



**TERMS OF REFERENCE  
FOR  
PROCUREMENT ASSISTANT**

**National Forestry Authority**

**PROJECT: INVESTING IN FORESTS AND PROTECTED AREAS FOR CLIMATE  
SMART DEVELOPMENT**

**1. Background**

The Government of the Republic of Uganda received financial support from the International Development Association (IDA) of the World Bank towards the cost of Investing in Forests and Protected Areas for Climate Smart Development (IFPA-CD) project that is jointly developed and coordinated by Ministry of Water and Environment (MWE) and Ministry of Tourism, Wildlife and Antiquities. Implementation of the project activities will be undertaken by the MWE, National Forestry Authority (NFA), and Uganda Wildlife Authority (UWA) as project implementing agencies. 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 Albertine Rift and West Nile Region, with focus on target protected areas (7 National Parks, 4 Wildlife Reserves, and 28 Central Forest Reserves) and the refugee host Districts.

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.

NFA intends to hire a Procurement Assistant to provide support to the Procurement Manager for smooth coordination and management of procurements under the project.

### **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 Assistant 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.

### **2. Reporting Requirements**

The Procurement Assistant will report to the Procurement Manager at NFA and will be accountable to the NFA Institutional Focal Point Person for the project.

### **3. Key duties and responsibilities**

The Procurement Assistant will;

- a. Ensure timely preparation/updating, and submissions of the project Procurement plans for review and approval of the World Bank.
- b. Assist in preparation of bidding documents for acquisition of goods, works and non-consulting services, and the Request for Expression of Interest (REOI) and Request for Proposal for consulting services.
- c. Ensure that procurement procedures follow those prescribed in the World Bank Procurement Regulation and the Project Implementation Manual
- d. Participate in Evaluation of Expression of Interest, Quotations, bids and Proposals.
- e. Assist in preparation of submissions to the Contracts Committee.
- f. Coordinate/make arrangements and participate in Contract negotiations for consultancy services and technical discussions for goods and Works where applicable to provide technical guidance.
- g. Prepare draft contracts for Contracts Committee and IDA review, obtain clearance of contracts from the Solicitor General and ensuring timely signing

- h. Verify that Procurement requests are in accordance to the approved Procurement Plan.
- i. Maintain project procurement records and ensure timely upload of all documentation in the Bank's STEP system
- j. Prepare and publish general and specific procurement notices/invitation for bids and REOIs
- k. Prepare procurement inputs to quarterly FMR progress reports.
- l. 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.
- m. Facilitate the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR recommendations
- n. Prepare and update the Procurement/Contract Register (List of all procurement contracts awarded)
- o. Any other duties that may be assigned by his/her Superiors from time to time in furtherance of the above responsibilities.

**4. Required qualifications, work experience and interpersonal attributes/  
Competencies.**

- Bachelor's degree (Honours) in Procurement and Supply Chain Management or Business Studies/Administration from a recognized institution.
- 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.
- A strong working experience of at least 3 years' general experience in procurement services in a public sector with a demonstrated track record
- At least 1 year procurement experience under projects financed by Multilateral Development Institutions like World Bank, AfDB, IsDB
- Work experience with IDA funded projects will be an added advantage
- Good demonstrated knowledge in the application of the PPDA Act and Regulations

- Good skills in project management, communications, both written and oral, fluent in English. Proven integrity in handling public resources and in executing duties.
- Experience with use of Bank's STEP system is an added advantage
- Proven track record in working effectively within multidisciplinary teams.
- Computer knowledge and skills in MS word, MS excel and internet/email is a mandatory requirement.
- Proven integrity and confidentiality in handling public resources
- Must be able to work under pressure and tight deadlines

## **5. Duration**

The duration of the position is 4 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 the Procurement Manager 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.

## **7. Remuneration**

Salary will be commensurate with qualifications and experience.

## **8. Facilities and information to be provided by the client**

The Procurement Assistant will be based in NFA, Kampala and adequate office furniture and equipment will be provided.