REQUEST FOR EXPRESSIONS OF INTEREST
INDIVIDUAL CONSULTANT

THE REPUBLIC OF UGANDA

CONSULTANCY SERVICES TO PROVIDE PROCUREMENT SPECIALIST SERVICES

Financing Agreement reference: ML-0024

Earth Energy Limited is a renewable energy developer that has received a grant from the Sustainable Energy Fund for Africa (SEFA) administrated by the African Development toward the development costs of setting up a 20MW biomass power plant. Earth Energy Limited intends to apply part of the agreed amount for this grant to payments under the contract for the various consultancy services associated with the project development of its 20MW biomass power plant in Northern Uganda.

This request for Expression of Interest (EOI) is in relation to Consultancy Services to Provide Procurement Specialist Services.

The Details and Terms of Reference for the position of a Procurement Specialist are as below:

1. **Job Purpose**
   To ensure that all procurements under the project are carried out in line with the AfDB Rules and Procedures, the Grant Agreement and Earth Energy Limited systems are delivered on time, to the required specifications and are consistent with the overall Project budgets and objectives.

2. **Key responsibilities**
   (a) In consultation with the Project Coordinator, prepare and periodically update the Project Procurement Plan based on the Bank’s template and ensure Bank’s approval of the same;
   (b) In cases of procurement actions requiring the Banks clearance and ‘no objection’, review any procurement related documents for compliance with financing agreement, appraisal report or the procurement plan, whichever is appropriate, then coordinate the dispatch and delivery of the documents to the Bank for review and closely follow up with the Bank to get timely responses;
   (c) Assist in the preparation of statements of requirements for procurement of goods and works and services;
   (d) In consultation with the Project Coordinator, and stakeholders prepare tenders documents, requests for proposal documents following the Banks Standard Bidding Document (SBD) for the Banks review and clearance;
   (e) Prepare Specific Procurement Notices (SPN): Requests for Expressions of Interest (EOI), Request for Quotations / shopping, ensure timely publications, issue of bidding documents /RFP/RFQ and prepare relevant paper work for receipt of bids/proposal;
   (f) Coordinate the Evaluation Committees’ meetings, provide guidance and assist in the preparation of evaluation reports following the Banks standard evaluation guidelines and ensure internal approval of procurement evaluation reports and decisions prior to submission of the evaluation reports to the Bank for review;
   (g) Follow up procurement related correspondences and document submissions, facilitate timely analysis and responses to request for clarifications, complaints and issues raised in the procurement contract implementation with clients and the Bank for expedited actions;
   (h) Ensure safekeeping, and handling of securities to ensure the validity, timely extensions and timely releases;
   (i) Provide support in preparation of the final contracts and ensure timely distribution of copies of contract agreements to relevant stakeholders including the Bank;
   (j) Maintain proper records of all procurement documentation and develop a monitoring and reporting system in line with the ADF’s progress reporting requirements;
   (k) Prepare periodic status reports (monthly, and quarterly) on procurement implementation under the project and keep stakeholders and the Bank informed of procurement status;
   (l) Support stakeholders in procurement capacity building and other related activities

3. **Reporting**
   The procurement Specialist will be a full time member of the Project Implementation Unit and will report to the Project Coordinator as the general supervisor

4. **Qualifications**
   (i) A Bachelor’s degree in either purchasing and supply management; Business Administration or any other relevant field;
(ii) An advanced diploma from the Chartered Institute of Purchasing and Supply (CIPS) or equivalent 5 years’ experience in procurement practise of which 3 years should be in project procurement
(iii) Post graduate qualification and / or training in project management is essential.
(iv) Minimum of 5 years working experience in public procurement with experience in donor funded programmes with specific responsibilities in procurement of goods, works and services will be an added advantage;
(v) Familiarity with and experience in public procurement systems is an essential requirement;
(vi) Computer literate with demonstrable proficiency in Microsoft Word, Excel, or equivalent,
(vii) Excellent writing, presentation and interpersonal skills; and
(viii) Excellent analytical skills and ability to effectively communicate with procurement stakeholders. 
The assignment is estimated to last 9 man-months spread out over a 12 month period.

Earth Energy Limited now invites eligible consultants to express their interest in the above named position. Interested consultants must provide information indicating that they are qualified to perform the services.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank’s Procurement Policy, October 2015. “

Interested consultants may obtain further information at the address below during office hours 08:00 – 12:45 and 14:00 – 17:00hrs (East Africa Standard Time) on working days (Monday - Friday), except on Uganda Public holidays.

Expressions of Interest clearly marked “Expression of Interest for the Post of PROCUREMENT SPECIALIST”, which should also name three professional referees (and their email / day time telephone contacts), detailed CV with attached notarised copies of relevant Academic and Professional certificates / testimonials / transcripts, and telephone contact, and must be delivered to the address below by 11 January, 2017 at 15:00hrs (East African Standard Time).

Attn: James Orima
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