

# **TERMS OF REFERENCE FOR PROCUREMENT SPECIALIST**

## **1.0 Background**

The Government of Uganda (GOU) represented by the Ministry of Water and Environment and the National Water & Sewerage Corporation (NWSC) together with the World Bank have formulated the Integrated Water Management and Development Project (IWMDP) to be financed with a loan from the World Bank.

According to the IWMDP Project Appraisal Document (PAD) and negotiated Financing Agreement, the Project Support Team (PST) shall be established under Component 4 to support the smooth implementation of the Project and one of the staff required under PST is the **Procurement Specialist**.

## **2.0 Objective of the assignment;**

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 Non Consulting services and consulting services. The selected Consultant is expected to play a key coordination role between all stakeholders in in the procurement cycle.

## **3.0 Reporting;**

The Procurement Specialist will report to Head of Procurement, Ministry of Water and Environment, but will be charge of execution of procurement under the Project.

## **4.0 Scope of work**

The procurement Specialist shall;

- i. Coordinate Procurement Function between the component coordinators and the Procurement and Disposal Unit on behalf of the Head Procurement and Disposal Unit.
- ii. In Consultations with the Heads of User Departments/User Department focal points of procurement, 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 and Head Procurement and Disposal Unit, 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 follow those prescribed in the Project Implementation Manual are followed.
- vi. Lead the bidding and selection processing, including organising 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 and Head procurement Unit, participate in Evaluation of Expression of Interest, Quotations, bids and Proposals.

- viii. In close consultation with the Head procurement Unit, 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. Mentor colleagues by sharing knowledge in procurement services
- xvi. Support capacity building in procurement management of staff that deal with procurement issues with emphasis on World Bank and PPDA Guidelines.
- xvii. Ensure that clearance/No-objection(s) from World Bank is 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. 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
- xx. 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.
- xxi. Prepare procurement inputs to quarterly FMR progress reports.
- xxii. 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.
- xxiii. Facilitate the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR recommendations
- xxiv. Prepare and update the Procurement/Contract Register (List of all procurement contracts awarded)
- xxv. Report immediately to the Permanent Secretary any noted fraud and corruption or governance issues with Procurement staff, Bidders and Consultants.
- xxvi. Any other duties that may be assigned by his/her Superiors from time to time in furtherance of the above responsibilities.

## **5.0. Qualifications and Competences**

### **Qualifications and Experience**

- i. A University degree in Procurement, Business Administration, Economics, Engineering or other related courses with a Masters Degree in either Procurement, Economics, Business Administration, Project Planning and Management or other related courses with extensive and demonstrated experience in procurement in all aspects of procurement of goods, non-consulting services, Works and consulting services;
- ii. A strong experience of at least 5 years' general experience in procurement services with 3 years in public sector and at least 2 years working under the World Bank financed projects with a demonstrated strong track record;
- iii. Previous experience in processing high value contracts subject to international competition, and in working with multi-sectoral teams are added advantages.
- iv. Good oral and written communication skills. Should be fluent in English. Proven integrity in handling public resources and in executing duties.
- v. Working knowledge of the PPDA procurement rules and procedures.
- vi. A high level of interpersonal and management skills and ability to work with teams in the organisation at all levels.
- vii. Must be able to work under pressure and tight deadlines
- viii. Computer knowledge and skills in Msword, Ms excel and internet/email is a mandatory requirement.
- ix. Proven integrity and confidentiality in handling public resources

### **6.0 . Performance indicators:**

- i. Annual Procurement Plans and monthly updates in place
- ii. Weekly and Monthly Procurement and Contract Management status reports/updates submitted to HPDU and World Bank
- iii. Monthly update of procurement monitoring form to be provided to all user departments to be filled and submitted timely provide input into 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
- iv. Timely preparation and submission of documents for the supply of goods, works and services timely to Contracts Committee or World Bank as the need arises;
- v. Regular procurement performance reports for staff participating in procurement cycle e.g. at evaluation, Contracting Management stages as well bottlenecks identified
- vi. Contracts Register in place
- vii. Demonstrate behaviour of professional and personal ethics, integrity and transparency in dealing with internal clients and service providers.
- viii. Acceptable Record Keeping system in place
- ix. 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

**7.0 Duty Station.** The procurement specialist will be stationed at the Kampala, Uganda

**8.0 Time frame**

The assignment shall be for a period of two years subject to probation period of six months, and renewable subject to satisfactory performance.