

**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
FUNDS COORDINATION UNIT (FCU) OF THE GLOBAL FUND GRANTS**

**TERMS OF REFERENCE AND SCOPE OF SERVICES
SENIOR PROCUREMENT OFFICER**

BACKGROUND

The Global Fund to Fight AIDS, Tuberculosis and Malaria (the Global Fund) is an international partnership that provides grants to lower and middle income countries with high disease burden such as Uganda. Specifically, it focuses on prevention and control of the three diseases HIV/AIDS, Malaria and Tuberculosis. The Funds Coordination Unit (FCU) was set up under the Ministry of Finance, Planning and Economic Development (MoFPED) as the Principal Recipient (PR) to provide oversight over implementation of the Grants. Implementation of the programs is a responsibility of the Ministry of Health (MoH).

The overall objective of the FCU is to support role of MoFPED as the Principal Recipient to ensure efficient and effective operation of the interventions supported by the Global Fund resources; and accountability. The FCU is part of the Public Financial Management (PFM) Reforms Coordination Unit (RCU).

Part of the funds provided by the Global Fund is used to procure works, goods, services and consultancies in Uganda using the Laws of Uganda and the Global Fund Regulations. The FCU participates in the procurement process by providing quality assurance for the entire procurement cycle.

The Global Fund is no longer undertaking prior review of procurements and relies on the quality assurance undertaken by the FCU.

OBJECTIVE

The Ministry requires services the Senior Procurement Officer to be responsible for oversight and quality assurance over procurements under the Global Fund Grants.

The officer will report to the Programme Procurement Specialist at the RCU, and work closely with the Ministry of Health.

ROLES AND RESPONSIBILITIES

1. Design and review policies, standards, guidelines and procedures for procurement of supplies, services and works required for implementation of the Global Fund Grants.
2. Review procurement plans monitor their implementation.
3. Participate in the planning process and submission of funding requests to ensure that the budget requests are appropriate to the planned

procurements.

4. Analyse procurement requisitions to verify compliance with the procurement procedures.
5. Provide assurance over the preparation of all required documentation during the entire procurement and contracting cycle including bidding documents, bid evaluation reports and contracts, among others.
6. Participate in field visits as part of quality assurance for contract management.
7. Prepare and maintain a document management system for procurement reviews which include review checklists, progress and monitoring reports.
8. Support the process of submission of updates and reports to the Ministry of Health Management, the Global Fund, and the Global Fund Board (the Country Coordinating Mechanism (CCM)).
9. Any other duties that may be assigned by management from time to time.

KEY DELIVERABLES/OUTPUTS

- 1) Procurement plan monitoring reports.
- 2) Prior review No Objection reports for procurements.
- 3) Post review reports for procurements and contracts.
- 4) Briefs for MoFPED management as and when required.

OFFICER'S REPORTING OBLIGATIONS

The Senior Procurement Officer will be required to provide the following reports:

- i) Quarterly progress reports by the 15th day of the month following the end of the quarter.
- ii) Annual performance reports by the 15th day of the month following the end of the financial year.
- iii) An end of assignment report within two weeks after completion of the activities in the work plan, or completion of the contract, whichever comes first.

QUALIFICATION REQUIREMENTS

i) Education

- 1) An honours degree in Procurement, Supply Chain management, Economics, Finance, Business Administration or related field.
- 2) A master's degree in one of the fields above.
- 3) Professional qualification in procurement obtained from a recognised institution.
- 4) Full and up to date membership and of a professional Procurement body.

- 5) Up to date membership with the Institute of Procurement Professionals of Uganda (IPPU).

ii) Experience

- 1) A Minimum of six (6) years working experience in procurement and supply chain management in a reputable institution within the public sector.
- 2) Experience working with development partner funded programs.
- 3) Good and practical working knowledge of public procurement law and regulations of Uganda.
- 4) Experience in conducting procurement audit and assurance is an added advantage.

iii) Competences

- 1) Ability to work with minimal supervision.
- 2) Strong mathematical and analytical skills.
- 3) Excellent communication, and report writing skills.
- 4) Good interpersonal skills and ability to relate well with a multiplicity of stakeholders.
- 5) Knowledge and use of any computerized financial management software application, and the Government of Uganda computerised procurement system will be an added advantage.

CONTRACT ARRANGEMENTS

The assignment is for an initial period of one (1) year and may be renewed based on need and satisfactory performance.