

TERMS OF REFERENCE AND SCOPE OF SERVICES

PROJECT DRIVER

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 to the recruitment of a full-time Project Driver for this Project.

The Project Driver will operate under the direct supervision of the SOFF Project Steering Committee, which comprises the IsDB Regional Hub/Headquarters, KNMI, and the Department of Meteorology (DoM), Ministry of Water and Environment.

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:

The project shall be located in nine locations across Uganda including Mbarara, Masindi, Kasese, Jinja, Soroti, Entebbe, Arua, Kitgum, Kotido, and Mubende. The PMU is 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

- Project Driver will be responsible for driving the SOFF Project's vehicles to authorised destinations. Ensure proper repairs and maintenance, cleanliness of assigned vehicles, record and maintain mileage logs, and movement documents as per organisation policies. The Driver will also oversee safety and security for vehicle(s) assigned to him/her at all locations during travel and give feedback on all necessary repairs and assist the Vehicle Management supervisor in diagnosing and testing vehicles
- The Project Driver 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

- Transportation: Provides reliable transportation services for project personnel, including coordinators, technical professionals, and other staff, to and from various project sites.
- Material Handling: Safely transport project materials and equipment, ensuring timely delivery to designated locations. Mail delivery to various offices assigned by the office

- Vehicle Maintenance: Conduct regular inspections and maintenance of project vehicles to ensure that they are in optimal conditions. Promptly report any issues to the project coordinator. Ensure maintenance of daily movement logs, and that these log sheets are signed off by the relevant PMU staff, ensuring proper vehicle maintenance and services are carried out in accordance with set service schedules as per vehicle manufacturer recommendations and best practice, routinely check all assigned vehicles licences and insurances, and promptly advise the project coordinator when any renewal may be due.
- Safety Compliance: Adhere to all safety regulations and protocols, ensuring the safety of passengers, cargo, and other road users. Comply and observe the Ugandan Highway Code and Ministry of Water and Environment policies, among other Traffic Rules and regulations, while driving at all times. Safeguard the vehicle and all its occupants by ensuring that the vehicle is in good condition before it gets on the road, exercise defensive driving while on the road, and ensure that all properties and valuables left in the car are safeguarded at all times.
- Documentation: Maintain accurate records of vehicle usage, fuel consumption, and mileage. Submit reports to the project coordinator, as required. Being accountable for all spares, accessories, etc., fitted in assigned vehicles during repairs at workshops or in the field. Report immediately on route changes due to security issues that might arise, bad weather, road conditions, or otherwise to the office and coordinator as the situation arises.
- Route Planning: Plan efficient routes to minimise travel time and fuel consumption while ensuring timely arrivals at project sites. Plan ahead to meet anticipated travel requirements. Fuelling, pre-travel checks, travel documents, vehicle expenses, cross-border documents, and any other documents required by people travelling.

6. QUALIFICATIONS AND EXPERIENCE

Specifically, the Project Driver should demonstrate the following qualifications:

- Ordinary-level Education Certificates.
- Certificates for defensive driving and other technical certificates are desirable.
- Valid driving licence Class B, CM, CH, or DL with 7-10 years of experience working as a driver in a busy organisation, preferably with an international organisation.
- Should be computer proficient, especially in MS Word, Ms. Excel, Internet usage, etc.
- Should be respectful, mindful of diversity and inclusion including gender equality and sensitivity.

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

