



THE REPUBLIC OF UGANDA

Sector	MINISTRY OF AGRICULTURE ANIMAL INDUSTRY AND FISHERIES (MAAIF)
Department	DEPARTMENT OF AGRICULTURAL INFRASTRUCTURE MECHANIZATION AND WATER FOR AGRICULTURAL PRODUCTION
Project	UGANDA CLIMATE SMART AGRICULTURAL TRANSFORMATION PROJECT (P173296)

TERMS OF REFERENCE FOR THE UCSATP PROCUREMENT OFFICER

1. Background

The Government of Uganda has received funding from the World Bank for the Uganda Climate Smart Agricultural Transformation Project (UCSATP). The primary objective of this project is to "increase productivity, market access, and resilience of selected value chains in the project area, covering 69 districts, and to respond promptly and effectively to eligible crises or emergencies." The project is being executed by the Ministry of Agriculture, Animal Industry, and Fisheries (MAAIF).

To ensure the effective and efficient management and implementation of the project, MAAIF aims to fast-track the procurement of investments at the national, district, and community levels. To achieve this, the ministry is seeking to recruit competent, skilled, and experienced Procurement Officers to support the project's procurement processes.

Job Title:	Procurement Officer
Number of positions:	Two (2)
Reports to:	Senior Procurement Officer
Duty Station:	UCSATP Offices, Plot 78, Buganda Road, Kampala
Duration of contract:	24 months

2. Objectives of the Assignment

The primary objective of engaging the services of a Procurement Officer for the Uganda Climate Smart Agricultural Transformation Project (UCSATP) is to assist the Senior Procurement Officer in establishing and maintaining robust procurement and contract management systems. These systems are essential to support the successful implementation of

the UCSATP. The Procurement Officers will be responsible for assisting in executing the Procurement Plan, ensuring the timely acquisition of goods, works, non-consulting services, and consulting services.

The selected Procurement Officers will also play a pivotal coordination role among all stakeholders involved in the procurement cycle. This coordination will adhere to the World Bank Procurement Regulations/Manual for Investment Project Financing (IPF) borrowers (Fifth Edition, September, 2023) as well as the established procedures and guidelines outlined under the project.

3.Key Result Areas

- i. Annual Procurement Plans and monthly updates in place
- ii. Weekly, Monthly Procurement and Contract Management status reports/updates
- iii. Contracts Register in place
- iv. Acceptable Record Keeping system in place
- v. Real time update of procurement documentation and records and compliance with the World Bank's online procurement tracing system -STEP.
- vi. 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;
- vii. Regular procurement performance reports for staff participating in procurement cycle e.g. at evaluation, Contract Management stages as well bottlenecks identified
- viii. Regular engagement with user departments to improve procurement planning and execution
- ix. Compliance with the World Bank's online procurement tracking system (STEP).
- x. Contract Management & Delivery
- xi. Procurement Process Efficiency
- xii. Stakeholder Collaboration and Communication

4. Scope of Works

The Procurement Officer will undertake the following duties:

- i. Support in coordinating the procurement function between value chain leads, heads of agencies and departments and the Procurement and Disposal Unit.
- ii. Ensure timely preparation, updating, and submission of procurement plans for World Bank review and approval, obtaining clearance/no-objection(s) as required.
- iii. Work with relevant stakeholders to prepare bidding documents for goods, works, and non-consulting services, as well as Requests for Expressions of Interest (REOI) and Requests for Proposals (RFP) for consulting services, and participate in the timely evaluation of submissions.
- iv. Ensure compliance with procurement procedures outlined in the Project Implementation Manual.
- v. Assist in bidding and selection processes, including organizing pre-bid/pre-proposal meetings, providing clarifications, coordinating receipt and opening of bids/proposals/expressions of interest, and ensuring timely availability of Terms of Reference or technical specifications from relevant technical departments and beneficiaries.
- vi. Aid in coordinating and participating in contract negotiations for consultancy services and technical discussions for goods and works, providing technical guidance as needed.
- vii. Prepare draft contracts for review by the Contracts Committee, World Bank, and Solicitor General, ensuring timely approvals and signing.
- viii. Verify procurement requests to ensure alignment with the approved Procurement Plan.

- ix. Prepare and publish general and specific procurement notices/invitations for bids. In consultation with Technical Departments, develop bidding documents, requests for proposals, consultant shortlists, and other procurement-related documents based on applicable procedures.
- x. Support capacity building in procurement management for staff, focusing on World Bank and PPDA guidelines.
- xi. Prepare weekly, monthly, Quarterly, bi-annual and annual procurement progress reports with support from the Senior Monitoring and Evaluation Officer, highlighting contract processing updates, challenges, and issues requiring management attention.
- xii. Collaborate with Technical Departments to monitor and administer contracts, ensuring efficient management, timely completion, and value for money.
- xiii. Enhance the Procurement Data Management system by establishing an organized filing and record-keeping system for easy retrieval and audit readiness.
- xiv. Maintain complete procurement files and records, including all correspondence, seeking legal advice where appropriate.
- xv. Track contract processing, identify deviations from schedules, and resolve issues in consultation with management.
- xvi. Facilitate Post Procurement Reviews (PPR) and follow up on the implementation of recommendations.
- xvii. Prepare and update the Procurement/Contract Register listing all awarded contracts.
- xviii. Maintain and update a supplier database and vendor profiles.
- xix. Draft procurement-related correspondence and follow up with suppliers for timely deliveries.
- xx. Report any fraud, corruption, or governance issues with procurement staff, bidders, or consultants to the Supervisor right away.
- xxi. Ensure compliance with the World Bank's online procurement tracking system (STEP).
- xxii. Perform any additional duties assigned by superiors to further the above responsibilities.

5. Education, Qualifications & Experience Required

a) Qualification

- a) The ideal candidate must hold a honors Degree in Procurement, Logistics and Supply Chain Management, Engineering, Commerce, Business Administration, Law or Economics.
- b) A professional certification or membership in procurement and supply, such as CIPS. The ideal candidate must have completed at least Level 4 of CIPS.

b) Experiences and Competences

- At least Five (05) years' experience in Public Procurement with at least three (03) years working on projects funded by World Bank or other Multi-Lateral Development Banks.
- Working knowledge of PPDA Law and Regulations, and World Bank or Multilateral Development Banks procurement guidelines.

c) Competencies

i. Technical

- a Procurement, Disposal and contract management
- b Planning, organizing and coordinating
- c Risk management

- d Financial management
 - e Accountability and financial reporting
 - f Leadership and Human Resource Management
 - g Analytical skills and Strategic thinking
 - h Monitoring and Evaluation skills
 - I Information and communication technology
- ii. **Behavioural**
- a Ethics and Integrity
 - b Assertiveness and Self confidence
 - c Communicating effectively
 - d Self-control and stress management
 - e Concern for quality and standards

6. Reporting:

The Procurement Officer shall report to the **Senior Procurement Officer** UCSATP for overall supervision and day-to-day technical matters under the contract.

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.

8. Duration of Services:

The assignment shall be for an initial period of Two (02) years, subject to a probation period of six (06) months, renewable based on need, availability of funds, and satisfactory performance.

9. Application procedure

All candidates should submit written applications with copies of academic credentials, testimonials, and a detailed Curriculum Vitae (CV) indicating contact details of three (3) referees, addressed to:

The Permanent Secretary

Ministry of Agriculture, Animal Industry, and Fisheries

Hand-delivered to the Procurement and Disposal Unit(PDU)located at Plot No. 14 Lugard Road, Entebbe P.O. Box 102, Entebbe, Uganda **NOT LATER** than **1st April,2025**

NB: Only shortlisted candidates will be contacted.