



**NATIONAL INFORMATION TECHNOLOGY AUTHORITY-UGANDA**

**UGANDA DIGITAL ACCELERATION PROJECT (UDAP)**

**PROCUREMENT OFFICER**

**TERMS OF REFERENCE**

**APRIL 2023**

## **Terms of Reference for Procurement Officer UDAP**

### **1. Background.**

The Government of Uganda received Credit/Grant from the World Bank/International Development Association towards implementation of the Uganda Digital Acceleration Project (UDAP). The Project Development Objectives (PDO) are to (a) expand access to high-speed internet in selected areas, (b) improve efficiency of digital service delivery in selected public sectors, and (c) strengthen the digital inclusion of selected host communities and refugees. The National Information Technology Authority of Uganda (NITA-U) is the Implementing Agency (IA) for all components with Ministry of Information, Communications Technology and National Guidance (MoICT&NG) and Office of the Prime Minister (OPM) as major Implementing Partners (IP). The procurement processing will be conducted in accordance to the World Bank Procurement Regulations July 2016; revised November 2017, July 2018 and November 2020.

The NITA-U now invites suitably qualified individuals, with qualifications and experience as detailed below to apply for the position of **Procurement Officer (PO)** under the Project Implementation Unit (PIU). The preparations for effectiveness of the UDAP 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 three (3) years and may be renewed subject to satisfactory performance.

### **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. Scope of work.**

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/Attorney 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 Executive Director-UDAP 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. Key Result Areas.**

- i. Weekly update of procurement monitoring form to be provided to all user departments
- ii. Annual Procurement Plans and monthly updates in place
- iii. Monthly Procurement and Contract Management status reports/updates
- 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 indicating completed, ongoing or addenda contracts 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
- viii. Bid validity period expiry tracking system in place
- ix. Bid security/Advance payment guarantee/Performance security validity tracking system in place

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

##### **5.1 Academic qualifications.**

- (i) Must hold Honor's degree in Procurement, Business Administration, Commerce, Economics, Engineering or other related courses.
- (ii) Must possess full qualification and membership to procurement professional body like CIPS, NEVI and ISCM.
- (iii) Postgraduate qualification training/diploma in Procurement and supply chain management or Procurement and logistics management will be an added advantage.

##### **5.2 Experience.**

- (i) The Applicant must have at least 5 (five) years' experience in procurement and supply chain management, working in a busy environment and at least 3 (three) 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.

##### **5.3 Other Skills and Competences.**

- i) **Communication:** Very good communication skills (spoken and written), including the ability to communicate effectively with diverse audiences on environmental related

- matters, good negotiation skills and to prepare a variety of written documents, contracts, reports, etc. in a clear, concise style.
- ii) **Teamwork:** Very good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
  - iii) **Integrity:** Must be a person of proven honesty and does not tolerate corruption and unethical behaviours in all its forms and manifestations.
  - iv) **Innovation:** Must be a person with ability to seek new ways of doing things efficiently to deliver value to our customers.
  - v) **Customer Centricity:** Must be a person who strives to satisfy customers and clients. Should be able to understand what the customer wants and delivering it flawlessly.
  - vi) **Quality:** Must be a person who thinks of quality and continuous improvement in his/she our work.

#### **6. Reporting.**

The Procurement Officer will report to the Procurement Specialist UDAP for overall supervision and day to day technical/functional matters under the contract.

#### **7. Duty Station.**

The Procurement Officer will be deployed on a full time basis and the duty station shall be the UDAP-PIU 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 Procurement Officer will be appointed on a contractual basis for an initial period of 36 months, with a possibility of renewal based on satisfactory performance, business need and funds availability.