



Electoral Commission

Notice of Expression of Interest for Provision of Mapping Residual Polling Stations Countrywide – EC/SRVCS/2020-2021/00518

1. The **Electoral Commission** has allocated funds to be used for the acquisition of the consultancy services described below.
2. The Entity now invites eligible consultants to submit sealed expressions of interest for **Provision of Mapping Residual Polling Stations Countrywide**.
3. The consultant will undertake mapping of the residual polling stations in twelve regions in all districts in Uganda for both mainland and island districts. A checklist will be provided by the client.
 - Develop and submit Expression of Interest (Eoi) of consultant understanding of the task
 - Develop and submit research protocol with survey method, data collection tools, schedule of activities and budget
 - Develop and submit a technical and financial proposal to conduct a 30 days mapping exercise for the location of polling stations country wide.
 - Carry out data entry and cleaning of coordinates collected for location of residual polling stations country wide
 - Submit a detailed mapping report for location of polling stations in form of coordinates using an appropriate spatial reference (12 copies). Details of the assignment will be discussed in the inception meeting with the consultant.]
4. Interested consultants should provide information demonstrating that they are eligible and possess the required qualifications to perform the services supported with relevant documentation.
5. The short listing criteria will include: Experience in geo-spatial mapping for point vector mapping in the field of election management or water resources management.
 - Ten year expertise in mapping activities using ArcGIS software platforms.
 - Experience in designing geo spatial schema with appropriate spatial projections is essential.
 - Experience in use of a Global Positioning System(GPS) to capture point data in form of coordinates
 - Experience in use of GIS apps like collector for ArcGIS, workforce for ArcGIS, operations Dashborad, survey 123 for ArcGIS will be added advantage
 - Experience in use of ArcGIS Pro will be added advantage
 - Masters degree in geo-spatial studies, Geography, Natural Resource Management(NRM) or related field of mapping
 - Proven experience in writing technical informative reports
 - Excellent ability to communicate in both written and spoken English.
 - Certificate of incorporation from the Uganda Registration Bureau Services(URBS)
 - Annual tax clearance certificates from Uganda Revenue Authority (URA).
 - Details of the assignment to be discussed with the consultant in the ToR during the inception meeting.
6. Consultants may associate with other firms in the form of a joint venture to enhance their qualifications. The form of association, where applicable, should be indicated in the Expression of Interest.
7. Preference schemes shall apply when evaluating Request for Proposals from the shortlisted consultants.
8. Interested eligible consultants may obtain further information at the address given below from **8:00am- 5:00pm**.
9. Sealed Expressions of Interest must be delivered to the address below at or before **11:00am on 11th December 2020**.
Electoral Commission Procurement and Disposal Unit (Room 9)
P.O.Box 2267, Kampala
Tel: 0414 - 337500/08/09
Fax: 0414 – 337595 and
secretary@ec.or.ug
10. The notice of expression of interest is available at the Entity's website at **www.ec.or.ug** and at **www.ppda.go.ug**.
11. The planned Procurement schedule (Subject to changes) is as follows:

Activity	Date
a. Publication of Notice of Expression of Interest	3 rd December 2020
b. Closing date for receipt of Expression of Interest	11 th December 2020 Within 10 working days from the date of publication of notice if notice is published in Uganda
c. Evaluation of Expressions of Interest	Between 14 th December, 2020 & 18 th December 2020
d. Display of shortlist	After obtaining contracts committee approval

Secretary Electoral Commission