

MINISTRY OF WATER AND ENVIRONMENT

TERMS OF REFERENCE

FOR

**CONSULTANCY SERVICES FOR PREPARATION OF
PHYSICAL DEVELOPMENT PLANS (PDPs) FOR THE SUB-
COUNTIES AND TOWN COUNCILS HOSTING KABUYANDA
AND MATANDA IRRIGATION SCHEMES IN ISINGIRO AND
KANUNGU DISTRICTS RESPECTIVELY**

JUNE 2026

1.0 BACKGROUND

The Government of Uganda, through the Ministry of Water and Environment (MWE), with 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). These schemes are intended to enhance agricultural productivity, strengthen water resources management, improve water security, and build climate resilience in the project areas.

The schemes comprise major public infrastructure including dam and reservoir facilities, transmission and distribution pipeline corridors, access roads, command areas, scheme premises, dumping/spoil areas, and associated support infrastructure.

The local governments directly hosting the schemes and covered under this assignment are as follows:

Kabuyanda Irrigation Scheme, Isingiro District

- Kabuyanda Town Council,
- Kabuyanda Sub-County, and
- Kikagate Sub-County.

Matanda Irrigation Scheme, Kanungu District

- Kanyantorogo Sub-County,
- Kihanda Sub-County,
- Katete Sub-County,
- Kihhi Sub-County, and
- Kihhi Town Council.

For purposes of this assignment, the consultant shall take note that the irrigable command areas under consideration are approximately 3,300 hectares for Kabuyanda Irrigation Scheme and 2,220 hectares for Matanda Irrigation Scheme. These sizes are important in helping the consultant appreciate the likely scale of agricultural intensification, population pressure,

service demand, settlement growth, land use change, and infrastructure protection requirements that the Physical Development Plans must address.

The establishment and eventual operation of the irrigation schemes are expected to trigger increased population concentration, settlement expansion, commercial activity, agro-processing, transport demand, and pressure on land and natural resources in the host local governments. If this growth is not properly planned and controlled, it may result in encroachment on irrigation infrastructure, construction within pipeline corridors and access routes, settlement within reservoir protection zones, pollution risks around water infrastructure, obstruction of operation and maintenance access, and incompatible land uses that may undermine the schemes and increase future public costs.

The preparation of Physical Development Plans under this assignment is therefore intended not only to guide orderly physical development in general, but specifically to function as an infrastructure protection and growth management tool for the irrigation schemes. The PDPs shall spatially capture all major infrastructure and prescribe land use controls, setbacks, no-build areas, restrictive land uses, compatible land uses, infrastructure reservations, and protection buffers necessary to ensure that future development does not negatively affect the schemes or compromise their safety, operation, maintenance, expansion potential, and long-term sustainability.

2.0 RATIONALE FOR THE PHYSICAL DEVELOPMENT PLANS

The Kabuyanda and Matanda Irrigation Schemes are major public investments with long-term strategic value. Their establishment will influence settlement patterns, local economic activity, land demand, physical development, environmental management, and infrastructure needs within and beyond the immediate footprints of the schemes. There is therefore need to prepare PDPs that guide this emerging development in a manner that protects the schemes and supports orderly, inclusive, and sustainable growth. This assignment is justified for the following reasons:

- To protect critical irrigation infrastructure including reservoirs, dam areas, transmission mains, distribution corridors, access roads, command areas, scheme premises, dumping/spoil sites, and associated support facilities from encroachment and incompatible development.

- To reserve and clearly define infrastructure protection areas, buffers, wayleaves, road reserves, access corridors, and controlled development zones within the planning areas.
- To provide a statutory and practical basis for development control by the host local governments, particularly in the review of building plans, subdivision proposals, change-of-use applications, and other physical developments.
- To guide future settlement growth, service expansion, agro-processing, market development, and private investment to appropriate locations that do not interfere with the irrigation schemes.
- To strengthen environmental protection around reservoirs, drainage systems, wetlands, slopes, forests, and other ecologically sensitive areas likely to be affected by scheme-induced growth.
- To strengthen rural-urban linkages and promote planned growth of trading centres, town councils, service centres, and rural growth nodes associated with the schemes.
- To equip the host local governments with implementable planning tools consistent with the Physical Planning Act, national physical planning standards and guidelines, and broader national development aspirations.

3.0 OBJECTIVE OF THE ASSIGNMENT

The overall objective of the assignment is to prepare comprehensive and implementable Physical Development Plans for the sub-counties and town councils hosting the Kabuyanda and Matanda Irrigation Schemes in order to guide orderly, climate-resilient, inclusive, and sustainable spatial development while protecting the irrigation infrastructure, associated buffers, corridors, reservoirs, access routes, command areas, scheme premises, and other public investment areas from encroachment, incompatible land use, and unregulated settlement growth.

4.0 SPECIFIC OBJECTIVES

1. Undertake detailed planning studies and situation analysis for each of the selected host local governments.
2. Prepare Physical Development Plans for Kabuyanda Town Council, Kabuyanda Sub-County, Kikagate Sub-County, Kanyantorogo Sub-County, Kihanda Sub-County, Katete Sub-County, Kihihi Sub-County, and Kihihi Town Council.

3. Identify, map, and integrate all major irrigation scheme infrastructure into the PDPs, including reservoirs, dam areas, transmission mains, distribution corridors, access roads, command areas, scheme premises, dumping/spoil sites, and associated support infrastructure.
4. Define and spatially indicate infrastructure protection zones, buffer areas, wayleaves, no-build zones, controlled development areas, and compatible and incompatible land use zones around critical infrastructure.
5. Identify and plan for growth nodes, service centres, trading centres, agro-processing areas, residential areas, public facilities, utility corridors, transport networks, and conservation areas within the host local governments.
6. Develop spatial development scenarios and options to guide short-, medium-, and long-term development in the scheme areas, including scenarios of accelerated population growth, rapid agro-industrialization, environmental stress, climate shocks, and future expansion of related infrastructure.
7. Prepare detailed plans for selected high-growth centres or priority planning areas within the project influence area, as shall be agreed with the Client during inception.
8. Develop implementation action plans, infrastructure investment priorities, development control guidelines, and enforcement measures suited to the local context of the two irrigation schemes.
9. Prepare an Information, Education and Communication (IEC) / stakeholder engagement strategy to support plan preparation, dissemination, ownership, and implementation.
10. Strengthen the capacity of the respective local governments and their Physical Planning Committees to understand, adopt, disseminate, and implement the plans.

5.0 SCOPE OF THE ASSIGNMENT

The assignment shall cover all technical, spatial, institutional, and stakeholder-related activities necessary for preparation of complete and implementable PDPs for the identified host local governments.

5.1 Geographical Scope

The assignment shall cover the following planning areas:

- A. Kabuyanda Irrigation Scheme Area
 - Kabuyanda Town Council,
 - Kabuyanda Sub-County, and

- Kikagate Sub-County.
- B. Matanda Irrigation Scheme Area
- Kanyantorogo Sub-County,
 - Kihanda Sub-County,
 - Katete Sub-County,
 - Kihihi Sub-County, and
 - Kihihi Town Council.

The detailed planning boundaries for each area shall be confirmed during inception in consultation with the Client, district authorities, and the respective lower local governments. Where necessary, the consultant shall also consider functional linkages beyond administrative boundaries, especially where irrigation infrastructure, markets, roads, catchments, service centres, settlement growth, and environmental systems extend across jurisdictional lines.

5.2 Functional Scope

Task 1: Inception and Reconnaissance

- Undertake reconnaissance visits across all project areas.
- Confirm planning boundaries, priority issues, planning units, and local growth centres.
- Review the available project documents, base maps, engineering layouts, scheme designs, RAP/ESIA-related information where relevant, district development plans, local government development plans, and any prior spatial studies.
- Identify all relevant institutions, stakeholders, and technical inputs required for the assignment.
- Prepare an inception report detailing methodology, staffing, work plan, stakeholder mapping, consultation schedule, data requirements, and proposed outputs.

Task 2: Situation Analysis / Existing Conditions Assessment

- Undertake a detailed existing situation analysis covering administrative structure and planning context, population trends, settlement hierarchy, existing land use and land cover, land tenure patterns where relevant, irrigation infrastructure and project influence zones, transport systems, utilities and services, economic structure, markets, agro-processing, tourism potential, housing conditions, environmental systems, cultural and institutional resources, and development challenges and opportunities.

- Undertake a social risk screening, covering at a minimum potential displacement pressure, land tenure conflicts, access restrictions, impacts on vulnerable groups, and gender-differentiated implications of proposed development controls.
- Prepare thematic maps and a consolidated situation analysis report incorporating SWOT analysis, trend analysis, spatial analysis, scenario framing, and the social risk screening findings.

Task 3: Scenario Planning, Visioning and Spatial Development Options

- Prepare a strong scenario-planning component that moves beyond a simple options exercise and tests how the planning areas may evolve under different development pressures.
- At a minimum, develop and analyse scenarios covering baseline growth, accelerated settlement expansion associated with full irrigation operationalization, rapid agro-processing and service-centre growth, environmental stress and climate-related risks, and possible future expansion or intensification of related infrastructure.
- For each scenario, assess likely implications for land use, infrastructure, settlement growth, environmental management, and service demand; identify risks to irrigation infrastructure; indicate preferred and non-preferred growth directions; and propose mitigation and development control measures.
- Based on the situation analysis and stakeholder consultations, formulate a planning vision for each local government, define development objectives and planning principles, identify strategic growth areas and no-development areas, develop at least two spatial development options, assess their implications, and justify the preferred option.
- Ensure that the spatial concept pays particular attention to the catalytic influence of irrigation infrastructure on settlement expansion, agri-business, markets, tourism, transport, and environmental management.

Task 4: Infrastructure Safeguarding, Protection Buffers and Development Control Planning

- Identify, map, and geo-reference all irrigation-related infrastructure, including dam sites, reservoirs and their buffers, transmission mains and wayleaves, distribution corridors, access roads and road reserves, command areas and associated infrastructure, scheme premises, dumping/spoil areas, and utility crossings.

- Review engineering drawings, project layouts, corridor information, and other approved documentation to establish the actual spatial extent of infrastructure and associated land use restrictions.
- Propose and map no-build zones, infrastructure reservations, minimum setbacks, reservoir and dam safety buffers, access and maintenance corridors, controlled development areas, compatible and incompatible land use areas, and environmental protection zones adjoining scheme infrastructure.
- Prepare a development control schedule to guide building control, subdivision control, change of use, and technical clearance requirements near critical infrastructure.
- Ensure that the PDP maps clearly show these restrictions and controls in a way that can be used by the responsible local governments during development control, including clear statements that no building or permanent structure shall be permitted within designated infrastructure reservations and that adjoining land uses shall be managed to avoid pollution, erosion, flooding, obstruction of access, or damage to public infrastructure.

Task 5: Preparation of Physical Development Plans

- Prepare PDPs for all the listed local governments based on the preferred planning option.
- Each PDP shall include spatial structure, settlement hierarchy, land use zoning, irrigation infrastructure protection zones, transport proposals, utility and service proposals, environmental management measures, social and public facility proposals, implementation guidance, and planning proposals for short-, medium-, and long-term horizons.

Task 6: Detailed Plans for Selected Priority Centres

- Prepare detailed plans for selected high-growth centres, trading centres, town centres, rural growth centres, or scheme-related development nodes to be agreed with the Client during inception.
- The detailed plans shall specifically cover plot structure and land use organization, centre layout and street pattern, pedestrian circulation, vehicular access, service roads, transport and parking arrangements, public spaces and civic areas, streetscape and signage considerations, utility corridors, drainage, building lines, density guidance, and safe interfaces between settlement growth and irrigation infrastructure.
- The detailed plans shall also incorporate environmental buffers and infrastructure protection requirements.

Task 7: Infrastructure Investment, Implementation Planning and Capacity Support

- Develop an implementable Infrastructure Investment Plan / Action Plan that prioritizes key interventions, identifies short-, medium-, and long-term investments, provides indicative costing, suggests financing options and development partners, identifies catalytic public investments, recommends institutional coordination arrangements, and provides a monitoring and evaluation framework with clear indicators.
- Deliver a structured capacity-building package for district and lower local government Physical Planning Committees and relevant technical staff, including at least: (i) inception-stage orientation on the assignment and statutory process; (ii) at least two formal training sessions per district on use of the PDPs for development control and infrastructure protection; (iii) simple user guidance notes/manuals for implementation; and (iv) on-the-job mentoring during review of draft plans, development control schedules, and approval processes.
- Support presentations of the draft and final plans to stakeholders and approval organs, and assist the Client and local governments to address comments arising from review, display, deposit, and approval processes.

Task 8: IEC / Stakeholder Engagement Strategy

- Prepare and implement a stakeholder engagement and IEC strategy covering stakeholder mapping, consultation methods and tools, key messages for different stakeholder groups, community sensitization approaches, plan dissemination strategy, and measures for ensuring inclusiveness of women, youth, vulnerable groups, farmers, local leaders, technical officers, and private sector actors.
- Ensure that the planning process is fully participatory and that local aspirations, concerns, and development priorities are adequately captured.

Task 9: Planning Standards, Development Control Guidelines and Enforcement Measures

- Review applicable planning standards and develop practical development control guidelines for the project area covering land use compatibility, plotting and subdivision guidance, road reserves and utility reservations, building setbacks and density guidance, environmental buffers and conservation controls, development approval considerations, control of growth around irrigation infrastructure and project corridors, and enforcement and compliance mechanisms for the respective local governments.

- Integrate the findings of the social risk screening into the development control guidelines and enforcement measures.

6.0 KEY CONTENTS OF THE PDPs

- A map showing all major irrigation scheme infrastructure and associated public reservations.
- A map showing infrastructure protection buffers, reservoir protection zones, wayleaves, no-build areas, access and maintenance corridors, and controlled development zones.
- A proposed land use zoning framework that safeguards the irrigation scheme infrastructure.
- A compatible and incompatible land use schedule for land adjoining critical infrastructure.
- Development control regulations and planning standards applicable within and around protected infrastructure areas.
- Environmental protection provisions for reservoirs, drainage lines, wetlands, steep slopes, forests, and other sensitive areas.
- Growth management proposals to guide settlement expansion and service centre development away from restricted infrastructure areas.
- Scenario-based development guidance showing how the plans respond to different possible growth and risk conditions.
- A social risk management dimension showing how displacement risks, land tenure conflicts, and vulnerable-group concerns have been considered in the planning and development control proposals.
- An implementation and enforcement framework for the responsible local governments.

7.0 METHODOLOGY

- Review of applicable laws, policies, planning documents, and project information.
- Review of engineering and spatial information relating to the irrigation schemes.
- Field verification and geospatial data collection.
- Stakeholder consultations and community engagement.
- Thematic mapping and planning analysis.
- Preparation and assessment of development options and scenarios.
- Preparation of draft and final PDPs and detailed plans.

- Support to review, recommendation, approval, deposit, and dissemination processes.

8.0 IMPLEMENTATION ARRANGEMENTS AND DECISION-MAKING PROCESS

The PDPs to be prepared under this assignment are intended to serve as long-term instruments for infrastructure protection, orderly development, and development control. The consultant shall therefore prepare the plans in a manner that supports not only approval, but also implementation, monitoring, and enforcement.

8.1 Central Government Level

- The Ministry of Water and Environment shall provide overall project oversight from the irrigation infrastructure perspective and shall coordinate the use of the PDPs for protection of reservoirs, transmission mains, distribution corridors, access roads, command areas, scheme premises, and associated support infrastructure.
- The Ministry of Lands, Housing and Urban Development responsible for physical planning shall provide statutory, policy, technical, and regulatory guidance as required under the applicable planning framework.
- Other relevant agencies shall participate within their mandates, including the National Environment Management Authority on environmental compliance and safeguards, Uganda Land Commission where public land or government land interests arise, and any other relevant sector agencies or utilities whose assets or mandates interface with the planning areas.
- Central government institutions shall support technical review, inter-agency coordination, and guidance on compliance with approved planning standards and development control requirements.

8.2 District Level

- Isingiro and Kanungu District Local Governments shall be responsible for integrating the approved PDPs into district planning, investment prioritization, and development management processes.
- The District Physical Planning Committees shall review the relevant plans, guide development control, and monitor compliance with infrastructure protection requirements in coordination with the lower local governments.
- District technical departments and other relevant district-level bodies, including environment, works, community development, natural resources, and land management structures, shall support implementation and monitoring within their respective mandates.

- The districts shall ensure that capital development priorities, road planning, environmental management, and service delivery investments are aligned to the approved PDPs.

8.3 Lower Local Government Level

- The respective sub-counties and town councils shall be responsible for day-to-day use of the PDPs in development control, public sensitization, and management of local growth pressures.
- The lower local governments shall use the approved PDPs when considering building applications, subdivision proposals, change-of-use applications, and local infrastructure planning.
- The lower local governments shall monitor settlement growth and land use change around reservoirs, mains, corridors, access roads, and other protected infrastructure areas, and shall coordinate enforcement where non-compliance arises.

8.4 Monitoring and Enforcement Focus

- The approved PDPs shall be used to guide monitoring of compliance around reservoirs, dam safety areas, transmission mains, distribution corridors, road reserves, access and maintenance corridors, and other protected infrastructure zones.
- The implementation framework prepared by the consultant shall clearly indicate institutional responsibilities, coordination linkages, and practical enforcement points for long-term protection of the irrigation schemes.

9.0 APPROVAL, RATIFICATION AND STATUTORY PROCESS

The consultant shall prepare the PDPs in compliance with the Physical Planning Act, 2010 as amended, and applicable physical planning standards and guidelines. Because this assignment covers both subcounty PDPs and town council PDPs, the consultant shall support the plans through the relevant local, district, and statutory approval processes.

9.1 Approval Process for Subcounty PDPs

- The draft PDP shall be prepared in consultation with the respective subcounty technical and leadership structures.
- The plan shall be considered by the respective subcounty physical planning structures and subcounty council.
- Thereafter, the plan shall be submitted to the respective District Physical Planning Committee for consideration and approval.

- Once approved by the District Physical Planning Committee, the subcounty physical development plan shall be submitted to the District Council for approval.

9.2 Approval Process for Town Council PDPs

- The town council PDPs shall be prepared in consultation with the respective town council authorities and physical planning structures.
- After consideration and recommendation by the relevant town council structures, the plans shall be processed through the applicable statutory urban physical development plan approval route.
- The consultant shall support the required submissions, presentations, revisions, and statutory follow-up necessary to move the plans through the relevant approval path.

9.3 Deposit, Publication and Compliance

- The consultant shall support the Client in fulfilling all required statutory procedures related to display, deposit, incorporation of comments, and preparation of final plans for approval and publication.

9.4 Consultant's Role in the Approval Process

- The consultant's services shall include preparation of presentation materials, participation in technical and political review meetings, revision of plans in response to comments, and support to the Client throughout the relevant review, recommendation, approval, ratification, deposit, and publication stages.

10.0 COSTS AND CONTRACT DETAILS

Proposals should indicate how the funds will be best utilized to achieve the objectives of the assignment. The Consultant should detail all costs associated with undertaking the planning studies, field investigations, stakeholder consultations, spatial data acquisition, GIS analysis, preparation of plans and reports, presentations, revisions, and support to the statutory approval processes, and must include them in the financial proposal.

The costs of all meetings, workshops, consultations, field logistics, transport, accommodation, office operations, printing, reproduction of maps and reports, and any other activities required by the Consultant to adequately complete the assignment shall be deemed to be included in the financial proposal.

The Consultant shall be responsible for providing all personnel, equipment, software, transport, office facilities, communication, and other operational inputs necessary to carry out the assignment successfully.

11.0 QUALITY MANAGEMENT REQUIREMENTS

The Consultant shall be required to demonstrate in the proposal evidence of adoption and use of a Quality Assurance System, such as ISO 9001 or its equivalent, and shall describe how quality control will be implemented during execution of the assignment.

- Internal quality assurance arrangements for technical outputs.
- Procedures for review of maps, reports, and planning proposals before submission.
- Measures for ensuring consistency between spatial data, planning reports, and mapped proposals.
- Arrangements for verification of field data and stakeholder consultation records.
- Procedures for timely correction of errors and incorporation of comments from the Client and other review bodies.

12.0 DURATION OF THE ASSIGNMENT

The assignment shall be completed within fifteen (15) months from the date of contract signing, inclusive of fieldwork, consultations, preparation of draft and final reports and plans, revisions, and support to the statutory approval processes.

13.0 QUALIFICATION AND EXPERIENCE OF THE CONSULTANT

13.1 Consultant Firm Eligibility and Experience

- The consulting firm shall be duly registered in its country of origin and legally eligible to undertake the assignment.
- The firm shall be compliant with the Uganda Revenue Authority tax regime and any other mandatory statutory requirements applicable to consultancy services in Uganda.
- The firm shall demonstrate at least seven (7) years of experience in physical planning, land use planning, strategic spatial planning, infrastructure-related planning, and/or integrated rural development planning.
- The firm shall demonstrate experience in at least two similar assignments involving physical development planning, land use planning, strategic

spatial planning, or integrated rural development planning, preferably in Uganda or in comparable developing-country contexts.

- Firms may associate with other firms in the form of a joint venture or sub-consultancy to enhance their qualifications; the nature of such association shall be clearly stated in the proposal.

13.2 Human Resource Requirements

S/No.	Position	Minimum Qualifications	Minimum Experience
1	Team Leader	Urban Planner with Bachelor's degree in Urban Planning, Urban and Regional Planning, or closely related field; Master's degree in Spatial/Physical Planning or related field; registered with a relevant professional body.	10 years
2	Assistant Team Leader	Urban Planner with Bachelor's degree in Urban Planning, Urban and Regional Planning, Civil Engineering, or related field; registered with a relevant professional body.	7 years
3	Land Use Planner / Rural-Regional Development Expert	Bachelor's degree in Urban Planning, Geography, Agriculture, Land Use Planning, Rural Development, Regional Development, or related field; postgraduate qualification is an added advantage.	5 years
4	Engineer	BSc Civil Engineering, Transport Engineering/Economics, or related field with postgraduate qualification in same or related field; registered	6 years

		with a relevant professional body.	
5	Environment Expert	Bachelor's degree in Environment Management or related field with Master's degree in same or related field; registration with NEMA; experience in SEA/SESA is desirable.	5 years
6	Sociologist / Social Development Specialist	Bachelor's degree in Social Sciences majoring in Sociology/Social Anthropology, Development Studies, or related field; experience in participatory planning and social risk assessment is desirable.	5 years
7	GIS Officer	BSc in Land Surveying, GIS, Geomatics, Geography, or related field; postgraduate qualification in GIS is an added advantage.	5 years
8	Economist	Bachelor's degree in Economics, Quantitative Economics, Social Sciences (Economics), or related field with postgraduate qualification.	3 years
9	Land Surveyor	BSc in Land Surveying or related field; experience in geospatial technologies; registration with a relevant professional body is desirable.	5 years

The consultant may include other specialists where necessary to strengthen delivery of the assignment, including urban designers, transport planners, climate resilience specialists, agro-economic specialists, or legal/land administration expertise where needed.

14.0 REPORTING AND SUPERVISION ARRANGEMENTS

The consultant shall report to:

The Permanent Secretary

Ministry of Water and Environment

P.O. Box 20026, Kampala, Uganda

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

The Water for Production Department shall coordinate the assignment on behalf of the Client and shall work closely with Isingiro and Kanungu District Local Governments and the respective host sub-counties and town councils.

15.0 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 project documents, engineering layouts, scheme maps, corridor information, design information, and related reports relevant to the assignment.
- Facilitate coordination with relevant Government Ministries, Departments and Agencies, district local governments, and design consultants where necessary.
- Provide the Consultant with letters of introduction and assist in access to information reasonably required for the proper conduct and completion of the assignment.
- Identify key stakeholders that need to be consulted, without prejudice to the Consultant's responsibility to identify and engage additional relevant stakeholders.
- Support linkage with district authorities, lower local governments, and relevant institutions for consultations, validation, and technical review.
- Review submitted deliverables and provide comments within a reasonable time.

The Consultant shall be responsible for its own office operations, staffing, equipment, transport, accommodation, communication, and all other operational costs necessary to carry out the assignment.

16.0 DELIVERABLES

The consultant shall prepare and submit the following deliverables, each in both hard copy and soft copy form.

S/N	Deliverable	Description	Timeline
1	Inception Report and Stakeholder Engagement Strategy	Refined methodology, work plan and schedule, team deployment, stakeholder mapping, reconnaissance findings, data needs and collection tools, draft consultation tools, and stakeholder engagement/communication strategy for the assignment.	Within 1 month from contract commencement
2	Existing Situation Analysis Report	Planning analysis of existing conditions, thematic maps, opportunities and constraints, growth trends, infrastructure mapping baseline, scheme influence analysis, social risk screening, and implications for planning. Maps shall be produced at appropriate planning scales and delivered in PDF and editable GIS formats (including shapefiles or geodatabase-compatible formats) compatible with national spatial data standards.	Within 3 months after approval of Deliverable 1
3	Draft PDP Package	Draft PDPs for all identified planning areas; infrastructure protection maps and schedules; draft detailed plans for selected priority centres; draft development control guidelines; draft implementation and investment framework; and summary of stakeholder consultations undertaken	Within 5 months after approval of Deliverable 2

		up to that stage. GIS outputs shall include editable spatial layers, metadata, and map layouts suitable for review.	
4	Final PDP Package	Final PDPs for all identified planning areas; final detailed plans; final infrastructure protection and development control schedules; final implementation and investment framework; final consolidated assignment report; documentation of stakeholder and statutory review processes incorporating all approved comments; and final GIS database, map layouts, and metadata compatible with national spatial data standards and the national spatial data infrastructure.	Within the balance of the 15-month contract period after receipt of comments on Deliverable 3

All mapped outputs shall use appropriate coordinate reference systems accepted in Uganda, subject to confirmation at inception, and shall be supplied in both printable map layouts and editable GIS formats. The consultant shall clearly state the map scales used for district review, local government review, and detailed plan review, subject to confirmation at inception.

17.0 RESPONSIBILITIES OF THE CONSULTANT

- Undertake the assignment with due diligence, professionalism, and efficiency.
- Mobilize and retain the required multidisciplinary team.
- 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, and related outputs required under the contract.
- Support the relevant statutory review and approval processes up to completion of the assignment.

18.0 OWNERSHIP OF DELIVERABLES

All reports, plans, databases, maps, drawings, schedules, 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.