

## **TERMS OF REFERENCE AND SCOPE OF SERVICES**

### **PROCUREMENT SPECIALIST**

#### **A. PROJECT BACKGROUND**

---

The Government of Uganda has received financial support from the World Meteorological Organization (WMO) Systematic Observations Financing Facility (SOFF). The Systematic Observations Financing Facility (SOFF) provides support to countries for the generation and exchange of critical basic observational data essential for improved weather forecasts and climate services. It will provide technical and financial assistance through novel methodologies, applying internationally agreed metrics.

The project's objective is to enhance and sustain Uganda's weather observation network by improving its capacity to generate and disseminate essential observational data, which is crucial for enhancing weather forecasts and climate services, multisectoral decision-making, and planning for the benefit of all stakeholders. The Uganda Ministry of Water and Environment functions as the Executing Agency for the project, with the Department of Meteorology (formerly Ugandan National Meteorological Authority) serving as its implementing arm and project beneficiary. The SOFF Project Implementing Entity is the Islamic Development Bank (IsDB), whilst the Project Peer Advisor is The Royal Netherlands Meteorological Institute (KNMI).

Consequently, the Government of Uganda intends to allocate a portion of the funds towards the recruitment of a full-time Project Procurement Officer for this Project.

The Project Coordinator will operate under the direct supervision of the SOFF Project Steering Committee comprising the IsDB Regional Hub/Headquarters, KNMI, and Department of Meteorology (DoM).

#### **B. PROJECT DEVELOPMENT OBJECTIVE**

##### **1. PROJECT OBJECTIVES:**

---

- 1.1 The project's objective is to enhance and sustain Uganda's weather observation network by improving its capacity to generate and disseminate essential observational data, through increased human and institutional capacity, infrastructure enhancement and continuous compliance with GBON requirements.
-

## 2. PROJECT LOCATION:

---

- 2.1 The project shall be located in nine locations across Uganda including Mbarara, Masindi, Kasese, Jinja, Soroti, Entebbe, Arua, Kitgum, Kotido, and Mubende. The PMU will be hosted by the Department of Meteorology, Ministry of Water and Environment.

## 3. PROJECT DESIGN AND SCOPE/COMPONENTS:

---

- 3.1 The primary components of the project comprise the development of GBON-compliant institutional and human capacity, enhancement of GBON infrastructure, and sustained compliance with Global Basic Observing Network (GBON). The project encompasses a total of nine land-based stations and two upper-air stations.

### 3.2 Description of the Scope:

The project has three main components as detailed below:

### 3.3 Component 1: Enhancement of Department of Meteorology's Institutional and Human Capacity

- The objective of this component is to establish the capability to operate and maintain the observing network. This includes conducting national consultations with CSOs and other relevant stakeholders, as well as developing the necessary institutional capacity to operate the GBON network and enhancing the human capacity needed to operate the GBON network.

### 3.4 Component 2: Rehabilitation and Construction GBON Infrastructure

- This component comprises investments in the acquisition and installation of observation infrastructure and telecommunications. It encompasses the upgrading and improvement of land-based stations and related equipment, ICT systems, data management systems, and standard operating practices. Additionally, it includes the installation of new upper-air stations, enhancement of existing upper-air stations and related equipment, ICT systems, data management systems, and standard operating practices.

### 3.5 Component 3: Uganda Network Compliance with GBON Requirements

- This section encompasses the expenses incurred during the commissioning phase for the land-based stations and upper air stations that are part of the Global Basic Observing Network (GBON). This includes the costs associated with ensuring compliance with the country-specific standards for operations and maintenance, as well as data sharing verification by the World Meteorological Organization (WMO) Technical Authority.

## 4. SPECIFIC SCOPE OF WORK

---

The Procurement Specialist shall be a member of a Project Management Unit (PMU) responsible for the project activities in procurement through the provision of advice and document preparation, and in the implementation of the project procurement in accordance with the Islamic Development Bank guidelines and processes. The Procurement Specialist shall assume full responsibility for the procurement activities of the project. Furthermore, the individual shall be responsible for supporting and advising the Ugandan National Meteorological Authority's Project Management Unit (PMU) on all contract management issues under the project in alignment with the IsDB guidelines and processes.

The Procurement Specialist shall operate under the direct supervision of the Project Coordinator and the general oversight of the IsDB Country Office, SOFF Uganda Steering Committee comprising IsDB Regional Hub/Headquarters, KNMI, and the Ministry of Water and Environment reporting to the Ugandan Ministry of Water and Environment through the Commissioner for Meteorology and Project Coordinator.

## **5. MAIN RESPONSIBILITIES**

The Procurement Specialist will be under the supervision of the Project Coordinator and general facilitator of all procurement issues in the project. The Consultant will be responsible for:

- Ensuring that procurement activities are conducted in accordance with the provisions of the Protocol of Agreement, the Islamic Development Bank's (IsDB) guidelines, policies, and processes, and borrower procurement regulations.
- Establish a procurement management system for the PIU based on the guidelines and procedures for procurement of IsDB-funded projects and public procurement for the acquisition of services and consultancies.
- Prepare and update the project's Procurement Plan, delineating contract packages for services, the estimated cost for each package, the procurement or selection methods, and processing times for each package, which will guide the procurement activity annually, and when necessary. The procurement plan and processes will also be aligned with any new developments in IsDB, including, but not limited to, digital transitions.

- Prepare Bidding Documents and Request for Proposals (RFP) utilising the IsDB's Standard Bidding Documents and Specific Procurement Methods and Procedures Borrower's Procedures comprising its Laws and Regulations, when applicable. This should include standardised forms used for International and National Open Competitive Bidding and Shopping Methods. For compliance, all procurement activities will be updated through IsDB digital procurement transition systems.
- Prepare Specific Procurement Notices (SPN), and Requests for Expressions of Interests (REOI) when required;
- Initiate the procurement processes, including those for international and local competitive bidding procedures where necessary, ensuring compliance with the agreed procurement method's thresholds, prior review requirements specific to the project, agreed aggregate threshold amounts for less competitive procurement methods, and participating in the preparation of shortlists and evaluation reports.
- Establish and manage a central procurement filing system, ensuring that all procurement-related and contract management documents are filed properly.
- Receive and participate in bid opening sessions, evaluate proposals, and ensure that appropriate guidelines are followed to arrive at the recommendations for the award. This shall be conducted in a timely manner to adhere to the approved procurement plans.
- Participate in Evaluation Committees, assuming the role of the Committee's facilitator and secretary, and prepare the Minutes of the Evaluation Committee meetings, as well as prepare the requests for "No Objection" from IsDB with support of the Project Coordinator.
- Coordinate responses to enquiries from bidders/consultants and prepare correspondence from the Project Coordinator to the bidders/consultants communicating the results of the relevant evaluation processes.
- Coordinate arrangements for negotiation processes where applicable
- In cases of procurement actions requiring "No Objection", prepare the procurement documents for submission to the IsDB, monitor IsDB's response time on issuing

"No Objections" at various stages of the procurement process, and ensure necessary follow-up accordingly.

- Liaise with the relevant national procurement agencies under the BPS, such as the Administrative Tribunal (TA) and Functional Unit for Supervision of Acquisitions (UFSA), when required;
- Adhere to the procedures for Submission of Contracts for Prior Review by the Administrative Tribunal (TA), where applicable;
- Prepare contracts and ensure timely distribution of all relevant procurement and contract documents.
- Ensure timely receipt of monthly status reports for Goods and Consultants' deliverables;
- Liaise with executing agency, Bank staff and consultants to prepare periodic procurement reports as inputs into the Project Quarterly Progress Reports to be submitted to the Bank, WMO SOFF Secretariat, and other relevant agencies;
- Provide support and training to the Ugandan Department of Meteorology staff on the Islamic Development Bank's procurement policies, methods, and procedures.

## **6. QUALIFICATIONS AND EXPERIENCE**

The Procurement Specialist should have procurement experience and knowledge of procurement methods and procedures applicable to development projects. Specifically, the Procurement Specialist should possess following:

- A bachelor's degree in Procurement and Supply Chain Management
- Professional qualification in procurement management shall be considered advantageous.
- A minimum of six (6) years of experience as a Procurement Specialist working for a Public Institution and for projects financed by International or Multilateral Development Organisations (e.g. the Islamic Development Bank, World Bank, African Development Bank, or other similar institution or international donor agencies);
- Demonstrable experience in conducting procurement processes utilising the Islamic Development Bank's procurement methods and procedures and/or the methods and

procedures of other Multilateral Development organisations or international donor agencies;

- Knowledge of the Public Procurement System in Uganda shall be considered advantageous;
- Experience in procurement of goods and services pertaining to weather and meteorological services is considered advantageous.
- Proficiency in English is requisite; and
- Excellent computer literacy.

## **7. DURATION OF ASSIGNMENT AND LOCATION**

The appointment is for a duration of four (4) years. An annual performance evaluation will be conducted, and continuation in the position will be contingent upon satisfactory performance.

The procurement specialist will be stationed at the Department of Meteorology (formerly Ugandan National Meteorological Authority), Kampala, Uganda, with periodic travel to project sites as necessitated by the role.