

# MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

## UGANDA STRENGTHENING PUBLIC INVESTMENT AND ASSET MANAGEMENT FOR GROWTH AND RESILIENCE OPERATION (PIM) PLUS)

### TERMS OF REFERENCE AND SCOPE OF WORK

#### TITLE : PROCUREMENT OFFICER

Vacancies : 02

Reports to : Programme Procurement Specialist/PFM Reforms Coordination Unit

Duration: One (1) year renewable based on need and satisfactory performance

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#### Background

The Government of Uganda has intensified efforts to improve the quality, efficiency, and impact of public investments, recognizing that weaknesses in project execution rather than project identification alone remain a major constraint to achieving development outcomes. In line with this, Government is in the process of implementing the Public Investment and Asset Management for Growth and Resilience Operation (PIM Plus) for the period October 2025 to September 2031, a targeted intervention designed to strengthen implementation support, monitoring, and delivery of priority projects within the Public Investment Plan (PIP).

PIM Plus complements the existing Public Investment Management framework by extending Government oversight beyond project appraisal and entry into the PIP, to focus on execution, problem-solving, and results delivery, in line with NDP IV and the broader public sector performance agenda. It is coordinated through Ministry of Finance, Planning and Economic Development and the National Planning Authority (NPA); implemented by selected ministries, Departments and Agencies (MDAs); and financed by the Government of Uganda, and the World Bank. The Operation Technical Committee (OTC), Operation Steering Committee (OSC), and the Public Expenditure Management Committee (PEMCOM) are in place to provide oversight over the Operation.

Implementation of PIM Plus is coordinated through the PFM Reforms Coordination Unit (RCU), which provides cross-cutting reform coordination, programme oversight, monitoring, and reporting. The Project Analysis and Public Investment Management Department (PAP) is the technical secretariat of the Programme.

#### Job Purpose

The primary objective of this assignment is to provide procurement oversight and contract management monitoring support to the PIM Plus Secretariat/RCU to ensure timely procurement and contract signature within time and cost, planned milestones, compliance

with PPDA Act, regulations, and World Bank fiduciary requirements, tracking of procurement delays, risks, and bottlenecks, and effective monitoring of contract management and implementation performance.

### **Key Result Areas**

1. Comprehensive procurement tracking databases and dashboards for priority projects under PIM Plus, updated regularly with information on procurement status, delays, risks, and contract implementation progress.
2. Quarterly procurement performance reports assessing efficiency, compliance, ESHS integration, and contract management performance for PIM Plus priority projects.
3. Regular procurement delay and risk tracking reports identifying bottlenecks, analyzing root causes, and recommending corrective actions.
4. Comprehensive evidence and documentation for verification of Disbursement Linked Indicator (DLIs), other related DLIs and IRIs including contract data, procurement timelines, cost comparisons, and supporting documentation.
5. Regular contract implementation monitoring reports tracking contract performance, variations, payment certifications, ESHS compliance, and contractor performance issues.
6. Timely escalation notes and briefing papers on significant procurement delays, risks, or bottlenecks for submission to OTC, OSC, and RCU management.
7. Procurement training materials, tools, templates, and guidelines developed for capacity building of implementing MDAs and agencies.
8. Bi-annual progress reports by the 15th day of the month after the end of six months.
9. Annual performance reports by the 15th day of the month after the end of the financial year.
10. 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.

### **Specific Duties and Responsibilities:**

1. Develop and Monitor procurement plans and track contract implementation across the Operation as well priority projects under PIM Plus.
2. To provide adequate capacity to develop and monitor procurement plans and contract implementation
3. Track procurement delays, risks, and bottlenecks across multiple implementing MDAs
4. Support compliance with PPDA Act, regulations, and World Bank fiduciary standards.
5. Ensure that the Program integrates Environmental, Social, Health and Safety (ESHS) as well as climate resilience into program procurements.
6. Ensure timely reporting on procurement performance including efficiency metrics and compliance indicators.
7. Support achievement of Disbursement Linked Indicator (DLIs) on procurement timeliness and contract management monitoring as well as all related Intermediate Result Indicators within the Program.

8. Provide regular procurement performance updates to enable timely reporting to the Operations Technical Committee (OTC) and Operation Steering Committee (OSC) as required.

## **Education Qualifications**

The ideal candidate should have:

1. Honours Bachelor's degree in Procurement and Supply Chain Management, Business Administration, Commerce, or a related field from a recognised University/Institution.
2. Professional qualifications/certifications in Procurement and Supply Chain Management (e.g., CIPS - Chartered Institute of Procurement and Supply, CISCM - Chartered Institute of Supply Chain Management Uganda) are highly desirable.
3. Master's degree in Procurement and Supply Chain Management, Business Administration, Project Management, or a related field is an added advantage.

## **Work Experience**

1. Minimum of five years of relevant professional experience in procurement, contract management, or procurement oversight, procurement monitoring, preferably in government, development programmes, or externally financed projects.
2. Demonstrated experience with PPDA Act, regulations, and guidelines, including methods, procedures, approval requirements and competitive bidding processes.
3. Previous experience working on World Bank or other Development Partner-financed projects, including familiarity with fiduciary requirements is an added advantage.

## **Key Skills and Competencies**

1. Good understanding of climate resilience and ESHS requirements in procurement and contract implementation.
2. Ability to analyze procurement data, identify root causes, assess risks, and propose practical corrective actions.
3. High accuracy and attention to detail in compliance checks and procurement documentation.
4. Proficient in MS Office and procurement tracking systems, including e-GP and STEP; are an added advantage.
5. Good written and verbal communication and stakeholder engagement skills.
6. Ability to manage multiple tasks, prioritize, and meet tight deadlines.
7. Demonstrated integrity, ethical conduct, and professionalism in procurement oversight.