

**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
THE INTERGOVERNMENTAL FISCAL TRANSFERS PROGRAM
(UgIFT)
TERMS OF REFERENCE AND SCOPE OF SERVICES FOR
INFORMATION TECHNOLOGY OFFICER - APPLICATIONS**

1. Background

The Government of Uganda (GoU) is in the process of implementing the Uganda Intergovernmental Fiscal Transfers (UgIFT) Program during the period July 2020 to June 2024. The Program is supported by the World Bank.

The Program Development Objective (PDO) is to improve the adequacy and equity of fiscal transfers and improve fiscal management of resources by Local Governments (LGs) for the selected sectors. UgIFT originally supported local government health and education services, and has been broadened to include (i) LG water and environment services and (ii) micro and small-scale irrigation, and (iii) integration of services provided to refugees and host communities into the LG system. The expanded UgIFT supports both recurrent service delivery and the provision of infrastructure and equipment, including schools, health facilities, irrigation equipment, and water supply facilities.

2. Implementation

The UgIFT programme is coordinated by the Ministry of Finance, Planning and Economic Development through the Budget Policy and Evaluation Department. The Public Financial Management Reforms Coordination Unit (RCU) is responsible for management of the funds contributed by Government. Implementation of the Program is undertaken through the GoU mainstream structures in the line ministries, departments and agencies (MDAs). The oversight function of MoFPED requires that mechanisms are put in place to ensure that implementation of activities in the implementing MDAs is enhanced so as to strengthen related implementation processes and systems.

The GoU resources are managed using Government systems, including the Public Finance Management Act 2015, the attendant Regulations and Instructions, and the Public Procurement and Disposal of Public Assets Act 2003. In addition, financial management is handled using the integrated financial management system (IFMS).

The Ministry of Education and Sports, through the Directorate of Education Standards, is implementing part of the Program. In order to address some of

the persistent challenges of the quality of Inspection, the Directorate leveraged on ICT and came up with the Integrated Inspection System (IIS). E-Inspection as a major component in the system was developed and implemented to enhance effectiveness and efficiency of school Inspection and support supervision. The Directorate of Education Standards (DES) piloted the system in Government schools in 46 local governments (LG) in 2016.

Similarly, in FY 2018/2019 DES developed a Teacher Effectiveness and Learner Achievement system (TELA) which is a time on task performance management system that uses a smart phone with Global Positioning System (GPS) and biometric features designed to monitor real time head-teacher/teacher attendance and timetable implementation in schools. It is also a performance management tool that captures evidence-based information for quick follow-up and evidenced-based decision making.

The system focuses on: (i) Time Attendance (ii) Time-on-task, (iii) Learner enrolment, (iv) Learner attendance, (v) School Management Committees (SMC) supervision, and (vi) Improving accountability.

The Ministry of Education and Sports is set to roll out the two systems that constitute the Integrated Inspection system to all schools and Decentralised Institutions and Local Governments for purpose of enhancing Inspection.

The Uganda Intergovernmental Fiscal Transfers Program (UgIFT) requires the services of an Information Technology Officer - Applications to support the rollout under the Ministry of Education and Sports.

3. Scope of Work

The Information Technology Officer - Applications will carry out the following duties:

1. Plan and coordinate implementation of the Integrated Inspection system.
2. Carry out training and continuous professional development and support the consultants contracted to implement the Integrated Inspection system.
3. Support the call centre Agents.
4. Guide and manage the information and communications technology (ICT).
5. Provide regular implementation reports to DES.
6. Coordinate and manage the development of software for the various ICT systems including the definition of the systems and end user feedback protocol.

7. Conduct user experience and bug testing for the systems and provide feedback reports aimed at improving the usability of the system and the reports generated from the system.
8. Support DES in the proper utilisation of the ICT hardware systems and ICT services required for the implementation of the project.
9. Coordinate with the Communication Information Unit, engage and communicate with DES and M&E teams on a regular basis.
10. Document the implementation of the e-Inspection as part of the process of knowledge management.
11. Assess the effectiveness of technology used to assure quality and sustainability of the system and regularly evaluate it to ensure it meets the necessary demand.
12. Monitor and troubleshoot computer hardware and software systems.
13. Ensure that data storage is secure and safe.
14. Collaborate with other technical specialists and stakeholders within and beyond the project to ensure coordination and communication strategies to avoid gaps and overlaps.
15. Document project results and impact in various forms including lessons learnt, case studies and client satisfaction.
16. Work with any designated officer to monitor and evaluate the progress and impact of the activities and interventions.

4. Outputs/Deliverables

1. A fully functioning, professionally run information technology infrastructure.
2. Information Technology standards and policy manual.
3. Maintenance and customization of Application User interface.
4. Information Technology inventory.
5. Training, capacity building and knowledge transfer.
6. Bi-annual performance Reports.

5. Qualifications and Experience

1. Bachelors degree in computer Engineering, majoring in software engineering.
2. At least 5 years experience in networking or database administration of software development of which 3 are in digital performance management system.
3. Experience in networking, mobile application and digital performance management system.
4. Specific training and qualifications in software development are highly desirable.
5. Experience with data collection and data management is an advantage.

6. Key Competencies

1. Excellent communication skills.

2. Excellent interpersonal skills and ability to relate well with a multiplicity of stakeholders.
3. Excellent working knowledge of Microsoft Office Applications.
4. Knowledge and use of any statistical/data management software e.g. STATA, SPSS.

7. Contract Arrangements

The assignment is intended for a contract period of one (1) year which may be renewed based on need and satisfactory performance.