



THE REPUBLIC OF UGANDA

UGANDA WILD LIFE AUTHORITY

REQUEST FOR EXPRESSION OF INTEREST

(CONSULTING SERVICES - INDIVIDUAL SELECTION)

UGANDA

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

PROJECT ID NO.: 170466

**ASSIGNMENT TITLE: RECRUITMENT OF A PROCUREMENT OFFICER FOR UGANDA
WILDLIFE AUTHORITY**

Reference No: UG-UWA-305542-CS-INDV

The Government of Uganda (GOU) has received financing from the World Bank towards the cost of the Investing in Forests and Protected Areas for Climate Smart Development (IFPA-CD) Project and intends to apply part of the proceeds for consulting services. The project is being implemented by the Ministry of Water and Environment (MWE -Lead Agency), Uganda Wildlife Authority (UWA) and National Forest Authority (NFA) with the involvement of the Ministry of Tourism, Wildlife and Antiquities (MTWA) in tourism-related activities.

The Project Development Objective (PDO) is to improve sustainable management of forests and protected areas and increase benefits to communities from forests in target landscapes.

The consulting services (“the Services”) include execution of tasks linked to specific positions detailed below under the project for an initial duration of two years renewable subject to satisfactory performance.

The detailed Terms of Reference (TOR) for the position can be found at the following website: https://www.uganda_wildlife.org

The Uganda Wildlife Authority now invites eligible individual consultants to apply for the consulting assignments. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services as required in the TORs. The submissions should include a cover letter

summarizing the relevant experience and indicating its relevance to the assignment at hand. The expression of interest should be accompanied with a CV with phone contact, postal and email addresses, copies of relevant academic documents/ qualifications and copies of the appointment letter (s)/ Contract (s) of the current or most recent employment.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant Selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *i.e.*, 0900 to 1700 hours Monday to Friday.

Expressions of interest must be delivered in a written form to the address below in person by 1400 hours on 12th September 2022.

The Executive Director

Uganda Wildlife Authority

Plot 7 Kira Road, Kamwokya

Specific Position:

Procurement Officer, UWA

Reporting: Procurement Manager, UWA

Job Purpose

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 Officer 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.

NB: Only short-listed candidates shall be contacted

Terms of Reference, Procurement Officer- UWA



TERMS OF REFERENCE FOR PROCUREMENT OFFICER

Uganda Wildlife Authority

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

1. Background

The Government of the Republic of Uganda has received financing 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) that is jointly developed and coordinated by Ministry of Water and Environment (MWE) and Ministry of Tourism, Wildlife and Antiquities.

Implementation of 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 Albert Rift and West Nile, 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.

The project is structured in four main components namely; i) Improved management of forest protected areas; ii) Increased revenues and jobs from forests and wildlife protected areas; iii) Improved landscape management in refugee hosting areas; and, iv) Project Management and Monitoring.

UWA intends to hire a Procurement Officer to provide support to the Procurement Manager for smooth coordination and management of procurements.

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 Officer 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 Officer will report to the Procurement Manager at UWA and will be accountable to the UWA Institutional Focal Point Person.

3. Key duties and responsibilities

The Procurement Officer will in consultation with the Procurement Manager(UWA) and Procurement Specialist at Ministry of Water and Environment(MWE);

- a. Ensure timely preparation/updating, and submissions of the project Procurement plans for review and approval of the World Bank
- b. Assist in the preparation of bidding documents for acquisition of goods, works and non-consulting services, and the REOI and RFP for consulting services.
- c. Ensure that procurement procedures follow those prescribed in the Project Implementation Manual
- d. Participate in Evaluation of Expression of Interest, Quotations, Bids and Proposals.
- e. Assist in the 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. Assist in the preparation of draft contracts for Contracts Committee and IDA review, and clearance of the Solicitor General and ensuring timely signing of contracts
- h. Assist in the verification that Procurement requests are in accordance to the approved Procurement Plan.
- i. Assist in the proper maintenance of project procurement records and ensure timely upload of all documentation in the Bank's STEP system
- j. Assist in the preparation and publication of the general and specific procurement notices/invitation for bids and REOIs
- k. Assist in the preparation of 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. Assist in the preparation and update of 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 (Honors) in Procurement, Supplies Management or Business Studies/Administration (Procurement and Supplies Management) or any other related courses 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 experience of at least 3 years' general experience in procurement services in public sector with a demonstrated strong track record;
- At least 2 years procurement experience under projects financed by Multilateral Development Institutions like the World bank, AfDB, IsDB
- Good demonstrated knowledge in the application of the PPDA Act and Regulations and World Bank Regulations
- Good skills in project management and 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 integrity and confidentiality in handling public resources. 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.
- 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 behavior 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 Officer will be based in UWA, Kampala and adequate office furniture and equipment will be provided.