



Lilongwe City Council,
P.O. Box 30396 City Centre
Lilongwe 3
+265 1 773 347
info@lcc.mw

LILONGWE CITY COUNCIL

TERMS OF REFERENCE FOR PROPERTY RATES DATABASE CLEANING CONSULTANCY

DATE: 26TH OCTOBER 2020

Background

Lilongwe City Council (LCC) is the Local Authority with the mandate to provide municipal services to residents of Lilongwe City. Funding for the municipal services comes from Locally Generated Revenues and Central Government Transfers. Over 80 % of the funds are locally generated. The main source of the Locally Generated Revenues is property rates.

Property rates is a tax levied on land and improvements. Currently LCC has a database containing about 47,000 properties. There are challenges in data management for property rates caused by multiple identification of plots and properties, unavailability of reliable maps to physically identify plots and properties on the ground, unidentified plots in the database, untracked subdivisions of plots. LCC wishes to engage an individual consultant to assist the Council in property rates data cleaning exercise.

Objective of the Assignment

The main objective of the assignment is to clean the property rates database ensuring easy identification, locating and tracking of properties. Specifically, the consultant shall perform the following activities:

- 1) Collect data of plots from Ministry of Lands and from Malawi Housing Corporation (MHC).
- 2) Link LCC plot numbering to the numbering of the same plots by Ministry of Lands and MHC.
- 3) Prepare maps for easy physical identification of the plots and properties.
- 4) Identify plots that have been subdivided and link those properties to the properties in LCC property rates database.
- 5) Physically identify and attach owners to the unknown plots on the property rates database.
- 6) Provide a spatial link, using GIS, of the properties in the database.
- 7) Design reports and dashboard that will help LCC to locate properties where city rates have not been paid.



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Expected Deliverables

- 1) Inception report
- 2) Clean Property Rates database linked to GIS maps

Qualification and Experience

The Consultant should have a minimum of Masters degree in Land Administration, Valuation or Physical Planning with at least 3 years' relevant experience. Demonstrated experience in property taxation and related databases will be an added advantage. The consultant is expected to be supported by a small team of LCC GIS technicians.

Period of Assignment

The period of the assignment is 90 days.

Interested potential Consultants may obtain further information at the address (1) below during office hours from **7:30 am to 4.30 pm**.

1. Attention: The Principal Procurement Officer
Lilongwe City Council
Robert Mugabe Street,
Civic Offices, City Centre,
P.O. Box 30396
Lilongwe 3

E-mail: andrew.ngalande@lcc.mw

Expressions of interest clearly labeled "Property Rates Database Cleaning Consultancy" must be delivered to the address (2) below in sealed envelopes in the Tender Box at the Reception by **16st November 2020 not later than 10:00hrs**.

2. The Chairman, Internal Procurement and Disposal Committee
Lilongwe City Council
Robert Mugabe Crescent,
Civic Offices, City Centre,
P.O. Box 30396
Lilongwe 3

JOHN CHOME
CHIEF EXECUTIVE OFFICER