy contract without any prior notice.

8. Duty of Care

- The independent consultant is responsible for her/his safety and well-being and third parties affected by her/his activities under this contract, including appropriate security arrangements. S/he will also be responsible for the provision of suitable security arrangements for their domestic and business property.
- In line with the above, the consultants must confirm in their tender that:
 - a) They fully accept responsibility for security and duty of care.
 - b) They understand the potential risks and have the knowledge and experience to develop an effective risk plan.
 - c) They can manage their duty of care responsibilities throughout the life of the contract.
- Consultants unwilling or unable to accept responsibility for security and duty of care as detailed above will be viewed as non-compliant and excluded from further evaluation.

9. Application and Evaluation Process

This is a call for proposals which is applicable for Ugandan nationals. The consultant will be evaluated according to the following criteria based on their updated CV. The Consultant must demonstrate qualifications and experience in civil engineering, architecture or related engineering disciplines

A. INVITATION TO EXPRESS INTEREST

TMA therefore wishes to invite interested individuals possessing professional and demonstrable experience in the stated services. Bidders are required to confirm receipt of EOI and seek clarification through the procurement@trademarkafrica.com.

B. EXPRESSION OF INTEREST (EOI) REQUIREMENTS

EOIs are invited from Interested and qualified individuals with appropriate experience and expertise in undertaking the stated assignment. Interested bidders are required to:

- Submit the EOI written in English language.
- Examine the documents comprising this EOI in detail and respond appropriately. Material deficiencies in providing the information requested may result in rejection of an EOI; and,
- Meet the qualification criteria stipulated. Those who do not meet the requirements need not submit EOI.

The EOIs must remain valid for not less than **120 days** from the date of submission. TMA shall endeavour to complete the evaluation and communicate within this period.

The EOI shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialled by the person(s) who sign(s) the EOI.

C. EOI SUBMISSION

EOIs will be submitted as follows:

Submission Mode	Details
Electronic/ Soft Copies:	Bidders MUST submit their CV via TMA procurement mailbox at the address procurement@trademarkafrica.com on or before 20 February 2025, 11.00 A.M. (Uganda Time) .

Any EOI received after the deadline in C above shall be rejected as a late tender and shall not be considered further. All expenses relating to the preparation and submission of the response to this EOI including providing any additional information shall be entirely incurred and borne by the individual.

This EOI does not entail any commitment on the part of TMA, either financial or otherwise. TMA reserves the right to accept or reject any or all EOIs without incurring any obligation to inform the affected applicant/s of the grounds.

D. TIMETABLE FOR THIS EOI

The timetable for the EOI stage is detailed in the table below.

Activity	Expected dates.
Expression of Interest (EOI) sharing	29 January 2025

Deadline for receipt of EOI proposals	On or before 20 February 2025 11:00 AM (Uganda time)
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TMA may at its discretion alter this timetable.

E. Potential bidders are informed that all bidders shall be contacted on the outcome of the EOI **RESPONDING TO THIS EOI**

Bidders will be required to present their EOI proposal in a format providing a table of contents clearly showing the pages of the relevant section and the related contents in response to the specific requirements of the EOI as indicated.

F. FURTHER INFORMATION AND CLARIFICATION

All enquiries about this EOI should be submitted via the email address below:

Particulars	Contact Details
Name:	Attention, Mr. Joe Namwaya Head of Procurement
Email:	procurement@trademarkafrica.com
Subject:	SITE RESIDENT ENGINEER INDIVIDUAL CONSULTANT TO ASSIST IN PROJECT MANAGEMENT FOR TRADEMARK AFRICA FOR CONSTRUCTION OF CLIMATE RESILIENT CROSS BORDER MARKET, REPUBLIC OF UGANDA.

Enquiries must only be for the purposes of clarifying the content of this EOI. All enquiries must clearly specify the tender title and number.

TMA cannot answer any query relating to this tender seven (7) days or less prior to the submission deadline.

TMA will endeavour to reply within three (3) business days of receipt of the sought clarification(s) to any reasonable request for explanation. It will be at TMA discretion to provide additional information where necessary.

All clarifications from respondents and TMA responses through procurement@trademarkafrica.com on or before **13 February 2025 (on or before 11.00 AM. Uganda Time)**.

G. EVALUATION of proposals

The EOI shall be evaluated using the criteria below:

Preliminary Evaluation.

<u>Description</u>	<u>Compliant/ non-compliant</u>
Active Membership of and certification by the relevant professional body	

To proceed to the technical evaluation individuals **MUST** comply with the section above.

Technical proposal evaluation

No	Description	Maximum Score
Requirements		
1.	General qualifications (10 years) and adequacy for the proposed Assignment	20
2.	Similar experience (5 years) in the area of expertise of the Assignment as described in the Terms of Reference	20
3.	Experience as project manager and contract administration	20
4.	Experience as site Engineer in remote locations in Uganda	20
5.	Language proficiency in English	10
6.	Knowledge of the Project location	10
GRAND TOTAL		100

Only applicants that attain a minimum of 70 marks out of 100 marks shall be shortlisted for the interview stage.

Individuals will be required to submit their CV which will be evaluated for shortlisting and progressed to interview stage if successful.

TERMS AND CONDITIONS OF THIS EOI

1. Acceptance of Terms and Conditions

In submitting a response to this EOI, the respondent is deemed to have accepted the terms and conditions of this and all other sections of this EOI.

2. No Contract

This EOI process does not create a binding legal contract or relationship either explicit or implied, between TMA and any respondent or any other party to this EOI.

The issue of and response to this EOI does not create any obligation on TMA to enter any commitment to procure services specified in this EOI.

3. Cancellation, Suspension or Change to the EOI

TMA reserves the right in its sole and unfettered discretion to:

- a) Cancel or suspend this EOI or vary any of the terms, dates, timings, or processes in this EOI.
- b) Call and/or re-advertise for responses or revisit any evaluation criteria or process pertaining to this EOI; and
- c) Seek clarification about any response.

4. Official Communication

Respondents must provide full contact details of the person nominated to represent the respondent for the purpose of making and receiving communications about this EOI.

5. Clarification of Meaning

Respondents will document their interpretations, assumptions, and perceived risks they have used in response to this EOI where they deem necessary.

6. Ownership of Documents

This EOI is the property of TMA and may not be copied or reproduced in any way, other than for the purpose of preparing and submitting responses without the prior written approval of TMA. The responses submitted to TMA shall be retained by TMA.

7. Conflict of Interest

Respondents will ensure that, throughout the evaluation process, TMA is kept informed of any perceived, potential or real conflicts of interest that should reasonably be brought to the attention of TMA, where such conflicts arise from the interests or duties of the respondent or its employees, officers, shareholders or directors.

8. Acceptance of Responses

TMA shall not accept a response which does not comply with or fails to provide the information specified in this EOI.

9. Notification to Respondents

TMA will notify **all** respondents on the outcome of this EOI once the evaluation process has been completed.

10 Confidentiality

The information provided in this EOI, and any other information, material or communication released during this EOI process is for the sole purpose of enabling a respondent to prepare and submit a response.

11. No Liability

TMA will not be liable (in contract or tort, including negligence) for any direct or indirect damage, loss, or cost (including legal and lawyer/client costs) to any respondent or other person in respect of this process.

12. Costs and Charges

This EOI is issued on the understanding that no charge will be made by the respondent for preparation of any EOI response or any other information that may be supplied.

13. Uganda Laws Apply

This EOI and any subsequent decisions, actions, contracts or outcomes are subject to and governed by the laws of Uganda.

14. Evaluation Process

The evaluation team will follow a formal evaluation process to ensure a fair and transparent assessment of each response. The evaluation will allow the team to eliminate responses that do not meet the minimum criteria. The responses that do meet minimum criteria will be evaluated on the basis of best fit to the objectives and will be short listed for interviews.

15. Special conditions

Special conditions of EOI as relates to the General Conditions Contract (GCC):

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
1. Acceptance of Terms and Conditions	The following conditions shall apply: <ol style="list-style-type: none"> a. TMA is not bound to accept any EOI. b. No queries shall be responded to 7 days to the submission deadline. c. It is a bidder's responsibility to seek for an update on this opportunity. d. Canvassing shall lead to automatic disqualification. e. All communications must be written to procurement@trademarkafrica.com f. Incomplete responses and late submissions shall be rejected. g. TMA at its own discretion, may seek any clarification and/or additional information from tenderer(s) within reasonable time.
2. Clause 13: Applicable laws	The contract for this assignment shall be domiciled in Uganda and the relevant applicable taxes in Uganda shall apply.

ANNEX 1 : CURRICULUM VITAE (CV)

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained **attach valid copies of the certificates and testimonials**}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to...]		

	For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		
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Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work ranking from 1 to 5 for speaking, writing and reading where 1 is poor and 5 is excellent): _____

ANNEX 2: TMA SUPPLIER CODE OF CONDUCT

This document is shared as a separate document to the tender document.