



**MINISTRY OF FINANCE, PLANNING AND ECONOMIC
DEVELOPMENT
THE RESOURCE ENHANCEMENT AND ACCOUNTABILITY
PROGRAMME (REAP)**

BID NOTICE

FOR

**CONSULTANCY SERVICES TO DEVELOP AND ROLLOUT OUT A
SIMPLIFIED ONLINE TOOL TO TRACK THE LEVEL OF ADOPTION
AND COMPLIANCE TO SERVICE DELIVERY STANDARDS**

REF: MOFPED/REAP/CONS/23-24/00009

1. The Government of Uganda has allocated funds to be utilised for the acquisition of consultancy services to consultancy services to develop and rollout a simplified online tool to track the level of adoption and compliance to service delivery standards.

The overall objective of the assignment to develop an online tool to track level of application/adoption and compliance to set service delivery standards. Specifically, this will involve developing the Tool to track level of application of the set service delivery standards, testing its functionality and rolling it out to 10 pilot District Local Governments (DLG) and 5 Service Units per DLG.

The Scope of the assignment will encompass the following high level task areas:

- (i) A review of the documented service delivery standards and develop appropriate functional requirements for tracking each of each or a category.
- (ii) Development of an online tool to track level of application of set Service delivery standards and Reporting for obtaining real time information on the level of application and compliance to Service delivery standards.
- (iii) Supply of desktop computers and attendant accessories for the implementation of the online tracking and Reporting tool to the direct and selected indirect users.
- (iv) Rollout of the developed online tracking and Reporting tool to selected 10 DLGs, and 5 service delivery points per DLG.

- (v) Training of Trainers who will champion the implementation of the Tool in the LGs and Service delivery points.
2. The Ministry of Finance, Planning and Economic Development – Resource Enhancement and Accountability Programme (REAP) hereby invites sealed proposals from eligible consultancy firms to provide the aforementioned services.
 3. Bidding will be conducted in accordance with the Open Domestic Bidding procurement method and is open to eligible consultancy firms.
 4. Interested consultancy firms may obtain further information and inspect the proposal documents at the address given below at 8(a) from 0800 – 1700hrs (Kampala Time) on working days.
 5. The Request for proposals document may be acquired on submission of a written application to the address below at 8(a), and upon payment of a non-refundable fee of Shs 50,000 (Shillings Fifty Thousand only). Interested consultancy firms may make payment to the URA collection account at commercial banks, quoting the Procurement Reference Number above. The **bank advice and the application** shall be presented for issue of the Request for Proposal Document, to the address below at 8(a).
 6. Proposals must be delivered to the address below at 8(b), at or before **1100hrs** (Kampala Time) on **18th April 2024**. Late proposals shall be rejected. Proposals will be opened in the presence of the consultants’ representatives who choose to attend the meeting on **18th April 2024**.
 7. There shall not be a pre – proposal meeting.
 8. (a) Address for obtaining more information and issuance of the Request for Proposals document:
The Resource Enhancement and Accountability Programme (REAP)
Ministry of Finance, Planning and Economic Development
Plot 17 Hannington Road
Crested Towers Building, 9th Floor Tall Tower, Office 9.13
Email: reap@finance.go.ug
 - (b) Address for submission of proposals:
The Resource Enhancement and Accountability Programme (REAP)
Ministry of Finance, Planning and Economic Development
Plot 17 Hannington Road
Crested Towers Building, 9th Floor Tall Tower, Office 9.12
 9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	26 th March 2024
b. Bid closing	18 th April 2024
c. Evaluation process (End)	13 th June 2024
d. Display and communication of best evaluated bidder notice	25 th June 2024
e. Contract signature date	15 th August 2024

UNDER SECRETARY/ACCOUNTING OFFICER

Scan the QR Code below to **inspect** the RFP document

