



**The County Government of Lamu
P. O. Box 74-80500
Lamu, Kenya**

**TERMS OF REFERENCE FOR OUTSOURCING OF
CONSULTANCY SERVICES FOR REVISION OF LAMU COUNTY
VALUATION ROLL 2016**

**PREPARED BY:
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LAMU**

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1.0 INTRODUCTION

The County Government of Lamu has resolved to undertake the revision of the Valuation Roll 2016, and has engaged a Consultant to provide the services of making valuation of every ratable property within: Witu, Kibaoni, Hindi, Mokowe and its Environs in respect of which a site value rate of the land is to be imposed and entered in the Revised Valuation Roll 2016. The time for valuation shall be 31st December 2016.

The revision of the Valuation Roll 2016 is to be done in accordance with the provisions of the Valuation for Rating Act, Cap. 266, the Rating Act Cap. 267 of the Laws of Kenya and taking into the provisions of the Constitution of Kenya 2010.

2.0 GOAL

The goal of the Consultancy is to provide the service of revision of the Valuation Roll 2016 for the County Government of Lamu for every ratable property within Witu, Kibaoni, Hindi, Mokowe and its Environs in respect of which a site value rate of the land is to be imposed.

3.0 OBJECTIVES

The County Government has resolved to update the Valuation Roll 2016 in view of the fact that the Valuation Roll 2016 did not cover the entire County; thus the need update it in order to capture new land and increase the revenue base for the County.

4.0 METHODOLOGY

The Consultant is expected to:

- a) Obtain dully Approved Development Plans, Registry Index Maps, Survey Plans and any other plans from relevant departments with a view to establish the L. R. Nos. of all the ratable property within the County's jurisdiction, their specific location, serializing and entering the same into the Valuation Roll 2016;
- b) Carry out detailed searches of all the ratable properties within the County's jurisdiction with a view to establish the names and address of the current ratable owners of the properties, the nature of the subsisting interest, area and unimproved site value, and enter the same into the Revised Valuation Roll 2016;

- c) Obtain actual property sales data and physically inspect all ratable properties within Witu, Kibaoni, Hindi, Mokowe and its Environs for purposes of collecting, collating and analyzing the various information and data obtained with a view to making true valuations of all the ratable properties;
- d) Exempt land parcels if any should be clearly shown and explained citing the relevant provisions under the Act;
- e) Compile the serialized rating and the Draft Revised Valuation Roll 2016, remembering to cross-check the information entered for accuracy and precision;
- f) Print, final check and bind the Draft Revised Valuation Roll 2016, clearly labeled separately as Public Land and Private Land;
- g) Cause to be published public notices in 2 widely circulated newspaper one of which should be in Kiswahili, and the in the Kenya Gazette;
- h) Present and Defend the Revised Valuation Roll 2016 to the County Executive Committee Members;
- i) Ensure the Revised Valuation Roll 2016 shall capture the towns of Witu, Kibaoni, Hindi, Mokowe and its Environs, which shall be classified accordingly in the Revised Valuation Roll 2016;
- j) Sign the Revised Valuation Roll 2016 on completion in accordance with Section 9 of the Valuation for Rating Act and transmit to the County Government of Lamu; and
- k) Present and Defend the Revised Valuation Roll 2016 to the County Assembly.

5.0 SCOPE

The scope of the revision of the Valuation Roll 2016 shall include making valuation of every ratable property within Witu, Kibaoni, Hindi, Mokowe and its Environs in respect of which a site value rate of the land is to be imposed and entered in the Revised Valuation Roll 2016. The assignment is expected to take Six (6) calendar months.

6.0 OUTPUTS

The Consultant will present the following deliverables to the Client:

ITEM	DESCRIPTION
1.	Inception Report
2.	Approved Development Plans, Registry Index Maps, Survey Plans and any other plans
3.	Detailed searches of all the ratable properties and property sales data
4.	Serialized maps and any deliverables
5.	Signed Draft Revised Valuation Roll 2016 clearly labeled as Public Land and Private Land (PDF and Excel versions)
6.	Notices Published in 2 widely circulated newspaper one of which should be in Kiswahili, and the Kenya Gazette.
7.	Presentation and Defending of the Revised Valuation Roll 2016 to the County Executive Committee Members
8.	Signed Final Revised Valuation Roll 2016 clearly labeled as Public Land and Private Land
9.	Presentation and Defending of the Revised Valuation Roll 2016 to the County Assembly

7.0 PAYMENT SCHEDULE

The schedule of payment is specified below:

PROVISION OF VALUATION ROLL				
1.	Upon the Client's receipt of the Inception Report acceptable to the Client. The payments is inclusive of 5 % supervision fees that shall be paid to the Chief Officer to cover supervision, monitoring & evaluation.	4 Weeks after Signing Contract	25%	Kshs
2.	Upon the Client's receipt of Approved Development Plans, Registry Index Maps, Survey Plans and any other plans	8 Weeks after Signing Contract	20%	

	Upon the Client's receipt of detailed searches of all the ratable properties and property sales data			
	Upon the Client's receipt of Serialized Maps			
3.	Upon the Client's receipt of the Draft Valuation Roll 2016, acceptable to the Client;	12 Weeks after Signing Contract	10%	
4.	Upon the Client's receipt of evidence of Notices Published in 2 widely circulated newspaper one of which should be in Kiswahili, and the Kenya Gazette.	16 Weeks after Signing Contract	25%	
	Upon the Client's receipt of evidence of Presentation and Defending of the Revised Valuation Roll 2016 to the County Executive Committee Members	Weeks after Signing Contract		
5.	Upon the Client's receipt of the Final Valuation Roll 2016, acceptable to the Client.	20 Weeks after Signing Contract	10%	
6.	Presentation and Defending of the Revised Valuation Roll 2016 to the County Assembly	24 Weeks after Signing Contract	10%	
	TOTAL COST (INCLUSIVE 16%)			

9.0 IMPLEMENTATION FRAMEWORK/INSTITUTIONAL DELIVERY FRAMEWORK

The preparation and implementation of the project will require cooperation, collaboration and partnership between the Consultant, County/National Government and Local Community.

The County Government of Lamu and National Ministry of Lands & Physical Planning will provide the necessary leadership to steer the process as the mandate falls within their domain. *The consultant will facilitate personnel nominated by County Government of Lamu for purposes of project supervision, monitoring & evaluation to be pegged at 5 percent of the total project costs after tax.*