



THE REPUBLIC OF UGANDA

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

TERMS OF REFERENCE FOR THE UCSATP PROCUREMENT ASSISTANT

1.0: Background

The Government of Uganda has secured funding from the World Bank to support 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, while enabling a prompt and effective response 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 Assistant to support the project's procurement processes.

2.0 Position Title: Procurement Assistant

Number of Positions: One (1)

Reports to: Procurement Officer

Location: UCSATP -Offices at Plot 78,Buganda Road ,Kampala ,

Duration of Contract: 24 Months

3. Objective of the Assignment

The Procurement Assistant will provide administrative and operational support to the project Procurement Unit to ensure the effective and timely execution of procurement activities. The role involves assisting in the preparation, processing, and management of procurement

documents, maintaining procurement records, and supporting compliance with the World Bank Procurement Regulations and the guidelines.

4. Scope of Works

Under the supervision of the Procurement Officer, the following duties shall be undertaken:

a) Procurement Execution and Compliance

- Undertake procurement activities and ensure timely delivery, adhering to the Project Procurement Manual and Procurement Procedures.
- Ensure compliance with the agreed Procurement Legal Framework at all stages of the procurement process.

b) Bid and Proposal Management

- Assist in the issuance, receipt, and opening of bids, expressions of interest, and proposals from potential service providers, contractors, and suppliers.
- Assist in organizing pre-bid or pre-proposal meetings and negotiation meetings.
- Participate in evaluation exercises (e.g., Expressions of Interest, Quotations, Bids, and Proposals), ensuring strict adherence to procedures and guidelines.

c) Documentation and Reporting

- Prepare procurement progress reports (weekly, monthly, quarterly, bi-annually, and annually)
- Maintain complete procurement files and records, including all correspondence, ensuring they are safeguarded and properly stored for future reference.
- Draft correspondences related to procurement (e.g., letters to suppliers) and follow up to ensure timely and safe delivery of goods and services.
- Ensure proper filing of all procurement documents in accordance with procurement guidelines and procedures.
- Support the functioning of the Contracts Committee by preparing and submitting required documentation in a timely manner.
- Participate in preparing draft contract agreements/documents, ensuring appropriate clearances (e.g., World Bank, Contracts Committee, Solicitor General) are obtained prior to issuance.
- Prepare and periodically update the Contract Register, ensuring completeness of all contract data.

d) Supplier Payment Processing

- Support payment processing by preparing and providing the Finance Section with all necessary documentation.
- Establish and maintain a supplier database to promote rapid response, including preparing and updating vendor profiles.
- Compile invoices and supporting documents for submission to the Finance Department for payment.

e) **Additional Responsibilities**

- Maintain files of correspondence, reports, and supporting documentation as evidence of compliance with procurement procedures.
- Undertake other related duties as reasonably assigned by the Supervisor.

5. Qualifications and Experience

Educational Background:

A Bachelor's degree in Procurement and Supply Chain Management, Engineering, Law, Business Administration, Commerce, Economics, or a closely related field.

Experience:

- a) At least three (03) years of experience in Public Procurement
- b) Working knowledge of PPDA Act and Regulations, and World Bank Procurement Regulations or any other Multilateral Development Banks Procurement Guidelines
- c) use of an integrated Financial Management System (IFMS) and Electronic Procurement.

6. Skills and Competencies

- Excellent management skills
- Strong analytical and report writing skills
- Very good interpersonal skills
- High Integrity and Professionalism
- Attention to Detail
- Time Management
- Communication Skills
- Teamwork and Independence

7: Reporting:

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

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 assignment shall be for an initial period of two (02) years, subject to a probation period of six (6) months, renewable based on need, availability of funds, and satisfactory performance.

10: 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.