



**NATIONAL INFORMATION TECHNOLOGY AUTHORITY-UGANDA**

**UGANDA DIGITAL ACCELERATION PROJECT (UDAP)**

**PROCUREMENT SPECIALIST**

**TERMS OF REFERENCE**

**APRIL, 2023**

## **Terms of Reference for Procurement Specialist 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 Specialist (PS)** 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 ensure timely implementation of the procurement process in accordance with 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. Scope of work.**

The procurement Specialist shall;

- i. Coordinate procurement function between the component coordinators and the Project Implementation Unit (PIU)
- 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 Solicitor General/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 procurement notice and specific procurement notices/ invitation for bids.
- 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, World Bank and Ministry of Finance, Planning and Economic Development.
- 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 NITA-U 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-NITA-U 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.

#### **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, Economics, Engineering, Commerce, or other related courses.
- (ii) Must hold Master's degree in either Procurement, Economics, Business Administration, Project Planning and Management or other related courses.

(iii) Must hold Post graduate qualifications in procurement and supply chain management from a recognized university/Institution or full professional qualification from an internationally recognized institute/body like CIPS, NEVI and ISCM.

## 5.2 Experience.

- (i) A demonstrated experience of at least 6 (six) years' experience in procurement and supply chain management with 3 (three) years in public sector and at least 3 years working under the World 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 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.

## 5. Reporting.

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

**6. Duty Station.**

The Procurement Specialist will be deployed on a full time basis and the duty station shall be the UDAP-PIU Office in Kampala.

**7. 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 Specialist will be appointed on a contractual basis for an initial period of 36 months, with a possibility of renewal based on performance, business need and budget availability.