



"The Peoples Electricity Link"

RURAL ELECTRIFICATION AGENCY

ENERGY FOR RURAL TRANSFORMATION PHASE III

Credit No.: 45540, Project ID.: P133312

Procurement Reference No.: REA-ERTIII/SRVCS/15-16/00301

Terms of Reference for Procurement Officer

1. BACKGROUND:

- 1.1. The Government of Uganda (GoU) has received financing from the International Development Association (IDA) of the World Bank in the amount of **US\$135 million** equivalent towards the cost of Uganda Energy for Rural Transformation Phase III (ERT III) and it intends to apply part of the proceeds to payments for consulting services to be procured under the project. The Project Development Objective of ERT III Project is to increase access to electricity in rural areas of Uganda.
- 1.2. The ERT III project, REA will be responsible for implementation of component 1 and subcomponent 2.4. Component 1 (On-grid Energy Access) shall support on-grid investments namely: (i) Grid Extension and Associated Connections; (ii) Grid Intensification and Associated Connections; (iii) Household Connections from Existing Lines and (iv) Implementation Support for On-grid Energy Access. Subcomponent 2.4 (Quality Assurance for Solar Market Development) will be implemented in collaboration with the UNBS and it aims to promote quality assurance and awareness of solar products so as to enable the market for affordable, high-quality PV products in rural areas.
- 1.3. Under this project the position of the Procurement Officer is available to be filled by a qualified, experienced professional as detailed in the person specifications below.

2. OBJECTIVES OF THE ASSIGNMENT:

- 2.1. To ensure that all Procurements, Terms of Reference and lists of goods, services, non-consultancy services and works under the Rural Electrification Agency (REA) Component of the ERT III Project are carried out in line with the World Bank Guidelines and procurement systems, are delivered on time, to the required specifications and scope; and are consistent with the overall project budgets and objectives.

3. SCOPE OF THE ASSIGNMENT/ KEY RESPONSIBILITIES:

- 3.1. Coordinating Procurement of Goods, Works and Services under the REA component of the ERT III Project in accordance with the World Bank and Government of Uganda procedures and in so doing ensure that the procurement process commences in a timely manner and in accordance with the Procurement Plan.
- 3.2. Formulate a strategy for timely implementation of the Procurement Plan for the project and ensure that project procurements are carried out efficiently and effectively according to the Procurement Plan.
- 3.3. In consultation with the ERT Department, prepare and update the project annual Procurement Plan and ensure that the Procurement Plan is integrated with REA's overall Procurement Plan, work plans and the Financial Budgets.
- 3.4. Provide the necessary input to the Procurement and Disposal Unit (PDU)

processes to ensure that the Government Procurement Portal (GPP) is continuously updated for contracts under ERT.

- 3.5. Take primary responsibility for preparing solicitation documents taking into consideration the user requirements and market circumstances. Following appropriate approvals, coordinate the issuance of the documents in a timely manner.
- 3.6. Advise on the procurement methods appropriate and consistent with the Procurement Plan.
- 3.7. Arranging for publishing of specific procurement notices/ invitation for bids and Request for Expression of Interest.
- 3.8. Take a lead in the bidding and selection process of contracts under the project, including organizing pre-bid or pre-proposal meetings, providing clarifications, coordinating the Receipt of bids/proposals, leading and participating in the opening of bids/proposals/expressions of interest.
- 3.9. Prepare and circulate to all User Departments and contracts committee members the schedule for pre-bid meetings, pre-proposal meetings, and deadline for submission respectively, to ensure adequate planning for participation.
- 3.10. Coordinate and Participate in Evaluation of Expression of Interest, Quotations, Bids and Proposals for contracts under the project and ensure that this is done in a manner that upholds a high level of confidentiality, and lead preparation of the bid evaluation report for the submission to the relevant authorities for approval. The Procurement Officer shall take primary responsibility of ensuring that evaluations are completed and reports submitted in a timely manner.
- 3.11. In cases of procurement actions requiring World Bank's "no objection", ensure that clearance/No-objection(s) from World Bank are obtained working in collaboration with the Manager, ERT, support coordination of the dispatch of procurement documents to the World Bank, and monitor World Bank response time on issuing "no objections" at different levels of the procurement process, and follow-up accordingly.
- 3.12. Coordinate/make arrangements and participate in Contract negotiations for consultancy services and technical discussions for Works where applicable to provide technical guidance and take primary responsibility for preparing negotiation plans, minutes of negotiations and draft contracts.
- 3.13. Prepare draft contract for Contracts Committee and IDA review, and clearance of the Solicitor General and ensuring timely signing of contracts
- 3.14. Mentor colleagues and support capacity building by sharing knowledge on applicable procurement procedures.
- 3.15. Prepare Procurement progress reports at a minimum on monthly basis, highlighting among others the progress on processing various contracts, constraints met and any other issues that require Management attention.
- 3.16. Participate in Contract monitoring and Administration by ensuring that

Technical Departments prepare monthly contract management reports to inform PDU REA Management and PCU/Bank whether contracts are efficiently managed, monitored and on track for timely completion.

- 3.17. Prepare procurement inputs to quarterly Financial Monitoring Reports (FMR) progress reports.
- 3.18. 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.
- 3.19. Facilitate the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR recommendations.
- 3.20. Prepare and update the Procurement/Contract Register (List of all procurement contracts awarded).
- 3.21. Report immediately to the Executive Director, REA any noted fraud and corruption or governance issues with Procurement staff, Bidders and Consultants.
- 3.22. Assist the Head Procurement and Disposal Unit (HPDU) to ensure timely submission of requests for approval to the Contracts Committee.
- 3.23. Ensuring that proper filing of records for all procurements is in place. Set up a filing and record keeping system that ensures that procurement records are easily retrievable and available for procurement audits; Maintain complete procurement files and records including all correspondence related to procurement activities; seek legal advice where appropriate.
- 3.24. Establish a performance monitoring database for all contractors, suppliers and consultants, and ensure timely updates of the system.
- 3.25. Any other duties as will be advised by the Supervisor.

4. QUALIFICATIONS OF THE PROCUREMENT OFFICER:

A candidate should have:-

- 4.1. A Bachelor's degree in Procurement, Business Administration, Economics, Engineering, Law, with full professional qualification in Procurement and Supply Chain Management with extensive and demonstrated experience in procurement in all aspects of procurement of goods, non-consulting Services, Works and consulting Services.
- 4.2. A Master's Degree in Procurement, Economics, Business Administration, Project Planning and Management or related courses.
- 4.3. A demonstrable experience of at least 6 years' general experience in procurement with at least two years working on complex procurement for projects funded by Multilateral Development Banks (MDBS) with comparable procurement policy and requirements.
- 4.4. Proven experience in implementing procurement of high value contracts in works, consultancy services and procurement planning.
- 4.5. A proven integrity record.

5. REPORTING:

The Procurement Officer shall report to the Head, Procurement and Disposal Unit, but will work closely with the Manager, ERT.

6. KEY PERFORMANCE INDICATORS:

- 6.1. Conducting all procurements in accordance with the Procurement Plan approved by the World Bank.
- 6.2. Preparing and submission to the World Bank, the annual procurement plan of acceptable quality for the project within three (3) months from the end of the financial year.
- 6.3. Publishing of the approved procurement plan in the Development Market Gateway (DG Market) and United Nations Development Business (UNDB) within 10 working days from the approval of the plan.
- 6.4. Publishing of contract awards for all contracts procured through National Competitive Bidding (NCB) and International Competitive Bidding (ICB) in the United Nations Development Business within 10 working days from contract award.
- 6.5. Preparation and submission of quarterly procurement and contracts monitoring reports as part of the Project Reports to the World Bank within 45 days from the end of the quarter.
- 6.6. Continuously update the Government Procurement Portal.
- 6.7. Continuously update the World Bank Procurement and contract management tool

7. DUTY STATION:

The Procurement Officer will be stationed at Kampala, Uganda.

8. TIME FRAME:

The assignment shall be for a period of 2 (Two) Years subject to probation period of 6 (Six) months, and renewable subject to satisfactory performance.

9. SUBMISSION OF APPLICATIONS:

Interested applicants should submit their applications including detailed Curriculum Vitae and copies of relevant academic documents to:-

The Executive Director

Rural Electrification Agency

Plot 10 Windsor Loop, Kololo

2nd Floor, House of Hope

Kampala – Uganda

All applications should be received not later than **17:00 Hours** (local time) on Thursday, **5th May, 2016**.