

Terms of References for Procurement Specialist CEDP-AF

1. Background

The Government of Uganda received credit from the World Bank towards implementation of the Competitive and Enterprise Development Project (CEDP). The Project Development Objective (PDO) 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. Government is scaling up the existing operations through provision of Additional Financing (AF). The AF is intended to complete the implementation of the Land and Tourism components while consolidating and enhancing the achievements realized as well as scaling up activities under these components. CEDP-AF will be implemented by eight agencies. 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 found at www.cedp.go.ug

The PSFU now invites suitably qualified individuals, with qualifications and experience as detailed below to apply for the position of **Procurement Specialist (PS)** under the PCU. The preparations for effectiveness of the CEDP-AF are already underway and the successful candidate will be required to assume office as soon as possible. The assignment shall be for a period of two years and may be renewed subject to satisfactory performance.

2. Objective: The objective of this assignment is to ensure timely implementation of the procurement process in accordance to the procurement plan which will guarantee timely acquisition of goods, works and services. The selected Consultant is expected to play a key coordination role between all stakeholders in the procurement cycle.

3. Key Result Areas:

- i. Annual Procurement Plans and monthly updates in place
- ii. Weekly and Monthly Procurement and Contract Management status reports/updates
- iii. Monthly update of procurement monitoring form to be provided to all user departments
- iv. Monthly Contracts Implementation Status reports for all contracts showing the total amount of the contract, amount already paid and balance to be paid on each contract
- v. Contracts Register in place
- vi. Acceptable Record Keeping system in place
- vii. Schedule of pre-bid/pre-proposal meetings, Proposal opening, bid opening, Financial opening, negotiations shared with relevant User Departments, Contracts Committee and other stakeholders if any at least 2 weeks before planned date

4. Scope of work: The procurement Specialist shall;

- i. Coordinate Procurement Function between the component coordinators and the Project Coordination unit (PCU)
- ii. In Consultations with the Component Coordinators, the Procurement Specialist will prepare, review, adjust (where applicable) and monitor the implementation of the Project procurement plan.
- iii. Ensure timely preparation/updating, and submissions of the project Procurement plans for review and approval of the World Bank.
- iv. In consultation with User Departments, prepare bidding documents for acquisition of goods, works and non-consulting services, and the REOI and RFP for consulting services.
- v. Ensure that procurement procedures as prescribed in the Project Implementation Manual are followed.
- vi. Lead the bidding and selection processing, including organizing pre-bid or pre-proposal meetings, providing clarifications, coordinating the Receipt of bids/proposals, leading and participating in the opening of bids/proposals/expressions of interest
- vii. In close consultation with User Departments, participate in evaluation of expression of Interest, Quotations, bids and Proposals.
- viii. In close consultation with the user departments, prepare and make submissions to the Contracts Committee.
- ix. Coordinate/make arrangements and participate in Contract negotiations for consultancy services and technical discussions for goods and Works where applicable to provide technical guidance.
- x. Prepare draft contract for Contracts Committee and IDA review, and clearance of the Attorney General and ensuring timely signing of contracts
- xi. Verify that Procurement requests are in accordance to the approved Procurement Plan.
- xii. Prepare and publish general and specific procurement notices/ invitation for bids and
- xiii. Work closely with User departments to ensure that Terms of Reference or technical specifications are obtained timely from relevant Technical Departments and Beneficiaries.
- xiv. In consultation with the Technical Departments preparation of bidding documents, request for proposals, consultant's shortlists and other documents based on relevant procedures for the procurement of goods, Works and on consultant services and for the selection of consulting services,
- xv. Prepare and circulate to all User agencies and contracts committee members the schedule for pre-bid meetings, and expected deadline for submission respectively,
- xvi. Support capacity building in procurement management of staff that deals with procurement issues with emphasis on World Bank and PPDA Guidelines.

- xvii. Ensure that clearance/No-objection(s) from World Bank are obtained if required
- xviii. Preparation of Procurement progress reports at a minimum on monthly basis, highlighting among others the progress on processing various contracts, constraints met and any other issues that require Management attention;
- xix. Ensure that the reports are delivered to PPDA, WB and MoFPED-PSC.
- xx. Participate in Contract monitoring and administration by ensuring that in close liaison with the Technical Departments that all procurement contracts are efficiently managed, monitored and timely completed in order to get the value for money (good quality at a lower cost). In collaboration with technical departments
- xxi. To enhance the efficiency and effectiveness of the Procurement Data Management system and in particular set up a filing and record keeping system that ensures that procurement records are easily retrievable and available for procurement audits; Maintain complete procurement files and records including all correspondence related to procurement activities; seek legal advice where appropriate.
- xxii. Prepare procurement inputs to quarterly FMR progress reports.
- xxiii. Secretariat to the CEDP contracts committee
- xxiv. Monitor and track contracts being processed, identify constraints/challenges/issues especially deviations from agreed procurement schedules and seek to resolve issues in a timely manner in appropriate consultation with Management.
- xxv. Facilitate the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR recommendations
- xxvi. Prepare and update the Procurement/Contract Register (List of all procurement contracts awarded)
- xxvii. Report immediately to the Project Manager and Executive Director PSFU any noted fraud and corruption or governance issues with procurement staff, bidders and consultants.
- xxviii. Any other duties that may be assigned by his/her superiors from time to time in furtherance of the above responsibilities.

5. Qualifications and Experience:

5.1 Academic qualifications:

- (i) Applicants should possess a honors' degree in Procurement, Business Administration, Economics, Engineering, Commerce, or other related courses
- (ii) Master's degree in either Procurement, Economics, Business Administration, Project Planning and Management, Engineering or other related courses.
- (iii) Professional Qualification such as CIPS, CPSM, CSCP or equivalent
- (iv) Postgraduate qualifications in procurement and supply chain management from a recognized university/ Institution or Certification from an internationally recognized institute will be an added advantage.

5.2 Experience:

- (i) A demonstrated experience of at least 8 (eight) years' general experience in managing procurement services with at least 3 years in public sector and at least 5 years direct experience working under the World Bank or Multilateral Development Bank financed projects with extensive and demonstrated experience in procurement in all aspects of procurement of goods, non-consulting services, works and consulting services
- (ii) Previous experience in processing high-value contracts subject to international competition, and in working with multi-sectoral teams
- (iii) Working knowledge and proficiency in World Bank Procurement Regulations and Ugandan PPDA laws and regulations.

5.3 Other Required Skills and Competences:

- (i) Demonstrate behavior of professional and personal ethics and integrity, transparency in dealing with clients and service providers.
- (ii) A high level of interpersonal and management skills and ability to work with teams in the organization at all levels.
- (iii) Excellent planning, organizational, interpersonal, communication skills
- (iv) Strong leadership, coaching and mentoring skills
- (v) Ability to work under minimum supervision and deliver under pressure and tight deadlines

6. Reporting:

The PS will report to the Project Coordinator-CEDP for overall supervision and day to day technical matters under the contract.

7. Duty Station:

The PS 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 his contract.

9. Duration Of Services:

The PS will be appointed on a contractual basis for an initial period of 12months, subject to a probationary period of 6 months with a possibility of renewal based on performance, business need and budget availability.