

Terms of Reference for Procurement Specialist



Ministry of Water and Environment

Terms of Reference

For

Project Procurement Specialist (24 months)

Project: Investing in Forests and Protected Areas for Climate Smart Development (IFPA-CD)

1. Background

The IFPA-CD project is jointly developed and implemented by Ministry of Water and Environment (MWE) as Ministry of Tourism, Wildlife and Antiquities. Implementation of project activities will be undertaken by the MWE, National Forestry Authority (NFA), and Uganda Wildlife Authority (UWA), as project implementing agencies. Assistant Commissioner, Forestry, at MWE is an appointed National Project Coordinator. **The problem being addressed by this project is increased vulnerability of economic productivity, biodiversity and livelihoods to climate change effects due to declining forestry ecosystems goods and services.**

The project geographic area includes the Albert Rift and West Nile, with focus on target protected areas (7 National Parks, 4 Wildlife Reserves, 28 Central Forest Reserves) and 18 refugee host districts. The performance-based subsidy scheme for private plantation development under Component 2 will be national in scale.

The project aims to improve sustainable management of forests and protected areas and increase benefits from forests in target landscapes. This will be achieved by undertaking integrated interventions by MWE, UWA, NFA, and targeted Districts Local Governments.

The project is structured in four main components namely; i) Improved management of forest protected areas; ii) Increased revenues and jobs from forests and wildlife protected areas; iii) Improved landscape management in refugee hosting areas; and, iv) Project Management and Monitoring.

The project requires the services of a Procurement Specialist.

1. Objectives of the Assignment

The main objective of this assignment is timely implementation of the procurement plan through efficient and effective procurement processes to guarantee timely acquisition of goods, works and services. The Project Procurement Specialist is expected to support a procurement management system for the IFPA-

CD project that adheres to the World Bank Procurement Regulations and other requirements stipulated in the Project Documents. The Project Procurement Specialist will play a key coordination role between all stakeholders in the procurement cycle, lead on procurement activities undertaken by MWE and provide overall support to procurement activities of UWA and NFA as required. The Specialist will work closely with assigned Procurement and Disposal Unit (PDU) staff at the MWE, UWA, and NFA.

2. Reporting Requirements

The Project Procurement Specialist will report to the Head PDU -at MWE but will be accountable to the National Project Coordinator.

3. Key duties and responsibilities

The Project Procurement Specialist shall be responsible for all project procurements and participate in all aspects of procurement tasks. The Procurement Specialist shall lead the on-the-job training of PCU, UWA and NFA staff in procurement procedures and conduct the tasks identified below by applying sound technical practices and methods. The Procurement Specialist shall also provide support to the procurement activities of UWA and NFA where required.

The Project Procurement Specialist will:

- a. Coordinate Procurement Function between the leads on specific activities and the Procurement and Disposal Unit on behalf of the Head Procurement and Disposal Unit.
- b. In Consultations with the focal points of procurement, the Procurement Specialist will prepare, review, adjust (where applicable) and monitor the implementation of the Project procurement plan.
- c. Ensure timely preparation/updating, and submissions of the project Procurement plans for review and approval of the World Bank.
- d. In consultation with MWE, NFA, and UWA 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.
- e. Ensure that procurement procedures follow those prescribed in the Project Implementation Manual.
- f. 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.
- g. In close consultation with MWE, NFA, and UWA and Head Procurement Unit, participate in Evaluation of Expression of Interest, Quotations, bids and Proposals.
- h. In close consultation with the Head Procurement Unit, prepare and make submissions to the Contracts Committee.
- i. Coordinate/make arrangements and participate in Contract negotiations for consultancy services and technical discussions for goods and Works where applicable to provide technical guidance.
- j. Prepare draft contract for Contracts Committee and IDA review, and clearance of the Solicitor General and ensuring timely signing of contracts.
- k. Verify that Procurement requests are in accordance to the approved Procurement Plan.
- l. Maintain and ensure timely upload of all project procurement records in the Bank's STEP system.
- m. Prepare and publish general and specific procurement notices/invitation for bids and REOIs.
- n. Work closely with MWE, NFA, and UWA to ensure that Terms of Reference or technical specifications are obtained timely from relevant Technical Departments and Beneficiaries.
- o. 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.

- p. Mentor colleagues by sharing knowledge in procurement services.
- q. Support capacity building in procurement management of staff that deal with procurement issues with emphasis on World Bank and PPDA Guidelines.
- r. Ensure that clearance/No-objection(s) from World Bank is obtained if required.
- s. 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.
- t. 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.
- u. 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.
- v. Prepare procurement inputs to quarterly FMR progress reports.
- w. 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.
- x. Facilitate the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR recommendations.
- y. Prepare and update the Procurement/Contract Register (List of all procurement contracts awarded).
- z. Provide advice and participate in identified disposal processes.
- aa. Report immediately to the Permanent Secretary any noted fraud and corruption or governance issues with Procurement staff, Bidders and Consultants.
- bb. Any other duties that may be assigned by his/her Superiors from time to time in furtherance of the above responsibilities.

4. Required skills, competencies and experience

The follow are key qualifications, experiences and competencies required:

- a. A University degree in Procurement, Business Administration, Economics, Civil/Water Resources Engineering or other related courses with a Master's Degree in either Procurement, Economics, Business Administration, Project Planning and Management or other related courses with extensive and demonstrated experience in procurement management in all aspects of procurement of goods, non-consulting services, works and consulting services.
- b. A professional qualification in procurement from a recognized institution (e.g. Chartered Institute of Purchasing and Supply (CIPS), Institute of Supply Management (ISM), etc. will be an added advantage.
- c. Must have good knowledge of procurement policies and procedures of multilateral financial institutions (e.g. the World Bank) and development co-operation agencies; as well as good knowledge of the institutional, technical, and commercial aspects of procurement.
- d. Excellent skills in project management and communications, both written and oral, demonstrated in previous jobs.
- e. A strong experience of at least 7 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.
- f. Experience with use of Bank's STEP system is an added advantage.

- g. Experience of similar assignments in the Region is highly preferred.
- h. Proven track record in working effectively within multidisciplinary teams.
- i. Computer knowledge and skills in MS word, MS excel and internet/email is a mandatory requirement.
- j. Demonstrated evidence of transfer of knowledge to relevant staff in project implementing agencies.

5. Duration

The duration of the position is 2 years (full time), with an initial probation period of 6 months.

6. Performance Indicators:

- a. Annual Procurement Plans and quarterly updates in place
- b. Weekly and Monthly Procurement and Contract Management status reports/updates submitted to HPDU and World Bank
- c. Monthly update of procurement monitoring form to be provided to all user departments to be filled and submitted timely
- d. 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
- e. 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;
- f. Regular procurement performance reports for staff participating in procurement cycle e.g. at evaluation, Contracting Management stages as well bottlenecks identified
- g. Contracts Register in place
- h. Demonstrate behaviour of professional and personal ethics, integrity and transparency in dealing with internal clients and service providers.
- i. Acceptable Record Keeping system in place
- j. 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. Remuneration

Salary will be commensurate with qualifications and experience.

8. Facilities and information to be provided by the client

The specialist will be based and work within the Project Coordination Unit based in MWE, Kampala. Adequate office furniture and equipment will be assigned to the specialist.