

TERMS OF REFERENCE AND SCOPE OF SERVICES

THE RESOURCE ENHANCEMENT AND ACCOUNTABILITY PROGRAMME (REAP)

PROCUREMENT OFFICER

A. BACKGROUND

The Government of Uganda (GoU) has, since the early 1990s, been pursuing strategic reforms in Public Financial Management (PFM) systems aimed at supporting Government's goal of poverty eradication through the achievement of good governance, sustainable growth targets and a stable macroeconomic environment as reflected in the National Development Plan and Vision 2040.

Government is implementing the Resource Enhancement and Accountability Programme (REAP) as the prime framework for implementation of Public Financial Management (PFM) Reform Strategy (2018-2023). The overall objective of the REAP is to enhance resource mobilization, improve planning and public investment management, and strengthen accountability for quality, efficient and effective service delivery.

The programme is jointly funded by the Government of Uganda and multi-donor basket funding arrangement agreed under a Memorandum of Understanding (MOU). A Public Expenditure Management Committee (PEMCOM) provides policy guidance to the reform efforts coordinated around the Clusters.

Implementation of REAP involves a significant coordination and programme management effort at all levels. This requirement continues to be met through services of contract staff supporting the Government Task Manager.

Government wishes to engage the services of a Procurement Officer. Reporting to the Senior Procurement Officer, the Procurement Officer will provide support for or the procurement of Works, Supplies and Consultancy Services.

Scope of Work;

The Procurement Officer will carry out the following duties:

1. Follow up on the procurement requirements and requisitions.
2. Check and prepare statement of requirements for goods, works and consultancy services.
3. Support evaluation committee and draft evaluations reports against established formats in accordance with the PPDA guidelines or development partner guidelines.
4. Record keeping and document management system in the procurement section for goods, works and non-consultancy services and will work closely with the contracts and contracts monitoring officer on this requirement.
5. Draft relevant correspondence's to bidders to keep them informed- Invitation to bid, Best Evaluated Bidders Notice and invitation for negotiations.
6. Analyze procurement requisitions for works and supplies to verify compliance with the procurement procedures.

7. Prepare bid documents for goods, works and consultancy services.
8. Prepare advertisements for goods, works and consultancy services.
9. Preparation of monthly reports on the status of ongoing procurements.
10. Preparation of all required documentation during the entire procurement process for goods, works and non-consultancy services using established formats and ensure their safe keeping.
11. Preparation of payment for goods, works and non-consultancy services.
12. Ensure effective performance of the procurement function and any other duties that may be assigned by your superiors.

Outputs/Deliverables;

1. Annual and Quarterly consolidated procurement plan.
2. Annual and Quarterly procurement plans and progress reports.
3. Evaluation and contracts committee minutes.
4. Complete and properly filled procurement records.

Qualifications and Experience;

1. An honors degree in Procurement, Supply Chain management, Law, Economics, Finance or Engineering.
2. Professional Qualification in Procurement and Supply chain management.
3. Membership of the Institute of Procurement Professionals of Uganda (IPPU).
4. A minimum of four (4) years working experience in the procurement and disposal unit using the Government of Uganda Procurement Rules or World Bank, KfW and other Donor procurement guidelines at a minimum of an Officer Level or equivalent if working in donor funded projects.

Key Competencies;

1. Excellent communication skills.
2. Good interpersonal skills and ability to relate well with a multiplicity of stakeholders.
3. Knowledge and use of any computerized financial accounting software application will be an added advantage.

Contract Arrangements;

The assignment is for one (1) year and may be renewed based on need and satisfactory performance.