

Terms of Reference for Assistant Procurement Specialist for the IWMDP

1.0 Background

The Government of Uganda (GOU) represented by the Ministry of Water and Environment and the National Water & Sewerage Corporation (NWSC) are presently implementing the Integrated Water Management and Development Project (IWMDP) which is financed with a loan from the World Bank. Approximately 2.5 years have elapsed out of the 6 years of the project.

According to the IWMDP Project Appraisal Document (PAD) and Financing Agreement, there is a provision for establishment of a Project Support Team (PST) under Component 4 to support smooth implementation of the Project. The PST as of now has a Procurement Specialist, Financial Management Specialist, M&E Specialist amongst others. There are now over 50 activities at different stages of procurement processing under the Ministry of Water & Environment. It is now desired to recruit an **Assistant Procurement Specialist** to support the IWMDP Procurement Specialist to expedite processing of the various procurements/contracts to avoid implementation delays.

2.0 Objective of the assignment

The objective of this assignment is to assist the IWMDP Procurement Specialist to ensure timely processing of the various procurements for the project to ensure timely completion of the respective procurement processes in accordance with the approved IWMDP procurement plan for provision of goods, works and consulting/non-consulting services.

3.0 Reporting

The position holder will work as an Assistant Procurement Specialist for the Integrated Water Management Development Project (IWMDP), reporting to the IWMDP Procurement Specialist as his/her immediate supervisor.

4.0 Scope of work

The Assistant procurement Specialist shall

- i. under guidance from the IWMDP Procurement Specialist, ensure that all the procurements for goods, services, and works under the project are according to the prevailing Government of Uganda and World Bank Procurement Regulations at all stages of the procurement processing.
- ii. Support the Procurement Specialist to manage issuance and receipt of bids and proposals
- iii. Assist the Procurement Specialist to verify that all the Procurement requests are and subsequent processing are in accordance with the approved IWMDP Procurement Plan
- iv. Ensure that procurement processes and procedures follow those prescribed in the IWMDP Project Procurement Strategy Document and Project Implementation Manual.
- v. As directed by the Procurement Specialist, participate in the evaluation of Expression(s) of Interest, Quotations, bids and Proposals.
- vi. Assist the Procurement Specialist to prepare and make timely and quality assured

- submissions to the Procurement & Disposal Unit/MWE, for subsequent consideration and approval by the MWE Contracts Committee.
- vii. Assist the Procurement Specialist to ensure timely preparation/updating, and submissions of the project Procurement plans for review and approval of the World Bank including obtaining the necessary no-objections.
 - viii. Under guidance from the Procurement Specialist, maintain complete procurement files and records including all correspondence related to procurement activities
 - ix. Assist the Procurement Specialist and the Head PDU/MWE in facilitating the Post Procurement Review (PPR) exercise, and follow up implementation of PPR recommendations
 - x. Assist the Procurement Specialist to prepare and update the project Procurement/Contract Register.
 - xi. Assist the Procurement Specialist to prepare monthly procurement status reports and ensure that Procurement records are safeguard and properly kept for future reference
 - xii. As directed by the Procurement Specialist, and in close liaison with the respective MWE Directorates or Departments, participate in contract monitoring and management by ensuring that all contracts under the project are efficiently managed, monitored and completed in accordance with the provisions or conditions in the respective signed contracts.
 - xiii. In consultation with the Procurement Specialist, Head of PDU-MWE and the World Bank, organize and follow-up implementation of any necessary or agreed procurement related training for MWE and NWSC project implementation staff.
 - xiv. Under guidance from the Procurement Specialist, organize or conduct necessary training to IWMDP potential suppliers and contractors and other stakeholders to develop their capacity to ensure compliance to the Government of Uganda and World Bank regulations and procedures for procurement and contract implementation.
 - xv. Support the Procurement Specialist to maintain and update the IWMDP project procurement activities in the World Bank on-line Systematic Tracking of Exchanges in Procurement (STEP)
 - xvi. Assist the Procurement Specialist to compile/update the monthly and/or quarterly procurement status reports for the project clearly indicating any delays, challenges or issues to be addressed by MWE Management.
 - xvii. Carry out any other duties assigned by the IWMDP Project Procurement Specialist

5.0 Qualifications and Competences

- i. A University degree in Procurement, Business Administration, Engineering or other related courses, A post graduate qualification in procurement is an added advantage;
- ii. The applicant must have at least 3 years working experience in procurement (in a World Bank financed project) according to the World Bank Procurement Regulations for IPF Borrowers.

- iii. Must have at least 3 years working experience in Government of Uganda Public Procurement & Disposal of Assets (PPDA) Procurement procedures and regulations.
- iv. Should be fluent in both oral and written English.
- v. Proven integrity in handling public resources and in executing duties.

- vi. A high level of interpersonal and management skills and ability to work with teams in the organization.
- vii. Must be able to work under pressure and tight deadlines
- viii. Computer knowledge and skills in Ms Word, Ms Excel and internet/email is a mandatory requirement.
- ix. Proven integrity and confidentiality in handling public resources

6.0 Performance indicators

- i. Quality of reports submitted
- ii. Time taken to complete assignments given by the supervisor
- iii. Timely verification and handling of procurement requests
- iv. Completeness of procurement files
- v. Updated Procurement Register
- vi. Draft progress reports of good quality prepared by a set date.
- vii. All approved activities updated in STEP

7.0 Duty Station

The Assistant procurement specialist will be stationed in the Ministry of Water & Environment Headquarters at Port Bell, Luzira, Kampala.

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