



MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT

GENERATING GROWTH OPPORTUNITIES AND PRODUCTIVITY FOR WOMEN ENTERPRISES (GROW) PROJECT

SELECTION OF INDIVIDUAL CONSULTANTS

Government of the Republic of Uganda has been allocated grant funds (the "Grant") from the World Bank which are administered by the International Development Association (IDA) (the "Bank") towards implementation of the Generating Growth Opportunities and Productivity for Women Enterprises (GROW) Project. The Project Development Objective is to increase access to entrepreneurial services that enable women entrepreneurs to grow their enterprises in targeted locations, including host and refugee communities. The Project is being implemented jointly by the Ministry of Gender, Labor and Social Development (MGLSD) and Private Sector Foundation Uganda (PSFU).

MGLSD is in the process of establishing a Project Implementation Team to facilitate coordination, management and implementation of the Project at the national and sub-national levels, and now invites suitably qualified and experienced individuals to express interest in the following positions:

| s/n | Reference number | Position | Number of vacancies |
|-----|-------------------------|---------------------------------|---------------------|
| 1 | UG-MGLSD-333692-CS-INDV | Project Coordinator | 1 |
| 2 | UG-MGLSD-333696-CS-INDV | Social Development Specialist | 1 |
| 3 | UG-MGLSD-333699-CS-INDV | Financial Management Specialist | 1 |
| 4 | UG-MGLSD-333728-CS-INDV | Gender Specialist | 1 |
| 5 | UG-MGLSD-333727-CS-INDV | Procurement Specialist | 1 |

Details of the scope of services, deliverables, qualifications, contract and reporting arrangements can be found at <https://mglsd.go.ug>.

The selection will be conducted in accordance with the procedures for selection of Individual Consultants set out in the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers dated November 2020 (Procurement Regulations). The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the Procurement Regulations setting forth the World Bank's policy on conflict of interest.

Interested eligible applicants should submit applications including a cover letter, current Curriculum Vitae and copies of Academic Certificates and Transcripts, to be delivered at **MGLSD's General Registry on 2nd Floor, Gender and Labour House, Plot 2, George Street** Not later than **1700hrs on May 16, 2023**. Applications should include the Reference Number and Position applied for. Only shortlisted applicants will be contacted.

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Ministry of Gender Labour and Social Development
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KAMPALA

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| 1. Job title: | National Project Coordinator |
| Number of positions: | One (1) |
| Reports to: | Commissioner Labour, Industrial Relations, and Productivity |
| Duty Station: | MoGLSD Headquarters (Kampala) |
| Duration of contract: | 24 months |

Job Purpose

The Project Coordinator will be responsible for the coordination and supervision of the day-to-day management of project activities including but not limited to planning and directing the project implementation team to ensure timely implementation of project activities.

Duties and Responsibilities:

- a) Steer the process and project activities in order to achieve the project objectives.
- b) Provide leadership, guidance, and support to the GROW project staff through regular supervision and feedback on performance.
- c) Supervise the review of the Project Operations Manual and the development of other necessary documents and manuals.
- d) Ensure that all project activities are implemented based on the agreed financing agreement and Project Operations Manual.
- e) Ensure the provision of basic office services including space management, equipment, communications, and security to enhance staff safety and productivity.
- f) Working with the Deputy Coordinator- PSFU, prepare consolidated project Annual Budgets, Work plans, progress reports, including preparation of briefings to the project Steering Committee and the Project Technical Committee.
- g) Ensure efficient utilization of GROW resources and proper coordination of various stakeholders including line ministries, departments and agencies, PSFU, and civil society organizations.
- h) Coordinate training activities to ensure effective operational performance and efficiency.
- i) Develop status reports of different components and procurement management, financial management, safeguards compliance, etc., for joint World Bank/GOU support, review missions and a plan of agreed actions produced.
- j) Ensure regular supervision and technical support to the Districts during the implementation of the project.
- k) Provide leadership in the implementation of corrective recommendations made from reviewers, field visits, implementation support missions, mid-term evaluations, etc in order to ensure that they are effect on time.
- l) Carry out regular monitoring of project performance and timely production of performance report and ensure timely accountability of resources allocated.
- m) Coordinate all project related activities with Development Partners supporting this project.
- n) Coordinate all project related activities with other agencies supporting implementation of the project such as Office of the Prime Minister, Makerere University Business School, CARE Uganda etc.

- o) Perform any other duties as may be assigned from time to time by the Commissioner, Labour, industrial relations and Productivity.

Qualifications and Competencies

- a) A Master's Degree in Business Administration, Economic Policy and Planning or any related Master's Degree from a recognized institution.
- b) Any other qualification/training related to project management is an added advantage.
- c) A minimum of ten (10) years of relevant work experience, at the national and/or international levels in project programming, reporting, and implementation, resource mobilization, budget, and human resources.
- d) Must have six years' work experience in World Bank/IDA funded projects and a minimum of three years specifically in a Project Coordination role.
- e) Self-reliant and highly motivated to ensure effective programme outcomes.
- f) Outstanding relation management skills, including proven listening skills, ability to focus on client's needs and problem-solving skills.
- g) Robust analytical and problem-solving skills to identify issues and present creative practical solutions and leadership.
- h) Must be able to work under pressure and tight deadlines.
- i) Excellent written and communication skills.

Deliverables

- i. Monthly reports on the status of all project activities including project resources.
- ii. Annual reports on the progress of the project development indicators.
- iii. Approved annual project work plans and budgets
- iv. Timely progress, monitoring and budget performance reports submitted including quarterly reports, and annual reports

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| 2. Job title: | Social Development Specialist |
| Number of positions: | One (1) |
| Reports to: | Project Coordinator, MGLSD |
| Duty Station: | MoGLSD Headquarters (Kampala) |
| Duration of contract: | 24 months |

Job Purpose

To provide technical Support to GROW Project to ensure that interventions implemented comply with the social policies, laws and regulations governing both IDA and GOU. In addition, to ensure that all social safeguard policies are followed during the implementation of all project activities.

Duties and Responsibilities:

- a) Take lead in the implementation of all GROW project social risk management related agreed actions as it is in the ESCP.
- b) Prepare, Adopt and Implement ESS 10, Stakeholder Engagement Plan (SEP) in accordance with the Stakeholder Engagement Framework (SEF).
- c) Implement the Resettlement Policy Framework.
- d) Identify and mitigate project related social risks including in Refugee Host Community locations and other RHC beneficiaries.
- e) Review the planning and procurement procedures to ensure that (i) the social requirements are included and costed in contract documents, (ii) social safeguards milestones are included in the contractor's certificates for payment, and (iii) social conditions of approval on the NEMA certificate and other statutory approvals are well considered.
- f) Support the development and implementation of a structured project stakeholder engagement plan, with clear timelines and approaches.
- g) Take lead in the preparation and implementation of the Grievance Redress Mechanism. This will include support to the establishment of GRCs and enhancing their capacity to record, report, resolve, refer and follow up closure of grievances related to the project including those resulting from involuntary resettlement and injurious affection due to projects.
- h) Ensure the clarity, robustness and completeness of necessary social mitigation plans, including RAPS, LRP, LMP, VMGP and other social action plans.
- i) Sensitize staff and other Stakeholders including contractors and communities on the social Safeguards requirements for GROW Project infrastructure projects; including the rights and obligations of all the parties involved. This will include sensitization on the importance of identifying and addressing all social issues that may negatively result out of project implementation.
- j) Support local governments and other implementing agencies in dissemination of information regarding addressing the social impact of infrastructure projects to users and residents prior to, during and after the execution of works.
- k) Participate in all site meetings and provide technical guidance on the above-mentioned areas among other social related concerns.
- l) Prepare regular and adhoc social reports for management action, discuss with the project management, implementing agencies and World Bank as may be required

- m) Contribute to the development of new tools and methodologies for addressing social risks and impacts in all related projects
- n) Carry out baseline, beneficiary satisfaction and social accountability/citizen engagement surveys in project areas.
- o) Plan and take part in training of key technical staff of MGLSD and participating Local Governments in social management and Resettlement Policy Framework management, Child Protection, gender responsiveness.
- p) Take part in the development and review of the Project Operations Manual and other necessary documents and manuals.
- q) Supervise, appraise and provide guidance to staff supporting the social safeguard function under the project.
- r) Perform any other duties as may be assigned from time to time by the Project Coordinator.

Qualifications and Competencies

- a) A Master's Degree in Social Work and Social Administration, Development Studies or any other related discipline.
- b) Eight (8) years' experience in social development work including a minimum of three (3) years on donor funded projects with demonstrated understanding of Social safeguards policy requirements.
- c) Experience and skills in undertaking social assessments, developing plans and supporting social action plan implementation.
- d) Knowledge and experience in stakeholder analysis, engagement and managing conflicts
- e) Experience and training in management of social aspects of infrastructure development will be an added advantage.
- f) Experience in handling similar assignments in Uganda or in the African region is an added advantage.
- g) Experience in dealing with social issues as well as Management of Land acquisition, Resettlements and Rehabilitation and as well as preparations of Resettlement Action Plan or implementation relating to infrastructure construction programs and Gender Analysis.
- h) Knowledge of World Bank safeguard policies and Environmental and Social Standards is an added advantage.
- i) Demonstrable knowledge on social protection, rural development, gender mainstreaming, poverty alleviation, food security, livelihood promotion and working with donors and development agencies.
- j) The candidate should possess good writing and presentation skills.
- k) S/he should be able to work independently with little or no supervision and strong motivation and ability to work and deliver under short deadlines.

Deliverables

- a. Stakeholder Engagement Plan implemented
- b. Social Safeguards monitoring and reporting tools.
- c. Progress reports on performance of social safeguards.
- d. Capacity building report for project implementation teams on social safeguards.

- e. Grievance Management guidelines/updated.
- f. Grievance Redress Mechanism in place (GRM).
- g. Project Completion Reports with emphasis on all social risks.

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| 3. Job title: | Financial Management Specialist |
| Number of positions: | One (1) |
| Reports to: | Project Coordinator, MGLSD |
| Duty Station: | MoGLSD Headquarters (Kampala) |
| Duration of contract: | 24 months |

Job Purpose

The Financial Management Specialist will carry out financial management (FM) work in respect to GROW Project implementation. S/He will manage and monitor all the financial activities of the project in line with the international and the Government of Uganda (GoU) financial regulations and performing analytical work on financial management and financial accountability issues.

Duties and Responsibilities:

The main responsibilities and duties of the Financial Management Specialist shall be as outlined below:

- a) Assist the Head of Accounts in MGLSD and the Project Coordinator in managing all the Project finances in accordance with the approved financial controls by both the Government of Uganda and the World Bank.
- b) Prepare project budgets in conjunction with activity managers subject for approval.
- c) Participate in the review of the Project Operations Manual and development of other necessary documents and manuals with emphasis on the financial Management.
- d) Prepare any documentation in relation to financial management as required by the MGLSD and the World Bank.
- e) Coordinate and assess the capacities of local governments to submit accountability documents for funds released.
- f) Vet and advise the accounting officer on fund requisitions as per project implementation plans.
- g) Responsible for managing disbursements from donor and for program activities
- h) Coordinate and facilitate internal and external audits for the project activities and implement audit recommendations.
- i) Ensure that monthly statutory returns are submitted to the relevant authorities such as PAYE, NSSF and WHT.
- j) Maintain all project accounting information/records in a complete and orderly manner.
- k) Update records of financial transactions in accounting system.
- l) Ensure preparation of monthly bank reconciliation statements for the project.
- m) Prepare monthly receipts and expenditure reports including variance analysis and advise management of the same.
- n) Ensure that all payments made for project activities comply with the Financing Agreement.
- o) Ensure compliance with Government's Treasury Accounting Instructions 2003 under the Public Finance Management Act 2015 and Project Financial management Manual

- p) Supervise, appraise and provide guidance to staff supporting the Financial Management function under the project.
- q) Prepare quarterly Interim Financial (IFRs) and any other management reports required from time to time
- r) Perform any other duties as may be assigned from time to time by the Project Coordinator.

Qualifications and Competencies

- a) Minimum qualification of Masters' Degree in Commerce or Business Administration or Financial Management (Accounting Option) and related disciplines.
- b) Professional Accounting qualification such as ACCA, CPA should be a must.
- c) 8 years of practical experience in accounting and operational procedures of which three (3 years) with World Bank funded projects
- d) Excellent knowledge of the relevant Accounting Computer packages will be an added advantage.
- e) Knowledge and experience in Government Integrated Financial management system (IFMS) is a requirement and not added advantage

Deliverables

- a. Draft project annual budget for review by project activity manages
- b. Proper books of accounts for the project maintained.
- c. Mandatory quarterly IFRs in agreed formats and any other reports required by management prepared
- d. Bi-annual internal audits and annual external audits facilitated
- e. Disbursement of funds for project activities in line with project financial/ budget and work plans.
- f. Monthly, quarterly, and annual financial reports prepared as per the reporting requirements.
- g. Development and implementation of project internal controls for proper management of project financial and physical resources.
- h. Annual internal and external audits of financial statements facilitated.

Performance Indicators:

- a) Time taken to generate draft project annual budget.
- b) Time taken to submit quarterly IFRs.
- c) Time taken to submit project audits
- d) Number of disbursement requests prepared
- e) Time taken to update books of accounts

Reporting

The candidate should report to the Project coordinator for administrative matter and to Head of Accounts for Financial Management technical matters.

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| 4. Job title: | Gender Specialist |
| Number of positions: | One (1) |
| Reports to: | Project Coordinator, MGLSD |
| Duty Station: | MoGLSD Headquarters (Kampala) |
| Duration of contract: | 24 months |

Job Purpose

The Gender Specialist will provide technical support services to the GROW Project to articulate and strengthen the response to addressing national priorities for the delivery of gender equality and women's empowerment plus facilitating synergies across all project components in line with national and World Bank Policies.

Duties and Responsibilities:

- a) Define critical gender issues with regard to the GROW Project components and interventions.
- b) Take lead in the initiation, implementation and monitoring of activities on establishment and strengthening Women Entrepreneurs Platforms at national, regional and sub-regional and support other Specialists to address gender concerns across all project components;
- c) Oversee the implementation of the community mobilisation and mind set change to mitigate risks of GBV, engage male champions in gender transformative activities.
- d) Take lead in initiation, implementation and monitoring of project activities on women economic empowerment.
- e) Track all gender related information and issues for all GROW project components and ensure data is entered into the MIS.
- f) Support the PIT at MGLSD in identifying policy and regulatory constraints for further consideration and actions policy reforms.
- g) Support the PIT at MGLSD in the implementation of activities under business development, including review of the Core Course curriculum, skills training and apprentice program.
- h) Take lead on activities under infrastructure sub-component relating to gender inclusion and childcare.
- i) Offer direct and remote technical support to project team at the national and district levels including ensuring women economic empowerment activities are undertaken in line with the project core values, principles and approaches, international standards and best practices.
- j) Take part in the development and review of the Project Operations Manual and other necessary documents and manuals.
- k) Participate in the preparation of consolidated project Annual Work Plans and Budgets.
- l) Support the development and implementation of the GROW's communication strategy.
- m) Review safeguard instruments and reports under the project.
- n) Coordinate with the Gender Specialist of the PSFU.
- o) Perform any other duties as may be assigned from time to time by the Project Coordinator.

Qualifications and competencies

- a) The candidate should possess a Master's Degree in Law, Gender Studies, Governance and Human Rights, or any other relevant field on Gender.
- b) A minimum of eight (8) years practical experience in the field of Women Economic Empowerment, and GBV prevention and response.
- c) Experience in working on gender issues and community mobilization including communications, developing of IEC materials.

Deliverables

- a) Reports on key gender issues for GROW under each component and strategies.
- b) Reports on Women Entrepreneurs Platforms at national, regional and sub-regional levels.
- c) Reports on community mobilisation and shifts in mind set among GROW stakeholders.
- d) Reports on technical support to project team at the national and district levels on women economic empowerment.
- e) Reports on business development, infrastructure and childcare.
- f) Gender Responsive Project Operations Manual for GROW Project.
- p) Gender Responsive GROW Project Documents i.e. Grants Manual, Stakeholder Engagement Plan, Environmental and social management systems among others.

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| 5. Job title: | Procurement Specialist |
| Number of positions: | One (1) |
| Reports to: | Project Coordinator, MGLSD |
| Duty Station: | MoGLSD Headquarters (Kampala) |
| Duration of contract: | 24 months |

Job Purpose

The Procurement Specialist will be in charge of execution of all procurement related tasks of the approved Procurement Plan during the project implementation by providing critical advice and support which will guarantee timely acquisition of goods, works and services at MGLSD.

Duties and Responsibilities

The main responsibilities and duties of the Procurement Specialist shall be as outlined below:

- a) In Consultations with the Users, prepare, review, adjust (where applicable) and monitor the implementation of the Project procurement plan.
- b) Ensure timely preparation/updating, and submissions of the project procurement plans for review and approval of the World Bank.
- c) Timely submission of all procurement exchanges in the Bank's online procurement system – STEP.
- d) Play a key coordination role between all stakeholders in the procurement cycle.
- e) Ensure that procurement procedures follow those prescribed in the Procurement Regulations and attendant Project Operational Manual.
- f) In consultation with the Technical Departments prepare bidding documents, request for proposals, consultant's shortlists and other documents based on relevant procedures for the procurement of goods, Works and on consultant services and for the selection of consulting services;
- g) Mentor the Ministry's PDU staff by sharing knowledge in procurement services including supporting capacity building in procurement management of staff that deal with procurement issues with emphasis on World Bank and PPDA Guidelines.
- h) Preparation of Procurement progress reports at a minimum on monthly basis, highlighting among others the progress on processing various contracts, constraints met and any other issues that require Management attention.
- i) Supervise the PDU at selected districts implementing GROW activities.
- j) To enhance the efficiency and effectiveness of the Procurement Data Management system and in particular set up a filing and record keeping system that ensures that procurement records are easily retrievable and available for procurement audits.
- k) Take part in the development and review of the Project Operations Manuals and other necessary documents and manuals.
- l) Participate in the preparation of consolidated project Annual Work Plans and Budgets.
- m) Report immediately to the Permanent Secretary and to the Bank any noted fraud and corruption or governance issues with Procurement staff, Bidders and Consultants.
- n) Facilitate the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR

recommendations.

- o) Prepare and update the Procurement/Contract Register (List of all procurement contracts awarded)
- p) Monitor and track contracts under implementation, identify constraints/challenges/issues especially deviations from agreed terms and conditions and ability to resolve issues in a timely manner in appropriate consultation with Management.
- q) Supervise, appraise and provide guidance to staff supporting the procurement Management function under the project.
- r) Perform any other duties as may be assigned from time to time by the Project Coordinator.

Qualifications and Competencies

- a) A Master's Degree in either Procurement, Business Administration or a related field.
- b) A Bachelor's Degree in Procurement and Supply Chain Management, Commerce (Procurement option) or any other related discipline.
- c) Should possess the Chartered Institute of Procurement & Supply qualification (MCIPS).
- d) A minimum experience of eight (8) years in procurement service with extensive and demonstrated experience of procurement of goods, non-consulting services, works and consulting services.
- e) At least 3 years in public sector and a minimum of 3 years' experience with World Bank financed projects with a demonstrated strong track record.
- f) Previous experience in processing high value contracts subject to international competition, and in working with multi-sectoral teams.
- g) Demonstrate behaviour of professional and personal ethics, integrity and transparency in dealing with internal clients and service providers.
- h) Good oral and written communication skills, fluent in English.
- i) Working knowledge of the PPDA procurement rules and procedures.
- j) A high level of interpersonal and management skills and ability to work with teams in the organization at all levels.
- k) Must be able to work under pressure and tight deadlines.
- l) Computer knowledge and skills in Ms word, Ms Excel and Internet/Email is a mandatory requirement.

Deliverables

- i. Annual Procurement Plans and monthly updates.
- ii. Monthly Procurement and Contract Management status reports/updates submitted to C/LIRP and World Bank.
- iii. Real time update of procurement documentation in STEP.
- iv. Monthly update of procurement monitoring form to be provided to all user departments to be filled and submitted timely provide input into Monthly Contracts Implementation Status reports for all contracts showing the total amount of the contract, amount already paid and balance to be paid on each contract.
- v. Timely preparation and submission of documents for the supply of goods, works and services timely to Contracts Committee or World Bank as the need arises;
- vi. Regular procurement performance reports for staff participating in procurement cycle e.g. at evaluation, Contract Management stages as well bottlenecks identified.
- vii. Contracts Register in place.
- viii. Acceptable Record Keeping system in place.

- ix. Schedule of pre-bid/pre-proposal meetings, Proposal opening, bid opening, financial opening, and negotiations shared with relevant User Departments, Contracts Committee and other stakeholders at least 2 weeks before planned date.

Reporting

The Procurement Specialist will report to the Project Coordinator for overall supervision and day-to-day technical matters under the contract.