

TERMS OF REFERENCE FOR PROCUREMENT SPECIALIST UNDER IRRIGATION FOR CLIMATE RESILIENCE PROJECT (ICRP)

1. BACKGROUND

The Government of Uganda (GOU) represented by the Ministry of Water and Environment (MWE) has received financing from the World Bank towards the cost of the implementation of the Irrigation for Climate Resilience Project (ICRP). The project development objective (PDO) is to provide farmers in the project areas with access to irrigation and other agricultural services, and to establish Operation and Maintenance arrangements for irrigation service delivery. The 6-year project will be implemented by MWE.

The Irrigation for Climate Resilience Project (ICRP) aims to support the Government of Uganda (GoU) in the shift towards more resilient agriculture through the development of sustainable irrigation services. The project intends to address Uganda's climate change vulnerabilities by: (i) promoting adoption of irrigation by small farmers, in synergy with other agriculture inputs and technologies; (ii) increasing water storage capacity; (iii) promoting drainage; and (iv) promoting sustainable catchment management. Through the introduction of irrigation services, combined to the provision of extension services and facilitated access to agri-inputs, farmers are expected to record more stable and higher yields, increase intensification (by cropping also during the dry season), and diversification (by introducing higher value crops). This change will be pulled by the market, with irrigation becoming the anchor for stronger producer organizations and development of value chains. The project recognizes the need to explore a range of irrigation models adapted to local needs.

The ICRP Project Implementation arrangements require a Project Support Team (PST) to be established under Component 3 to augment the MWE Staff capacity for the smooth implementation of the Project. One of the staff required under the PST is the **Procurement Specialist**

MWE now invites suitably qualified individuals, with qualifications and experience as detailed below to apply for the position of a **Procurement Specialist**. The successful candidate will be required to commence work as soon as possible. The assignment shall be for a period of two years subject to probation period of six months, and renewable subject to satisfactory performance.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to ensure timely implementation of the procurement process in accordance to the procurement plan to ensure 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. RESPONSIBILITIES AND TASKS

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 Project Coordinator and Component Coordinators, the Procurement Specialist will prepare, update, and monitor the implementation of the Project procurement plan.
- iii. In close liaison with the Project Coordinator, ensure timely preparation/updating, and submissions of the project Procurement plans for review and approval of the World Bank.
- iv. In consultation with Project Coordinator 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 in accordance to the Procurement Regulations for IPF Borrowers July 2016 revised November 2018 are followed.
- vi. Take a lead in 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 Project Coordinator and Head Procurement and Disposal Unit, participate in Evaluation of Expression of Interest, Quotations, bids and Proposals.
- viii. In close consultation with the Project Coordinator and Head Procurement and Disposal 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. Working closely with the user department, if need arises, 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 timely publish general and specific procurement notices/ invitation for bids and contract award notices.
- xiii. Work closely with Component Coordinators to ensure that Terms of Reference or technical specifications are obtained timely from relevant Technical Departments.
- xiv. In consultation with the Technical Departments, take a lead in the 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. Support capacity building in procurement management of staff that deal with procurement issues in using World Bank and PPDA Regulations, ensuring the differences between the two procedures are clarified.
- xvi. Ensure that clearance/No-objection(s) from World Bank is obtained if required.
- xvii. 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;
- xviii. 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).
- xix. 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 and Post Procurement Reviews (PPR) exercise and follow up implementation of PPR recommendations working closely with the Head PDU.;
- xx. 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 the Project Coordinator
- xxiii. Compile procurement files to facilitate the,
- xxiv. Prepare and update the Procurement/Contracts Register (List of all procurement contracts awarded).
- xxv. Report immediately any noted fraud and corruption or governance issues with Procurement and other staff, Bidders and Consultants.
- xxvi. Any other duties that may be assigned by his/her Supervisor from time to time in furtherance of the above responsibilities.

4. PERFORMANCE INDICATORS

- i. Annual Procurement Plans and regular updates

- ii. Weekly and Monthly Procurement status reports/updates submitted to HPDU and World Bank and Contract Management reports as availed by Contract Manager as well bottlenecks identified
- 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 as well as any noted challenges risks, etc and proposed mitigation plans.
- iv. Timely coordination with Technical departments for technical inputs, preparation and timely submission of documents during procurement processing to Contracts Committee and then to World Bank as the need arises;
- v. Contracts Register in place
- vi. Demonstrate behaviour of professional and personal ethics, integrity and transparency in dealing with internal clients and service providers.
- vii. Acceptable Record Keeping system in place.
- viii. Schedule of pre-bid/pre-proposal meetings, Proposal opening, bid opening, Financial opening, and negotiations shared with relevant User Departments, Contracts Committee and other stakeholders if any at least 2 weeks before planned date.
- ix. Fortnightly updates to the Schedule of bid securities, validity periods etc. submitted and expiration dates as well as for the performance guarantees to ensure timely extension is effected at least two weeks before expiry.

5. QUALIFICATIONS AND COMPETENCES

- 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 6 years' general experience in procurement services with 3 years' experience in public sector and at least 2 years working experience handling processing under a World Bank financed project with a demonstrated strong track record;
- iii. Previous experience in processing high value contracts subject to international competition, and in working with multi-sectoral/cross departmental 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. Demonstrated proficiency in World Bank funded Procurement management.
- vii. A high level of interpersonal and management skills and ability to work with teams in the organisation at all levels.
- viii. Must be able to work under pressure and tight deadlines
- ix. Computer knowledge and skills in Microsoft packages and internet/email is a mandatory requirement.
- x. Proven integrity and confidentiality in handling public resources

6. REPORTING

The **Procurement Specialist** for the Irrigation for Climate Change Project (ICRP), will report to the Project Coordinator, and work closely with the PDU.

7. DUTY STATION

The procurement specialist will be stationed at the Kampala, Uganda

8. 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.