

## **TERMS OF REFERENCES FOR PROCUREMENT OFFICER, CEDP-AF**

### **1. Background:**

The Government of Uganda has received credit from the World Bank towards implementation of the Competitive and Enterprise Development Project (CEDP). The development objective (PDO) of the project is to improve the competitiveness of enterprises in Uganda through supporting reforms in priority productive and service sectors geared towards a better investment climate with particular focus on MSMEs. The 5-year project comprises of four major components and is being implemented by seven agencies namely HTTI, UWA, UTB, URSB, MGF, MTWA, PSFU/MLHUD. However, the overall coordination of the Project will lie with the Private Sector Foundation Uganda (PSFU) through a Project Coordination Unit (PCU). More details on the project can be obtained from [www.cedp.go.ug](http://www.cedp.go.ug)

The PSFU now seeks to engage a suitably qualified individual, with qualifications and experience as detailed below for the position of **Procurement Officer (PO)**.

### **2. Objective:**

The objective of this assignment is to provide support for timely implementation of the procurement processes in accordance with the procurement plan which will guarantee timely acquisition of goods, works and services essential for project implementation and operations.

### **3. Responsibilities and Tasks;**

The Procurement Officer shall:

- (i) Support the Procurement Specialist in the Coordination Function for all the procurement activities under the Project;
- (ii) Under the Supervision of Procurement Specialist, ensure that the World Bank Procurement Regulations and National Procurement Procedures are observed and adhered to at all stage of procurement process; and ensure that the Bank's Anti-Corruption Guidelines and Sanctions Framework and contractual remedies set out in its Legal Agreement apply;
- (iii) Under the Supervision of Procurement Specialist, the Procurement Officer will manage issue, receipt and opening of bids, expressions of interest and proposals from potential service providers, contractors and suppliers.
- (iv) In close consultation with Procurement Specialist, participate in Evaluation exercises (Expression of Interest, Quotations, bids and Proposals) while ensuring adherence to the agreed procedures and guidelines
- (v) Support implementing agencies to compile procurement requirements and maintain an updated procurement register;
- (vi) Verify and make available documentation relating to procurement and disposal activities of the project for use by all interested parties;
- (vii) Support the development, preparation and update of Procurement Plan of the project, and monitor its implementation in liaison with Procurement Specialist
- (viii) Provide timely technical advice on procurement and contract management to the project stakeholders;

- (ix) Prepare timely submissions for consideration/approval by the Contracts Committee;
- (x) Provide procurement documentation necessary for effecting payment to service providers to the finance function of the project;
- (xi) Support contract management through monitoring orders for supplies, goods and works, progress and delivery schedules and pointing out any shortcomings (in delivery, cost, quality and contract administration) to the Procurement Specialist;
- (xii) Prepare for review by the Procurement Specialist the procurement progress reports, procurement monthly reports and procurement quarterly reports;
- (xiii) Maintain complete procurement files and records including all correspondence related to procurement activities and ensure that the records are safeguarded and properly kept for future reference.
- (xiv) Assist in organising pre-bid or pre-proposal meetings; and negotiation meetings;
- (xv) Under the Supervision of the Procurement Specialist, participate in preparation of draft contract agreements for clearance of the Solicitor General where applicable;
- (xvi) Assist the Procurement Specialist to verify that Procurement requests are in accordance to the approved Procurement Plan;
- (xvii) Assist Procurement Specialist in preparation of specific procurement notices/ invitations for bids;
- (xviii) Support Beneficiary Agencies to ensure that Terms of Reference and statements of requirements are obtained timely from relevant Beneficiaries.
- (xix) Participate in the preparation of procurement documents, in line with relevant procedures for the procurement of goods, Works and on consultant services and for the selection of consulting services,
- (xx) Under the Supervision of the Procurement Specialist, facilitate the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR recommendations;
- (xxi) Assist the Procurement Specialist to Prepare and update the Contract Register;
- (xxii) Report immediately to the Project Coordinator or ED PSFU any noted fraud and corruption or governance issues with Procurement staff, Bidders and Consultants;
- (xxiii) Any other lawful duties as may be assigned by the supervisor from time to time.

#### **4. Qualifications, Experience, Skills and other Competences**

##### **4.1 Academic qualifications:**

- (i) Applicants must possess an honours' University degree Procurement, Business Administration, Economics, Civil Engineering or other related courses;
- (ii) Postgraduate qualification training/diploma in Procurement and supply chain management or Procurement and logistics management;
- (iii) Membership to professional body will be an added advantage

#### **4.2 Experience:**

- (i) The Applicant must have at least 5 (five) years of relevant experience working in a busy environment and at least 3 years working with World Bank funded projects;
- (ii) Previous experience in processing high value contracts subject to international competition, and in working with multi-sectoral teams
- (iii) Working knowledge of the PPDA procurement rules and procedures.

#### **4.3 Other Required Skills and Competences:**

- (i) Good oral and written communication skills.
- (ii) Proven integrity and confidentiality in handling public
- (iii) A high level of interpersonal, coaching and mentoring skills
- (iv) Ability to work with teams in the organisation.
- (v) Must be prepared to work under pressure and deliver on tight deadlines

#### **5. Performance Indicators:**

- (i) Well monitored Annual Procurement Plan and monthly updates in place
  - (ii) Well maintained Procurement and Contract Register
  - (iii) Monthly procurement performance reports and briefs prepared
6. **Reporting:** The PO will report to the Procurement Specialist CEDP-AF for overall supervision and day to day technical matters under the contract.
7. **Duty Station:** The PO will be deployed on a full-time basis and the duty station shall be the CEDP-PCU Office in Kampala.
8. **Facilities to Be Provided by The Employer:** The Employer shall provide office space, with connectivity to internet, printer and access to other office amenities during the term of contract.
9. **Duration of Services:** The PO will be appointed on a contractual basis for an initial period of 12 months, with a possibility of renewal based on satisfactory performance, business need and funds availability.