



**REQUEST FOR PROPOSALS FOR THE PROVISION OF CONSULTANCY SERVICES**  
**IN ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT AT IDI MKC AND**  
**MULAGO FACILITIES**

**PART 1****1. Introduction**

The Infectious Diseases Institute Limited (IDI) is inviting qualified and experienced consultants to submit proposals for providing consultancy services in Environmental and Social Impact Assessment (ESIA). The purpose of the consultancy is to assess the environmental and social impacts of [put specific project or initiative], ensuring compliance with national and international standards.

**2. BACK GROUND:**

The Infectious Diseases Institute Limited (IDI) is a Ugandan not-for-profit organisation whose mission is to strengthen health systems in Africa, with a strong emphasis on infectious diseases, through research and capacity development.

IDI has six operational areas through which it works to achieve its mission: Prevention, Care and Treatment, Training, Health Systems strengthening, Research, Global Health Security and Laboratory services.

The institute intends to undertake environmental and social impact assessments for its building facilities located in Mulago hospital and Makerere University respectively as a legal requirement in the National Environment Act 2019 of Uganda.

**3. PURPOSE:**

The National Environment Act 2006 - Environmental and Social Impact regulations (Part 2, schedule 4, no. 5 - housing and urban development) require that an infrastructure of specified size and height (located on over 2.5 acres and or 4 floors and above) should undertake an environmental and social impact assessment and be certified by NEMA.

IDI seeks a competent Environmental consulting firm to undertake 2 Environmental & Social Impact assessments for the mentioned sites above for submission to the National Environment Management Authority for certification award.

**PART 2****4. Scope of Work**

The selected consultant will be responsible for:

**a) Preliminary Assessment:**

- i. Conducting initial scoping to identify potential environmental and social impacts.
- ii. Preparing a detailed plan for the ESIA process.

**b) Stakeholder Engagement:**

- i. Identifying and consulting with stakeholders, including local communities, government agencies, and non-governmental organizations.
- ii. Organizing public meetings and information sessions.

**c) Baseline Data Collection:**



- i. Collecting and analysing data on the current environmental and social conditions of the project area.
- d) **Impact Assessment:**
  - ii. Evaluating the potential environmental and social impacts of the project.
  - iii. Identifying both positive and negative impacts.
- e) **Mitigation Measures:**
  - i. Proposing measures to mitigate negative impacts and enhance positive impacts.
  - ii. Developing an Environmental and Social Management Plan (ESMP).
- f) **Reporting:**
  - i. Preparing comprehensive reports documenting findings, impact assessments, and proposed mitigation measures.
  - ii. Ensuring all reports meet national and international standards

## **5. Deliverables**

The consultant will be expected to deliver:

### **Inception/ scoping Report:**

- i. Outline of the methodology and work plan for the ESIA.

### **Stakeholder Engagement Plan:**

- ii. Detailed plan for engaging with stakeholders throughout the ESIA process.

### **Baseline Report:**

- iii. Comprehensive documentation of baseline environmental and social conditions.

### **Impact Assessment Report:**

- iv. Detailed analysis of potential environmental and social impacts.

### **Environmental and Social Management Plan (ESMP):**

- v. Mitigation measures and monitoring plans.

### **Final ESIA Report:**

- vi. Consolidated report including all findings and recommendations submitted to NEMA.

## **6. Qualifications and Experience**

The consultant must demonstrate:

- Proven experience in conducting ESIA's for similar projects.
- Knowledge of national and international ESIA guidelines and standards.
- Expertise in environmental science, social science, or related fields.
- Strong stakeholder engagement and communication skills.

## **7. Proposal Submission Requirements**

Proposals should include:

**1. Technical Proposal:**

- i. Detailed methodology and approach for the ESIA.
- ii. Work plan and timeline.
- iii. Description of the team, including CVs of key personnel.
- iv. Relevant experience and case studies.

**2. Financial Proposal:**

- i. Detailed budget breakdown, including fees and expenses.

**7. References:**

Contact information for at least three references from similar projects.

**PART 4****9. Evaluation Criteria**

Proposals will be evaluated based on:

- Technical approach and methodology.
- Qualifications and experience of the consultant.
- Stakeholder engagement strategy.
- Cost-effectiveness of the financial proposal.

**ACTIVITY SCHEDULE:**

This project shall be expected to be completed within six (6) months, hence a workplan should be proposed to meet the target timelines from time of commencement. Should there be a need to revise the schedule timelines, the contracted firm and IDI focal person shall agree and put it in writing.

**PART 3:****PROPOSAL PREPARATION PROCEDURES**

Any resulting contract shall be subject to the terms and conditions detailed in this Request for Proposal. The Institute reserves the right to add any terms and conditions in the resultant contract.

**Preparation of Proposals:**

You are requested to prepare your proposal by completing and returning:

- a) The Bid Submission sheet;
- b) Documented evidence indicating your eligibility as a firm/ partnership (MOU & Articles of Association, Trading License, Certificate of Incorporation, applicable certificates of membership or affiliation to professional and regulatory bodies or authorities)
- c) Tax registration and compliance documents,
- d) Proof of performance of similar assignments with other organizations.
- e) Proof of relevant training and qualification, including evidence of valid NEMA consultants practicing certificates
- f) Any other relevant information that you may deem important for submission to IDI in response to this RFP.

**Sealing and marking of Proposals:**

Proposals should be sealed in TWO separate envelopes, clearly marked with the subject of procurement and a sub-heading on each envelope indicating "Technical Proposal" and another "Financial Proposal". Envelopes should be sealed in such a manner that opening and resealing cannot be achieved.



The proposals should include services to run for Six (6) months.

**NOTE:** Proposals that do not meet the eligibility criteria (PART 2) above shall be eliminated and shall not be considered for subsequent stages of the evaluation.

**Best evaluated bid:**

Proposals will be evaluated by a select committee and where there is no outright best evaluated firm, the top qualifying firm(s) may be requested to make a presentation to the committee.

There is no express or implied obligation for IDI to reimburse responding firms for any expenses incurred in preparing proposals or presentations in response to this request for proposal or through the entire bidding process.

The best evaluated firm shall be one which is eligible and substantially responsive to the evaluation criteria stated above and shall be recommended for award of contract.

**Right to Reject:**

The Institute reserves the right to accept or reject any Proposal or to cancel the bidding process and reject all Proposals at any time prior to contract award.

**10 Submission Deadline**

Proposals must be submitted **NOT LATER THAN** 4pm Wednesday 30<sup>th</sup> August 2024 to IDI reception located at MKC Building, Makerere University. Late submissions will not be considered.

**11. Contact Information**

For any inquiries or further information, please contact:

Emily Akankwasa

Procurement Officer

Infectious Diseases Institute — Knowledge Centre Building, Makerere University Main Campus

P.O. Box 22418 | Kampala | Uganda

Email: [eakankwasa@idi.co.ug](mailto:eakankwasa@idi.co.ug)

Tel: 0312 211422/0781248404