

MINISTRY OF WATER AND ENVIRONMENT

TERMS OF REFERENCE

FOR

**CONSULTANCY SERVICES FOR DEMARCATION,
CADASTRAL SURVEY AND TITLING OF ACQUIRED
PROJECT CORRIDORS AT KABUYANDA AND MATANDA
IRRIGATION SCHEMES IN ISINGIRO AND KANUNGU
DISTRICTS RESPECTIVELY**

JUNE 2026

1.0 INTRODUCTION

The Government of Uganda, with financial support from the World Bank, is implementing the Kabuyanda and Matanda Irrigation Schemes in Isingiro and Kanungu Districts respectively under the Irrigation for Climate Resilience Project (ICRP). This strategic investment aims to enhance agricultural productivity, improve water resource management, and build climate resilience in the southwestern highlands.

The schemes comprise a multicomponent infrastructure system whose land has been acquired, including dam structures for water retention and regulation, transmission lines with corridors conveying bulk water from the reservoirs to the command areas, distribution pipeline networks delivering irrigation water within the designated command areas, scheme premises, dumping sites, and associated access infrastructure.

For purposes of this assignment, the consultant shall take note that the project areas differ significantly in size and complexity. Based on the currently identified corridors and sites, Kabuyanda comprises approximately 19.8 acres of land to be titled, while Matanda comprises approximately 991.2 acres. The consultant's methodology, staffing, sequencing, logistics, and quality control arrangements shall clearly demonstrate how this size differential and complexity differential between the two schemes will be addressed.

The Government has acquired land for the dam sites, transmission corridors, selected distribution corridors, access roads, scheme premises, and associated support areas. Accurate cadastral surveying, boundary demarcation, and title processing are now required to establish clear and legally recognized parcel boundaries, secure land tenure in the name of Government, and prevent encroachment and land use conflicts along critical infrastructure corridors and buffers.

The indicative acreage to be titled is as follows:

Scheme	Infrastructure Section /	Perimeter (Km)	Area (Acres)
Kabuyanda	Main Pipeline Access Road	5.2	8
Kabuyanda	Dam Area Buffer	0.6	4.8
Kabuyanda	Dam Axis Access Road	0.4	2
Kabuyanda	Scheme Premises	0.7	5
Kabuyanda	Total	6.9	19.8
Matanda	Main Pipeline	22	85
Matanda	Reservoir Area	17	760
Matanda	Dam Area Roads	17	28
Matanda	Scheme Premises	0.7	6.2
Matanda	Command Area Pipe Network	160	100
Matanda	Dumping Site	2	12
Matanda	Total	218.7	991.2
Grand Total		225.6	1,011.0

2.0 ASSIGNMENT OBJECTIVE

The objective of the assignment is to conduct comprehensive cadastral surveys, boundary demarcation, and title processing for acquired and compensated land parcels associated with the Kabuyanda and Matanda Irrigation Schemes, and to facilitate issuance of formal certificates of title in the name of the Uganda Land Commission on behalf of the Ministry of Water and Environment, thereby securing land tenure, preventing encroachment, and supporting long-term infrastructure protection and planning for both schemes.

3.0 SCOPE OF THE ASSIGNMENT

The assignment shall encompass all technical, legal, institutional, and stakeholder-coordination activities necessary to support cadastral surveying, land demarcation, and title registration for the Kabuyanda and Matanda Irrigation Scheme infrastructure. Specifically, the scope shall include the following:

3.1 Preliminary Reconnaissance

Conduct site visits to the irrigation scheme reservoir areas, transmission corridors, distribution corridors, scheme premises, dumping sites, and associated access roads to assess terrain conditions, infrastructure alignments, community interface, and logistical requirements for field surveying. The methodology shall show how reconnaissance and field deployment will respond to the substantial scale and complexity difference between Kabuyanda and Matanda.

3.2 Title Search and Acquisition of Baseline Cadastral Data

Undertake title searches at the outset of the assignment for all parcels and adjoining land where necessary to establish whether there are existing titles, encumbrances, caveats, overlaps, boundary inconsistencies, or unresolved disputes. Obtain all relevant cadastral records, land tenure maps, ownership information, deed plans, registry extracts, and survey records from the District Land Offices, the relevant Ministry Zonal Offices, and the Department of Surveys and Mapping.

3.3 Verification and Processing of Registered Land

Secure and validate copies of existing land titles and digital cadastral maps for the project areas and their immediate surroundings. Where applicable, undertake necessary subdivisions, parcel adjustments, transfers, and registration actions in accordance with Uganda's land registration procedures.

3.4 Documentation for Unregistered and Customary Land

For unregistered or customary land, follow the applicable legal pathway under the Land Act and related laws and regulations. The process of converting customary land to freehold title as stipulated in the Land Act Cap.227 shall be strictly adhered to. Engage the Area Land Committees, District Land Boards, Uganda Land Commission, and other competent authorities as required in the different stages of assignment implementation as provided for in the Land Act and related laws and regulations.

The consultant shall document consent, Area Land Committee certification, parcel history, compensation linkage, and supporting evidence for each relevant parcel. Any parcel for which compensation records, consent records, ownership evidence, or boundary evidence are incomplete, inconsistent, or disputed shall be clearly flagged in the reporting and referred to the Client for further guidance before title processing proceeds.

3.5 Stakeholder Engagement, Complaints Handling, and GRM Referral

Undertake structured stakeholder engagement in close coordination with the Client and any existing consultants engaged on RAP implementation, stakeholder engagement, social safeguards, or related project functions. The consultant shall document and refer any complaints, disputes, or grievances identified during demarcation and community engagement to the project's existing Grievance Redress Mechanism (GRM). The sociologists and the community-facing field staff shall be familiar with the GRM referral process and shall actively inform Project Affected Persons and neighboring communities of their right to use the GRM.

3.6 Processing Survey Data

Prepare and submit the Job Record Jacket (JRJ) to the respective District Lands Offices and other competent offices for checking, plotting, and further processing as required. The consultant shall also prepare deed plans, drawings, and digital data in compliance with the requirements of the Department of Surveys and Mapping and the land registration authorities.

3.7 Cadastral Survey and Boundary Demarcation

Conduct comprehensive cadastral surveys for all acquired and compensated land parcels associated with the two schemes, ensuring accurate geospatial data capture and physical boundary demarcation to support formal title registration and long-term infrastructure safeguarding. Implement land transfers for any subdivisions carried out during the survey process. All titles processed under the assignment shall be registered through the relevant Ministry Zonal Offices and shall be issued in the name of the Uganda Land Commission on behalf of the Ministry of Water and Environment.

3.8 Statutory Fees, Stamp Duty, and Exemptions

The consultant shall identify applicable statutory fees and documentary requirements related to title processing, and shall prepare the documentation required for payment or exemption. The Client shall confirm and facilitate payment of any statutory charges that are legally payable by Government. Where Government is exempt from stamp duty or other statutory charges, the consultant shall assist the Client to obtain the relevant exemption letters or confirmations from the competent authorities. The consultant shall not assume payment responsibility for statutory fees unless expressly provided for in the contract.

3.9 Installation of Boundary Markers

Supply and install reinforced concrete boundary mark stones at designated survey points, at every 100 metres along straight stretches, and at all significant corners or kinks. Each marker shall be approximately 1.5 metres in length and 0.15 metres in

thickness, constructed of class C25 reinforced concrete with four T10 ribbed bars extending the full length. The markers shall be painted white and inscribed with “MWE”. A minimum of 0.5 metres of each marker shall be buried and concreted in place. The consultant shall prepare a marker installation register showing a unique marker identification number, GPS coordinates, date of installation, corresponding parcel or corridor reference, and photo record for each installed marker.

4.0 QUALIFICATION OF THE FIRM AND KEY PERSONNEL

- a. The consultancy firm shall demonstrate general experience of at least 8 years as a consulting firm
- b. Similar experience in carrying out at least one similar assignment in the last six years. Similar assignments shall include land demarcation, cadastral survey, land registration, corridor surveying, titling of public infrastructure land, or implementation support for approved Resettlement Action Plans in Uganda or a comparable legal and institutional setting.
- c. The consultant shall mobilize a qualified and experienced team to effectively undertake the assignment. The minimum key personnel requirements are as follows:

No.	Position	Minimum Qualification	Minimum Experience (Years)
1	Registered Surveyor (Team Leader)	MSc in GIS, Land Management, Surveying, or related field; BSc in Surveying from a recognized institution; registered with the Surveyors Registration Board of Uganda; experience with CAD and GIS; ability to analyse and interpret graphical data.	8
2	Surveyors (4)	BSc in Land Surveying from a recognized institution; registered with the Surveyors Registration Board of Uganda; knowledge of surveying technologies.	5

No.	Position	Minimum Qualification	Minimum Experience (Years)
3	AutoCAD / GIS Specialists (2)	BSc in Land Surveying, GIS, Geomatics, or related field; knowledge of surveying technologies; experience with CAD and GIS technologies.	3
4	Sociologists (4)	Bachelor's degree in Social Sciences, Social Work and Social Administration, Development Studies, or related field; conversant with the local language; experience in mobilization, sensitization, land-related awareness creation, and GRM referral.	4
5	Community Development Assistants (2)	At least one for each scheme; Diploma in Sociology, Development Studies, or related discipline; fluent in the local language and familiar with the community.	3

5.0 TIMING, REPORTING AND SUPERVISION ARRANGEMENTS

The assignment shall be completed within fifteen (15) months from the date of contract signing. Within this timeframe, the Consultant shall prepare a comprehensive work programme outlining key activities, milestones, staffing, sequencing between the two schemes, and quality control arrangements.

The Consultant shall be directly supervised by the Water for Production Department on behalf of the Client. The Water for Production Department shall ensure close coordination and participation of other relevant Government agencies to facilitate information exchange, technical review, and statutory follow-up.

The Client will hold discussions with the Consultant at various stages of the consultancy to assess work progress, discuss constraints and possible interventions to ensure quality and meet deadlines.

All reports shall be submitted to:

The Permanent Secretary
 Ministry of Water and Environment
 P.O. Box 20026, Kampala

Attention: Project Coordinator - Irrigation for Climate Resilience Project (ICRP)

6.0 DATA AND SERVICES TO BE PROVIDED BY THE CLIENT

The Client shall provide all reasonable assistance and available information necessary for the Consultant to carry out the assignment effectively. In particular, the Client shall:

- Provide available layouts of the acquired and compensated corridors and all other relevant project documents, including engineering layouts, scheme maps, acquisition schedules, compensation-related records available to the Client, and related reports.
- Facilitate cooperation with relevant Government Ministries, Departments and Agencies, district local governments, Ministry Zonal Offices, and design consultants where necessary for carrying out the assignment.
- Assist the Consultant to gain access to information reasonably required for the proper conduct and completion of the consultancy.
- Identify key stakeholders that need to be consulted, without prejudice to the Consultant's responsibility to identify and engage additional relevant stakeholders.
- Support consultative linkage with district authorities, local leaders, and other relevant institutions as necessary.
- Facilitate, where applicable, the obtaining of Government exemptions, confirmations, and official correspondence related to taxes, stamp duty, or other statutory matters.

The Consultant shall operate its own project office and shall bear all accommodation, local transportation, visas, communications, staffing, and other operational costs necessary to carry out the assignment, except for statutory fees or payments expressly designated as the Client's responsibility.

7.0 DELIVERABLES

The Consultant shall prepare and submit the following deliverables and make presentations of the same to the Client. Reports shall be submitted in both hard copy and soft copy formats. In addition to PDF copies, all spatial outputs shall be provided in editable GIS-compatible digital formats acceptable to the Client and consistent with national cadastral and spatial data requirements.

S/N	Deliverable	Minimum Content	Timeline
1	Inception Report	Detailed work plan; methodology; staffing and deployment plan; title search approach; stakeholder	Within 1 month from contract commencement

S/N	Deliverable	Minimum Content	Timeline
		engagement strategy; GRM referral protocol; data and information needs; coordination arrangements with existing consultants and institutions; proposed district staff to work with; Documentation of title search findings; progress on baseline cadastral data collection; and a quality assurance plan.	
2	Boundary Demarcation and Interim Survey Report	Physical boundary demarcation status; marker installation register with GPS coordinates and photos; stakeholders engaged and issues raised; GRM referrals made; cadastral maps; parcel descriptions; and geospatial data for acquired land processed to date.	Within 8 months from contract commencement
3	Final Report with Titles and Corresponding Documents	Complete JRJs; approved deed plans; subdivision records; transfer forms; title processing records; statutory fee/exemption documentation; copies of processed titles; final cadastral maps and digital geospatial data; summary of activities, challenges, unresolved cases, and recommendations.	Within the balance of the 15-month contract period

8.0 COSTS AND CONTRACT DETAILS

Proposals should indicate how the funds will be best utilized to achieve the objectives of the assignment. The Consultant shall detail all costs incurred in undertaking the surveys, demarcations, titling support, stakeholder consultations, data acquisition, field logistics, and reporting, and shall include them in the financial proposal. The costs of all consultations, meetings, and field activities required by the Consultant to adequately complete the assignment shall be included in the financial proposal.

9.0 QUALITY MANAGEMENT REQUIREMENTS

The Consultant shall demonstrate in its proposal evidence of adoption and use of a Quality Assurance System, such as ISO 9001 or equivalent, and shall describe how quality control will be implemented during execution of the assignment. This shall include internal review of survey data, checks on cadastral computations, verification of GPS and coordinate records, review of title documentation, cross-checking of field engagement records, and timely correction of errors identified by the Client or statutory authorities.

10.0 RESPONSIBILITIES OF THE CONSULTANT

- Undertake the assignment with due diligence, professionalism, and efficiency.

- Mobilize and retain the required multidisciplinary team throughout the assignment.
- Provide its own office facilities, logistics, transport, equipment, software, and operational support.
- Carry out adequate stakeholder consultations and document the process.
- Prepare all reports, plans, maps, schedules, registers, and related outputs required under the contract.
- Support the relevant technical, institutional, and statutory processes up to completion of the assignment.

11.0 OWNERSHIP OF DELIVERABLES

All reports, plans, databases, maps, drawings, marker registers, survey records, title documents prepared under the assignment, and other outputs produced under this assignment shall become the property of the Ministry of Water and Environment. The Consultant shall not use, reproduce, or distribute them without prior written approval of the Client.