

## **TERMS OF REFERENCE FOR RECRUITMENT OF INDIVIDUAL CONSULTANTS UNDER UGANDA SECONDARY EDUCATION EXPANSION PROJECT (USEEP)**

### **BACKGROUND**

The Government of Uganda has received financing of US\$ 150 million from the World Bank towards support to the 3-year **Uganda Secondary Education Expansion Project (USEEP)** under the Ministry of Education and Sports (MoES). The project became effective on 19<sup>th</sup> May 2022 and is expected to close by 31<sup>st</sup> December, 2025. A Project Coordination Unit (PCU) under the MoES will provide support to line departments and stakeholders in implementation of the project.

The Project Development Objective (PDO) is to enhance access to lower secondary education by focusing on underserved populations in targeted areas, including refugee hosting areas. Progress towards achievement of the PDO will be monitored through a set of key indicators and a results framework.

USEEP comprises of four Components including; (i) Expansion of Lower Secondary Education; (ii) Hosting Community and Refugee Education Support; (iii) Improving Teachers Support and Strategy Development Nationally; and (iv) Project Management, Monitoring and Evaluation.

### **TERMS OF REFERENCE FOR DEPUTY PROJECT COORDINATOR UNDER USEEP**

#### **1) Job Purpose**

The Deputy Project Coordinator shall assist the Coordinator in the day to day management of Project activities including but not limited to, planning and directing the project technical team to ensure timely implementation of the activities including;

- i. **Management:** Provide advice concerning project consultants, project components and activities and support deliver project deliverables on timely manner. Provide support/advice to the overall coordinator on project implementation and day to day operations (aligned with the project work plan) towards smooth project transition.
- ii. **Coordination:** Provides inputs to project reports to ensure reviews, inputs, feedbacks, approvals/alignment to with government/world bank managers on project issues, deliverable progress and results for success of the project. Provide technical inputs to efficient capacity building and operational support activities of the project in the transition period.
- iii. **Monitoring and Evaluation:** Provide support to develop and maintain Project plans and targets. Support to identify and manage risks so that maximum benefit of the project can be achieved. Support monitoring and evaluating performance of the project. Support preparing minutes and reports of project activities. Help to ensure that the project produces the required deliverables within the specified time, cost, quality, scope, risk and benefits. Contribute to the overall project targets and needs.

#### **2) Key Result Areas**

- i. Development of strategies to keep USEEP on track, and updating of the project's results framework
- ii. Processing information needs of key stakeholders and providing timely feedback on the project
- iii. Regularly preparing and submitting reports on the progress of the implementation of project activities to the PC and MOES management team.

- iv. Monitoring and evaluation of activities towards achieving project development objectives and their key indicators.
- v. Coordinating the preparation of weekly, monthly, and quarterly reports to keep stakeholders update with project's activities
- vi. Coordinating the preparation and implementation of all procurement plans, training plans, work plans and budgets.
- vii. Providing advisory services with regard to relationship management, risk management, conflict resolution, project and quality assurance, project monitoring, change management and any other aspects to ensure successful delivery of the project.

### **3) Key Duties and Responsibilities:**

Assist the Project Coordinator in managing all the professional aspects of project activities which include;

- i. Follow up and prepare monthly reports on the various tasks and outputs under the project, which include consultancy assignments, preparation of bid documents, procurement, contract awards and payments, in-house and external activities;
- ii. Coordinate the preparation by line departments of project briefs, work plans, budgets, and other working documents as required in the financing agreement;
- iii. Follow up supervision of selected consultants and contractors for contracted project activities to ensure compliance with agreed performance standards and prepare monthly (or more frequently if necessary) reports for PC's attention;
- iv. Follow up and ensure timely review of the consultants' reports and appraisal of agreed project deliverables by the assigned contract management team;
- v. Working closely with PC to ensure the line departments appoint competent teams for the review and quality assurance of goods and services delivered under the project;
- vi. Participating and providing sound technical advice on project management in all technical meetings related to all project components.
- vii. Assisting the Project Coordinator in preparation and seeking of necessary Bank clearances for all project activities that require clearance prior to execution;
- viii. Convening weekly coordination meetings within the coordination unit to review progress of the project activities and prepare weekly briefs on the progress;
- ix. Assist the Project Coordinator to prepare for monthly project review meetings chaired by PS/ES or his/her designee;
- x. following up the payment of consultants, suppliers, and contractors and confirm from contract managers that the work done or goods and services supplied is commensurate to payment; and that necessary documentation is submitted to relevant authorities for timely payment;
- xi. Assisting the Project Coordinator to follow up evaluation committee meetings and site visits by supervision teams in liaison with line departments and prepare monthly reports on this for inclusion in the monthly progress report to the Bank.
- xii. Assist the Project Coordinator to prepare to ensure proper utilisation of project resources, and that facilitation for field visits and office requirements are processed in time, duly accounted and properly utilised;
- xiii. Tracking requests for contract variations, ensuring adequate justification and supporting documentation is provided by the initiating contract manager, follow up to ensure timely processing by from Procurement and Disposal Unit, for necessary and timely action;
- xiv. Assist the Project Coordinator to track the achievement of results in line with the project results framework;

- xv. Coordinating the timely implementation of recommendations from line departments, monthly reports, audits, and reports from Government Inspection Agencies, such as Auditor General, PPDA, IGG, etc and recommendations by the World Bank and include findings in the monthly report;
- xvi. Follow up the implementation of the environmental and social management framework (ESMF) and Refugee Protections Framework (RPF) based on information received from the environmental and social management teams;
- xvii. Receive and compile possible adjustments to the POM received from the implementing teams supported by justification and documentation for approval by the USEEP PSC.
- xviii. Assisting the PC in the day-to-day management of all recurrent operating activities that are required to effectively implement the project and supervising, guiding, and appraising staff in the coordination unit, to ensure that all project activities are completed in time;
- xix. Support PC to follow up the Communication Specialist to prepare a Stakeholder engagement plan and updating various internal and external Stakeholders on project progress.
- xx. Together with PC, appraisal of the project staff performance on a six months' basis and share report with the World Bank; and
- xxi. Perform any other duties as assigned from time to time.

#### **4) Key Deliverables**

- i. USEEP on track implementation strategies to be submitted as agreed with the PC;
- ii. Updated progress of achievement of Project Development Objective indicators in the Results Framework for USEEP as requested by the PC and in line with the project results reporting; Briefs on weekly, monthly and quarterly progress reports on all project activities throughout the DPC's contract;
- iii. Appraisal of project staff done on a six months' basis;
- iv. Records of minutes of all technical and review meetings held on the project activities throughout the duration of the DPC's contract;
- v. Monthly reports on stakeholder engagement, including reports on reports on payments, all procurements conducted under the project and all other project activities.

#### **5) Qualifications, Experience and Competences**

##### Qualifications

- i. A Masters' Degree in either Project Planning or Management or Business Administration, or Engineering or Economics or any humanity from a recognized Institution/ University.
- ii. A Honours Degree in either Civil Engineering, Architecture, Economics, Business Administration, Social Sciences or humanities field from a recognised University.
- iii. Any other qualification/ training related to Project Management is an added advantage.

##### Experience and competencies:

- i. At least ten (10) years working experience in a reputable organization five of which should have been in Project Management/ Leadership responsibilities;
- ii. Demonstrated knowledge of the requirements of financial management, procurement management, and monitoring and evaluation during project implementation;
- iii. Experience working in the education sector.
- iv. Experienced in use of computer programs for project management and reporting. Computer knowledge and skills in MS Word and MS Excel and internet/email is a mandatory requirement;
- v. At least three years' experience in World Bank/IDA funded projects is an added advantage;
- vi. Good oral and written communication skills. Should be fluent in English;

- vii. strong interpersonal and management skills and ability to work with teams in the organisation at all levels;
- viii. Must be able to work under pressure and tight deadlines.
- ix. a track record of integrity and confidentiality in handling public resources.

**6) Reporting**

The Deputy Project Coordinator shall report to the Project Coordinator USEEP.

**7) Duty Station**

Kampala, Uganda (with travel to upcountry project sites as need arises)

**8) Duration of the Assignment**

The assignment shall be for a period of two years' subject to probation period of six months, and renewable subject to satisfactory performance.

## **2) TERMS OF REFERENCE FOR M&E SPECIALIST, USEEP**

### **1. Objectives:**

The M&E Specialist has overall responsibility for providing coordination and leadership for monitoring and evaluation of the project. She/He is responsible for ensuring accurate and comprehensive data collection and analysis of results to report on progress towards achievement of project objectives. He/she works with technical team members to develop appropriate indicators, targets and methods for collecting information on project activities and assist with analysis for evidence-based decision making for project improvements.

### **2. Key Result Areas**

- i. Developing and Implementing Monitoring & Evaluation Strategies and Systems for USEEP
- ii. Developing Monitoring and Evaluation (M&E) tools and templates for the project.
- iii. Preparing Annual and quarterly programme work plans.
- iv. Preparing Project implementation progress reports (ad hoc, monthly, quarterly, semi-annual and annual).
- v. Training the Project Implementation Teams in monitoring & evaluation
- vi. Coordinating Data collection, reporting and learning among all components
- vii. Monitoring the progress of ongoing sub projects;
- viii. Conducting implementation studies, MTR and end of project evaluation.

### **3. Specific Duties and Responsibilities:**

- i. Develop Monitoring and Evaluation (M&E) framework and plan for the project, based on the Financing Agreement, Project Appraisal Document, and Project Operational Manual and in cognisance of the sector M&E framework.
- ii. In line with the M&E plan, coordinate all aspects of monitoring and evaluation activities supported by the project, including data collection, analysis, reporting and dissemination of findings, in close coordination with implementing entities and stakeholders.
- iii. Develop programme-wide participatory M&E tools and processes that increase effectiveness and accountability of the project.
- iv. Support the annual and quarterly work plans development, review and alignment with the Project Appraisal Document and sector strategic plans, ensuring setting of realistic timeframes and targets.
- v. Develop templates for reporting, which identify project implementation bottlenecks and areas for adjustments where required.
- vi. Prepare and analyse detailed monthly, quarterly, or any other agreed periodicity, progress reports concerning the performance of the project including the updating of the output and outcome indicators of the project's Results Framework as well as other project-related reports as described in the POM.
- vii. Draft ToRs for selection of consultants to carry out periodic and summative evaluations of the project.
- viii. Provide technical input into other programmes or processes where M&E expertise is needed e.g. review of ToRs from User Departments for completeness and alignment with project requirements; targets and indicator approach for scaling-up project impact etc.
- ix. Participate in regular field visits where project-related monitoring and evaluation activities are being conducted, including following up on activities of consultants hired for such purpose.
- x. Regularly evaluate the project, review overall performance against objectives and targets; and propose strategies for sustainability of project results.

- xi. Develop and implement capacity building plans for monitoring and evaluation of the project for MoES and PCU staff.
- xii. Maintain a database for the project to support data collection, analysis and dissemination using MS Office or other suitable applications.
- xiii. Perform any other duties as assigned from time to time.

#### **4. Qualifications, Experience and Competences**

##### Qualifications

- i. Holder of Master's Degree in any of the following fields: Monitoring and Evaluation, Demography, Population Studies, Statistics, Economics, Business Administration, or any other related subjects from a recognised University.
- ii. A Bachelor's degree in either Social Work and Social Administration or Education, Social Sciences or Economics or Statistics or Business Administration

##### Experience

- i. A minimum of ten (10) years direct experience in a position of monitoring and evaluation of large scale national Projects
- ii. Demonstrated experience of at least 3 years of application of Computer statistical packages and/ or data analysis software (e.g. SAS, SPSS, and Advance Excel) and basic computer skills (word-processing, power point, and databases) are a must.
- iii. Demonstrated experience in data processing and management of large scale surveys.
- iv. Possession of additional training in impact evaluation, familiarity with the operations and use of IT in monitoring and evaluation are added advantages
- v. Strong experience in conducting a research study including the entire evaluation cycle, from design and formulation to implementation, analysis and presentation of results and recommendations.
- vi. Experience in designing and/or implementing data collection and data management systems or software.
- vii. Good computer application skills in word processing, spreadsheets, and databases required.
- viii. Good understanding and interpretation of development project results based logical framework.
- ix. Experience in working for a Government Ministry Department or Agency and knowledge of requirements of M&E reporting under Government of Uganda;
- x. Experience in working in an organisation preferably a Government agency with multiple departments and multiple stakeholders at central and LG levels.

##### Competences

- i. Excellent communication skills (presentation and written).
- ii. High level of interpersonal skills.
- iii. Strong ethics, hands on approach.
- iv. Excellent report writing skills.
- v. Pays attention to detail and excellent follow through.
- vi. Must be result focused and be able to work under pressure and tight deadlines
- vii. Proven track record of integrity and confidentiality in handling public documents and resources/

#### **5. Reporting**

The M&E Specialist shall report to the Project Coordinator USEEP.

#### **6. Duty Station**

Kampala, Uganda with frequent travel upcountry.

**7. Duration of the Assignment**

The assignment shall be for a period of two years' subject to probation period of six months, and renewable subject to satisfactory performance.

### **3) TERMS OF REFERENCE FOR PROCUREMENT SPECIALIST UNDER USEEP**

#### **1) Job Purpose:**

Responsible for providing the overall leadership of the procurement function of the project and ensure that all procurements, terms of reference and lists of goods and services under USEEP are carried out in line with the World Bank regulations, procedures and Government of Uganda (GoU) procurement and disposal regulations. He or she will ensure that goods and services are delivered on time and to the requirement specifications; and are consistent with the overall project budget and objectives.

#### **2) Key Result Areas**

**He or she will be responsible for:**

- i. Update Procurement Plan as needed in consultation with Project Coordinator to confirm eligibility and after User department obtains necessary internal clearances
- ii. Preparing and submitting Monthly Procurement and Contract Management status reports/updates to H/PDU, Project Coordinator, and World Bank.

Obtain monthly updated from contract managers, and prepare Monthly Contracts Implementation Status reports for all contracts showing the progress made against planned progress, the contract value, amount already paid and balance to be paid on each contract.

Timely preparation and submission Preparing and submitting of bidding/RFP, evaluation, and contract documents for the supply of goods, works and services to HDPU for transmittal for Contracts Committee's review, or World Bank as the need arises;

- iii. Reporting on performance of staff participating in procurement cycle e.g. at evaluation, Contracting Management etc particularly in regard to delays;
- iv. Preparing and maintaining a Contracts Register
- v.
- vi. Developing and maintaining an acceptable Record Keeping system

#### **3) Key Duties and Responsibilities:**

- i. Coordinate Procurement Function between the component Coordinators and the Procurement and Disposal Unit on behalf of the Head Procurement and Disposal Unit.
- ii. In consultations with the Project Coordinator and Component Coordinators, the Procurement Specialist will prepare, review, update (where applicable) and monitor the implementation of the Project procurement plan.
- iii. Ensure timely preparation/updating, and submissions of the Project Procurement Plans for review and approval of the World Bank.
- iv. In consultation with Project Coordinator and Head Procurement and Disposal Unit, prepare bidding documents for acquisition of goods, works and non-consulting services, and the REOI and RFP for consulting services.
- v. Ensure that procurement procedures follow those prescribed in the USEEP Project Implementation Manual



- vi. Lead the bidding and selection processing, including organising pre-bid or pre-proposal meetings, providing clarifications, coordinating the Receipt of bids/proposals, leading and participating in the opening of bids/proposals/expressions of interest
- vii. In close consultation with Project Coordinator and Head Procurement and Disposal Unit, participate in Evaluation of Expression of Interest, Quotations, bids and Proposals.
- viii. In close consultation with the Project Coordinator and Head Procurement and Disposal Unit, prepare and make submissions to the Contracts Committee.
- ix. Coordinate/make arrangements and participate in Contract negotiations for consultancy services and technical discussions for goods and Works, where applicable, to provide technical guidance.
- x. Prepare draft contract for Contracts Committee and IDA review, and clearance of the Attorney General and ensuring timely signing of contracts
- xi. Verify that Procurement requests are in accordance to the approved USEEP Procurement Plan.
- xii. Prepare and publish general and specific procurement notices/ invitation for bids
- xiii. Work closely with Component Coordinators to ensure that Terms of Reference or technical specifications are obtained timely from relevant Technical Departments and Beneficiaries
- xiv. In consultation with the Technical Departments support preparation of 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
- xv. Mentor colleagues by sharing knowledge in procurement services
- xvi. Support capacity building in procurement management of staff that deal with procurement issues with emphasis on World Bank and PPDA Guidelines.
- xvii. Ensure that clearance/No-objection(s) from World Bank is obtained if required
- xviii. Preparation of monthly Procurement progress reports , highlighting among others the progress on processing various contracts, constraints met and any other issues that require Management attention;
- xix. Participate in Contract monitoring and administration by ensuring that in close liaison with the Technical Departments that all procurement contracts are efficiently managed, monitored and timely completed in order to get the value for money (good quality at a lower cost).
- xx. Developing a filing and record keeping system that ensures that procurement records are easily retrievable and available for procurement audits; Maintain complete procurement files and records including all correspondence related to procurement activities; seek legal advice where appropriate.
- xxi. Monitor and track contracts being processed, identify constraints/challenges/issues especially deviations from agreed procurement schedules and seek to resolve issues in a timely manner in appropriate consultation with Management.
- xxii. Facilitate the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR recommendations

- xxiii. Prepare and update the Procurement/Contract Register (List of all procurement contracts awarded)
- xxiv. Report immediately any noted fraud and corruption or governance issues with Procurement staff, Bidders and Consultants.
- xxv. Any other duties that may be assigned by his/her Superiors from time to time in furtherance of the above responsibilities.

#### **4) Qualifications, Experience and Competences**

##### Qualifications

- i. Honors degree in either Procurement and Supply Chain Management, Business Administration, Economics, Civil Engineering, Project Planning and Management or other related courses.
- ii. A Master's Degree in Procurement and Supply Chain Management, Business Administration, Economics, Civil Engineering, Project Planning and Management or other related courses.
- iii. Full CIPS Qualification is an added advantage.

##### Experience

- iv. A minimum of ten (10) years general experience in procuring goods, services and works with at least seven (7) years in a public sector institution.
- v. At least three (3) years of experience implementing procurement using procurement procedures of World Bank, African Development Bank (AFDB) or other Multilateral development Bank. Experience in processing high value contracts (subject to international competition) in civil works, supply of goods and consultancy services and in working with multi-sectoral teams.
- vi. Proven experience in implementing procurement of high value contracts and procurement planning is an essential requirement.
- vii. Sound and demonstrated knowledge of the PPDA Procurement Rules and Procedures.
- viii. Familiarity with working with World Bank Standard Procurement documents for Civil Works and Construction Supervision with Environmental and Social safeguard provisions and requirements.

##### Competences

- ix. Good oral and written communication skills. Should be fluent in English.
- x. A high level of interpersonal and management skills and ability to work with teams in the organisation at all levels.
- xi. Must be able to work under pressure and tight deadlines.
- xii. Computer knowledge and skills in MS Word and MS Excel and internet/email is a mandatory requirement.
- xiii. Proven integrity and confidentiality in handling public resources and in executing duties.

#### **5) Reporting**

As mentioned above, the Procurement Specialist will be part of the Project Implementation Unit, and as such administratively will report to the Project Coordinator and functionally report to the Head, Procurement and Disposal Unit.

**6) Duty Station**

Kampala, Uganda.

**7) Duration of the Assignment**

The assignment shall be for a period of two years' subject to probation period of six months, and renewable subject to satisfactory performance.

#### **4) TERMS OF REFERENCE FOR ENVIRONMENTAL SAFEGUARDS SPECIALIST**

##### **1) Job Purpose:**

To support the PCU in ensuring that various interventions implemented under USEEP comply with environmental policies, laws and regulations governing both Uganda and IDA/World Bank Environment Safeguard Policies. The incumbent will mainly be determining, to what extent the Environmental Safeguard Policies of Government of Uganda and the World Bank are being followed during implementation of such activities as: construction of schools, capacity building initiatives; level of compliance with regard to the provisions in the National Environment Act No. 4 of 2019 and the laws thereunder.

##### **2) Key Result Areas**

- i) Environmental Safeguards monitoring and reporting on the implementation of the Environmental and Social Management Framework (ESMF) and ESMPs.
- ii) Monthly progress reports on performance of environmental safeguards.
- iii) Capacity building plan for project implementation teams on environmental safeguards.

##### **3) Key Duties and Responsibilities:**

In accordance with the project objectives, the Environmental Safeguard Specialist shall conduct the activities below in accordance to the Environmental and Social Management Framework (ESMF) Project Implementation Manual and related safeguards documentation.

- i. Provide conceptual and operational leadership on the core USEEP Environmental, Health and Safety (EHS) development activities and support EHS implementation under the Project.
- ii. Serve as a focal point person on EHS issues as part of the Project Coordination Unit.
- iii. Supervise and undertake technical review of Environmental and Social Impact Assessments (ESIAs), Environmental Audits, and Environmental and Social Management Plans (ESMPs) by Consultants, and Contractors, and follow-up on acquisition of any relevant GoU and World Bank Approvals.
- iv. Provide guidance on implementation of project mitigation measures as per approved safeguards documents.
- v. Provide feedback to the Planning and procurement process for the project to ensure that (a) the Environmental, Health and Safety requirements are properly reflected and costed in bidding and contract documents, (b) environmental safeguards milestones are included in the contractor's certificates for payment, and (c) conditions of approval for the NEMA certificates and other statutory approvals are well considered, implemented and accordingly advise the project implementation teams.
- vi. Ensure all project interventions comply with the projects' ESMF and Environmental assessments/ESMPs;
- vii. Take charge of development of the Environmental Safeguards compliance monitoring framework for integration in the comprehensive monitoring tools for the project;
- viii. Furnish the project implementation team with progress made and challenges faced in the implementation of Environmental Safeguards at each of the monthly progress review meetings;
- ix. Offer technical guidance to the Ministry team with respect to approaches used to ensure compliance with environmental safeguards measures as indicated in the ESMF and site specific ESMPs;
- x. Carry out stakeholder engagement and consultations on all project activities as required.

- xi. Support the collection, analysis and utilisation of environmental safeguards information at National, Local Government, institutional and community levels;
- xii. Participate in field monitoring of project activities especially construction of school facilities to assess level of compliance with ESIAs, RAPs and Best Environmental Practices (BEP) as contained in the ESMPs; and site meetings to provide environmental inputs regarding the project;
- xiii. Determine the scope and magnitude of likely resettlement effects, compile likely losses of residential lands and assets, agricultural lands, business and income opportunities, affected communal assets and public building; including management of all project information that relates to environmental safeguards from the respective beneficiaries for discussion in meetings or project missions;
- xiv. Ensure that safeguards and cross cutting issues are included in technical designs, tender documentation and project budgets as agreed between MoES and the World Bank Task Team;
- xv. Ensure that the contractors develop and implement their Contractors Environmental and Social Management Plans (C-ESMPs), Occupational Health and Safety Management Plans, emergency preparedness and response plans, noise, dust and air management plans, site traffic management plans, incident management and reporting management plans, among others.
- xvi. Actively coordinate and support preparation of periodic project progress reports (monthly, quarterly and annually) with adequate input on project performance on environmental safeguards;
- xvii. Conduct periodic training and capacity building of key USEEP implementers at National, Local Government, institutional and community levels and contractors' level on implementing environmental safeguards under the project, including orienting them on the application of the ESMF, RPF and IPPF; using project availed opportunities for cost efficiency;
- xviii. Ensure that adequate environmental safeguards records and documentation are kept (including photographs,) of works and other interventions and adequate documentation of stakeholder consultations and land affirmations;
- xix. Ensure that Environmental Compliance Certificates are issued prior to final completion certificates for all civil works that satisfactorily meet the E&S safeguard requirements under the Project;
- xx. Assist in developing TOR for the environmental impact assessment studies for specific USEEP activities where required;
- xxi. Support and lead in the development of respective ESIAs and RAPs as defined in the ESMF, RPF and IPPF where required;
- xxii. Guide Management on strategies for strengthening implementation of environmental safeguards measures; and
- xxiii. Perform any other duties as assigned from time to time.

#### **4) Qualifications, Experience and Competences**

##### Qualifications

- i. A Master's Degree in Environmental Sciences, Natural Resources Management, Environmental Engineering or a related field from a recognized University/Institution
- ii. Postgraduate qualifications and experience in Environmental Impact Assessment/ Environmental Audit (EIA/EA) and monitoring are added advantages.

- iii. Membership in related professional association(s) will be of added advantage.

#### Experience

- i. At least Ten (10) years in areas of conducting a comprehensive Environment and Social Impact Assessments and Analyses;
- ii. Has significant practical experience with the World Bank safeguard policies and/or IFC Performance Standards evidenced from similar work carried out in the last five years.
- iii. Sound knowledge and application of National Environmental requirements (Policies, Legislation and Guidelines).
- iv. Registration with NEMA as Environmental Practitioner or an equivalent body for 3-5 years of post-qualification experience
- v. Experience of having worked in refugee settings is an added advantage.

#### Competences

- i. Working knowledge of Uganda's legal and regulatory framework, as well as World Bank's Operational Policies on environmental safeguards;
- ii. Demonstrable knowledge of supporting a comprehensive and balanced approach to environmental safeguards management is required including screening, scoping, research, risk assessment, planning, project development and implementation, monitoring and reporting;
- iii. Proficient in Microsoft Office Suite applications and any environmental/social analytical packages; and
- iv. Understands; environmental risk analysis and management, occupation health and safety management, environmental, occupational health and safety laws, regulations and requirements of Uganda;
- v. Identifies safeguard compliance issues and proposes strategies for assuring compliance and corrective actions to address non-conformances;
- vi. Provides sound advice on the design and implementation of mitigation strategies in areas of risk;
- vii. Understands how environmental safeguards fits into project cycle and implementation;
- viii. Ability to effectively communicate and provide guidance to project implementing teams;
- ix. Ability to make timely and quality judgement and decisions.

#### **5) Reporting**

The Environmental Safeguards Specialist shall report to the Project Coordinator USEEP.

#### **6) Duty Station**

Kampala, Uganda with frequent travel to the project sites as directed.

#### **7) Duration of the Assignment**

The assignment shall be for a period of two years subject to probation period of six months, and renewable subject to satisfactory performance.

## **5) TERMS OF REFERENCE FOR SOCIAL DEVELOPMENT SPECIALIST UNDER USEEP**

### **1. Job Purpose:**

The Social Safeguards Specialist shall work with the PCU, the Ministry and the relevant District Local Governments/ Municipalities to implement the Resettlement Action Plans (RAPs), Social Risk Management Plans (SRMPs) Including Vulnerable and Marginalised Groups Plans (VMGPs), Labour Management Plans (LMPs), Gender Mainstreaming Plans (GMP), Stakeholder Engagement Plans (SEPs) and the Community Development Action Plans (CDAP).

The Consultant will ensure that various interventions implemented under USEEP comply with social policies, laws and regulations governing both Uganda and IDA. The incumbent will mainly be determining, to what extent the Social Safeguard Policies of Government of Uganda and the World Bank are being followed during implementation of such activities as: construction of school infrastructure, capacity building initiatives; level of compliance with regard to the provisions in Labour and working conditions and Occupational Health and Safety; and other cross cutting issues such as Gender Based Violence, Sexual Exploitation and Abuse, Sexual Harassment (GBV/SEA/SH), Violence against children, mitigation of HIV/AIDS, stakeholder engagement and grievance management .

### **2. Key Result Areas**

- i. Development of Social Safeguards monitoring and reporting tools
- ii. Preparation of progress reports on performance of social safeguards
- iii. Capacity building plan for project implementation teams on social safeguards.

### **3. Key Duties and Responsibilities:**

- i) Ensure all project interventions comply with the projects' ESMF, RPF, IPPF and social assessments;
- ii) Take charge of development of the Social Safeguards compliance monitoring framework for integration in the comprehensive monitoring tools for the project;
- iii) Furnish the project implementation team with progress made and challenges faced in the implementation of Social Safeguards at each of the monthly progress review meetings;
- iv) Offer technical guidance to the Ministry team with respect to approaches used to ensure compliance with social safeguards measures as indicated in the ESMF, RPF and IPPF;
- v) Support effective stakeholder engagement and consultations and facilitate conclusive grievance redress on all project activities as required;
- vi) Support the collection, analysis and utilisation of social safeguards information at National, Local Government, institutional and community levels and document lessons learnt
- vii) Participate in field monitoring of project activities especially construction of school facilities to assess the level of compliance with RAPs, LMPs, and site meetings to provide social inputs regarding the project;
- viii) Determine the scope and magnitude of likely resettlement effects, compile likely losses of residential lands and assets, agricultural lands, business and income opportunities, affected communal assets and public building; including management of all project information that relates to social safeguards from the respective beneficiaries for discussion in meetings or project missions;
- ix) Ensure that safeguards and cross cutting issues are included in technical designs, tender documentation and project budgets as agreed between MoES and the World Bank Task Team;
- x) Actively coordinate and support preparation of periodic project progress reports with adequate input on project performance on social safeguards;

- xi) Coordinate key stakeholders, conduct periodic training and capacity building of key USEEP implementers at National, Local Government, institutional and community levels on implementing social safeguards under the project;
- xii) Ensure that adequate reporting on social safeguards, records and documentation are kept (including photographs,) of works and other interventions and adequate documentation of stakeholder consultations and land affirmations;
- xiii) Assist in developing TOR for the social impact assessment studies (including ToRs for RAPs) for specific USEEP activities where required;
- xiv) Guide Management on strategies for strengthening implementation of social safeguards measures;
- xv) Work in collaboration with the Environment specialist and project team to ensure general compliance with Environment and social safeguards.
- xvi) Perform any other duties as assigned from time to time.

#### **4. Qualifications, Experience and Competences**

##### **Qualifications**

- i. The Specialist must be a holder of a Master's Degree in any of the following disciplines Sociology, Anthropology, Public Policy and Administration, Development Studies, Gender Studies or other relevant Social Science fields from a recognised institution.
- ii. He or she should hold a Bachelor's degree in either Social Work, Social Sciences, Gender Studies or Development Studies
- iii. Membership in related professional association(s) will be of added advantage.

##### **Experience**

- i. At least Ten (10) years in the field of Assessment and management of Social Impacts
- ii. Experience in dealing with social issues pertinent to infrastructure development including management of land acquisition, resettlements and rehabilitation; community engagement and grievance management, gender analysis and knowledge in provision of culturally appropriate social benefits are desirable
- i. Experience in dealing with national experts and institutions related to Social Risk Management;
- ii. Experience of having worked in refugee settings is an added advantage.

##### **Competences**

- i. Working knowledge of Uganda's legal and regulatory framework, as well as World Bank's Operational Policies on social safeguards;
- ii. Demonstrable knowledge of supporting a comprehensive and balanced approach to social safeguards management is required including scoping, screening, research, risk assessment, planning, project development and implementation, monitoring and reporting;
- iii. Proficient in Microsoft Office Suite applications and any environmental/social analytical packages.
- iv. Good oral and written communication skills. Should be fluent in English.
- v. A high level of interpersonal and management skills and ability to work with teams in the organization at all levels.
- vi. Must be able to work under pressure and tight deadlines.
- vii. Proven integrity and confidentiality in handling public resources and in executing duties.

#### **5. Reporting**

The Social Development Specialist shall report to the Project Coordinator USEEP.

#### **6. Duty Station**



Kampala, Uganda with frequent travel to the project sites.

**7. Duration of the Assignment**

The assignment shall be for a period of two years subject to probation period of six months, and renewable subject to satisfactory performance.

## 6) TERMS OF REFERENCE FOR PROJECT ENGINEER USEEP

### 1. Background

The Government of Uganda has received credit from the World Bank towards implementation of the Uganda Secondary Education Expansion Project USEEP. The Project Development Objective is to enhance access to lower secondary education by focusing on underserved populations in targeted areas. Underserved populations include communities hosting refugees, refugees, girls and people in the targeted areas with limited access to public lower secondary schools.

Of the four major components under the Project, this advert will focus on component 1; enhanced access to lower secondary Education which will finance the construction of about 116 new lower secondary schools across the country and improving infrastructure in about 61 existing schools in the RHAs. In total, over 70,300 new spaces will be established. Out of 116 schools, approximately 32 new schools will be located in refugee and hosting communities and 84 will be in other targeted sub-counties of districts meeting the selection criteria. The new schools will be built as large (double stream, eight classrooms) schools creating a total of 55,680 additional spaces for enrolment. The component will also finance school furniture, science laboratory kits, ICT laboratory computers, student textbooks and teacher guides for all new schools. Overcrowded public schools in the RHAs will receive a standard package of additional infrastructure: four classrooms, science lab and latrines. The component will also finance school furniture and science laboratory kits for new classrooms and labs. Thus, 14,640 additional spaces for enrolment will be added to existing schools. Supervision of the civil works will be supported. This component will be implemented through the main stream Ministry of Education and Sports where construction management unit will take lead and be supported by the established Project coordination Unit where technical support shall be drawn based on the Civil Engineers whom we seek to employ.

Number of Positions: 9 (nine)

**Job Purpose:** Technically support the Ministry of Education and Sports through the established PCU in supervision of construction work across the country.

### 2. Key Result Areas within the area of jurisdiction:

- a. Timely completion of each of the key stages of construction in accordance to the technical requirements;
- b. Timely preparation and submission of monthly and quarterly reports produced;
- c. Timely reporting and escalation of noted challenges;
- d. Stakeholders updated on progress of works
- e. Compliance to Environmental and social safeguards by contractors.
- f. Well-kept/maintained MOES resources/property

### 3. Specific Duties and Responsibilities

1. Keeping electronic and hard copies of all documents pertaining to civil works under project including drawings, bills of quantities, site meeting minutes, reports, instructions issued to contractors, issues escalated from site.
2. Confirming that the site for the school construction is free of encumbrances before handing it over to the Contractor.
3. Technical supervision of the clerk of works to ensure diligent management of time, cost, quality and ES considerations during the construction;

4. Monitoring of contractor's performance in liaison with the Clerk of works to ensure the Contractors timely mobilize resources for the construction works including reviewing and clearance of procurement plans, method statements, construction methodology, construction schedules/programmes, clearance of materials delivered, review and confirmation that equipment is acceptable, ensure the contractor deploys all key staff and other staff as required by the contract, that the Contractor meets ES requirements as well as all other contractual obligations.
5. Conducting regular on-site visits to the construction sites and resolve any technical challenges as may arise as reported by the Clerk of works and confirmed through the site inspection;
6. Reviewing and providing approval of the Contractor's interim certificate after confirming Contractor has met ES requirements
7. Preparing detailed monthly and quarterly progress reports for submission to PC, DPC, CMU and World Bank, providing updates on physical and financial performance, ES performance, any challenges met and how they were addressed, emerging risks, issues for management's attention, Grievance Redress, etc..
8. Providing regular briefs on construction activities whenever required and in collaboration with the Ministry of Education and Sports prepare Monthly Progress reports on the physical and financial status of various construction sites.
9. Ensuring Contractors adhere to the Environmental and Social safeguard requirements and obligations – timely reporting of accidents on site.
10. Engage stakeholders at different levels of Local government to ensure ownership of the ongoing works by inviting a representative at District, subcounty level for the monthly site meeting;
11. Participate in Project Coordination Unit meeting with Stakeholders at district level to communicate roles and responsibilities, encourage community monitoring of works, and enhance ownership and co-operation in the implementation of sub projects
12. Liaise with Project Coordinator to escalate persistent challenges to MOES management's attention including those that relate to the jurisdiction of other MDAs eg NEMA, DLG, MOLG etc.
13. Managing and addressing the contract risks (including those related to the contractor and its personnel's impact on the community and environment)
14. Communicating with end users, stakeholders and service providers including:
  - a. Reviewing and recommending or deferring approvals of deliverables, payments, contract extensions, amendments and variations
15. Managing contract closure and evaluation of service providers
16. Ensure contract enforcement and compliance with relevant laws and regulations including, but not limited to, core labour standards, environmental, child, and health and safety protections.

#### **4. Qualification, Experience and essential competencies:**

- a) Applicants should possess an Honours Bachelors of Science degree in Civil Engineering or Architecture attained from a recognized university or institution, shall be a member of a Professional Body of Engineers or Architects and will possess a Post Graduate Degree in

Civil Engineering, Construction Management, or Project Management from a recognized institution.

- b) It is a pre-requisite that the candidate has at least 8 years of professional experience including working knowledge of the disciplines involved for similar assignments in planning, design and construction supervision of building works
- c) Proven technical competence in construction supervision or contractor site management;
- d) The candidate shall demonstrate qualities of an excellent team player with strong communication and interpersonal skills.
- e) Proven strong skills project management.
- f) The candidate shall be fluent in the English language. Ability to speak at least one local language in Uganda.
- g) Proven integrity and confidentiality in handling public resources and in executing duties confirmed by letters from referees.
- h) Self-motivated individual with the ability to work with minimum supervision.
- i) High level of computer literacy with proven working knowledge of Microsoft office.

### **5.0. Duration of the Assignment**

The assignment shall be for a period of 2 years subject to a probation period of six months, and renewable subject to satisfactory performance.

### **6.0. Reporting:**

The Civil Works Engineer/architect shall administratively report to the Project coordinator and functionally to the Assistant Commissioner Construction Management Unit of the Ministry of Education and Sports.

**7.0. Duty Station:** shall be based at the region as allocated.

## **7) TORS FOR COMMUNICATION SPECIALIST- USEEP**

Reports to: Project Coordinator, through the Deputy Project Coordinator  
Duration: 24 Months, subject to renewal  
Duty Station: Kampala

### **1. Job Purpose:**

The Communications Specialist will work within the MoES communications structures in planning, designing, implementing and carrying out USEEP communication activities, including the development a communications strategy and plan. S/he will draft information, content and/or products for public access, create and maintain the USEEP public communication information systems on the MoES social platforms (such as Twitter, MoES website, Facebook, etc.), in accordance with the Bank's communication and media guidelines. The specialist shall ensure timely and regular information dissemination and sharing of information to stakeholders and will be the focal media liaison officer for the project.

### **2. Rationale for a Communication Specialist**

Uganda's education system works at three levels; the macro-level, where national policies are developed and approved, the Meso level which oversees implementation of policies and the micro level where educational institutions and communities put the policies into practice. Effective Communication at all these levels is fundamental to growth within the sector.

USEEP project is largely a loan and therefore, it requires education policy makers and practitioners to develop clear strategies to reach the public with positive information on the intentions, progress and milestones of the project. It is also pertinent that government makes deliberate effort to communicate evidence of the impact of the project. This can best be achieved with the support of a functional and well established communication Unit at the PCU.

### **3. Objectives**

The overall objective of this function is to manage USEEP Communications and provide technical support to the PCU. This shall be done in liaison with the Communication and Information Unit of the Ministry of Education and Sports. Specifically, the Communication Specialist will;

- i) Clearly assess the information needs of USEEP national stakeholders;
- ii) Design and implement an effective Communication Strategy for engagement with the project/education stakeholders throughout the country to build their confidence in the project activities and outcomes.

### **4. Key Duties and Responsibilities:**

#### **Develop and implement USEEP communications strategy**

- a) Develop and implement USEEP communications strategy with clear objectives, practical implementation plan, a budget estimate, a brand concept, crisis/reputational risks communication plan and a mechanism to monitor its implementation.
- b) Coordinate the develop the Project's Communication Strategy for internal and External Audience;
- c) Ensure the Strategy is reviewed in coordination with the PCU, MOES Management and the World Bank's Communication Function;
- d) Oversee the development of various communication types to reach the targeted project audiences;
- e) Monitor and evaluate USEEP Communication Strategy implementation.

#### **Production of outreach and dissemination assets**

- a) Assess IEC needs of the Project stakeholders;
- b) In consultation with the relevant and support technical offices, draft outreach materials including project factsheet/summaries, success stories and sector summaries where applicable;
- c) Prepare media releases, statements and media briefing notes, and secure clearances, working in conjunction with relevant focal points and being sensitive to needs of both internal and external audiences.
- d) Develop cutting-edge media materials, including videos and social media products.
- e) Ensure the Information materials are adequately disseminated to the various stakeholders.

### **Stakeholder Engagement**

- a) In collaboration with social development specialists, identify and engage with key stakeholders especially the project beneficiaries, communities etc to ensure awareness and project ownership

### **Develop and Maintain a Good Public Image and understanding of the USEEP and its activities.**

- a) Maintain collaborative relationships with all Project and MoES staff;
- b) Develop and continuously update stakeholder contact database and communication system;
- c) Assess information needs of key stakeholders as well as public relations;
- d) Regularly furnish stakeholders with information on the implementation progress of the project.
- e) Promote a positive culture and image of the project among stakeholders;
- f) Develop and execute a clear dissemination plan for USEEP's achievements and milestones to various stakeholders;
- g) Facilitate the resolution of disputes with external role-players

### **Media Management**

- a) Act as the primary interface on communications matters between USEEP PCU and the external audiences;
- b) Develop and maintain a media contact database;
- c) Regularly scan and oversee media publications on USEEP and maintain a record of them;
- d) Identify and develop project story lines for diverse media channels;
- e) Organize strategic media coverage of Project activities;
- f) Actively maintain media relations for USEEP, ensuring that media (and other important external stakeholders, such as governments, development partners etc) are briefed regularly on issues of importance to USEEP;
- g) Monitor news that may have a bearing on USEEP and the education sector at large; identify key moments for proactive communications;
- h) Contribute to the development of news-driven and authoritative content; Engage with journalists and public audiences via social media channels;
- i) Oversee all press conferences and field events related to USEEP activities. This may involve participating in advance team planning activities, coordinating event schedules etc;
- j) Ensure that relevant USEEP media products are contained in the kits distributed at press events or at key functions.
- k) Organize media events for the project implementation team and other stakeholders on public and private media; and
- l) In coordination with Senior Managers, provide responses to media enquiries and issues in the media;

### **Develop and Manage key USEEP Online Platforms**

- a) Develop relevant Project Social media platforms including twitter, Facebook and linked-in platforms;

- b) Develop content for project online platforms;
- c) Establish and regularly update the Project page on the MoES Website.

### **Events Management**

- a) Assist the Ministry or PCU with logistics of all USEEP/ MoES sponsored events as assigned. Events may include: Journalist and student development exposure tours, VIP site visits, press conferences, round table discussions, celebration of international development days, leadership seminars, etc.
- b) Brand Project Public and internal events;
- c) Produce event press releases;
- d) Prepare speeches for USEEP public events.

### **Crisis and reputational risks management**

- a) In liaison with the Project Coordinator and the PCU team, develop a crisis and reputational risks management plan in consultation with the World Banks communications team and ensure crisis and reputational risks' communication is embedded in the project's communications strategy;

### **Regularly Produce Project Reports and related publications**

- a) Support the editing/ proofreading and dissemination of monthly, quarterly and annual technical reports;
- b) Support the production and dissemination of Quarterly Newsletters;
- c) Support the production and dissemination of Annual Project Public Reports;
- d) Support the production of project briefs and write-ups for various publications.

### **Lead Project behavioural change communication**

- a) Keep abreast with evolving policy developments and strategies in secondary education in the country;
- b) Analyse policy papers, strategies, national plans and various development frameworks and briefing papers for dialogue;
- c) Analyse project reports, prepare and share learning experience, case studies and success stories to increase knowledge, influence attitudes and improve implementation and replication by future projects;

### **Build Capacity of Project staff and other stakeholders**

- a) Capacity assessment of Staff and other stakeholders in communication related capacity gaps;
- b) Develop a capacity building plan for Project and other stakeholders;
- c) Organize and facilitate learning and capacity sessions that can contribute to overall improvement of staff and others stakeholder contribution to the implementation of the Strategy;

## **5. Key Deliverables:**

- a) USEEP Communication Strategy developed and implemented;
- b) Well Developed Stakeholder database;
- c) A network of Reporters that publish Project activities
- d) Well Developed Project Pages on the MoES Website;
- e) Online Project platforms on Facebook, Twitter and linked-in
- f) Staff Capacity development Strategy and Plan;
- g) Project Branding guideline;
- h) Annual Project Work plans and Budgets.

## **6. Selection Criteria**

- a) A Master's degree in Development Communication and 5 years' experience or a Bachelor's degree and 10 years' experience in communication, journalism, public relations, media studies from a recognised University. A Post Graduate Degree in a communications, public relations or journalism related field will be an added advantage;
- b) Demonstrable professional work experience in development/project communication, as a journalist or a public relations practitioner.
- c) Excellent written and oral English communication skills
- d) Proven ability to develop information, education and communication materials
- e) Demonstrable experience in development and implementation of development communications strategies
- f) Work experience in the Public Sector or large private organisation or Non-Government Organisation is an added advantage.
- g) Proven experience in effectively managing relationships with media, government officials, the public and development partners is an added advantage.
- h) A working knowledge of media relations, social media management and events planning is required.
- i) Strong organizational skills, analytical abilities and initiative to prioritize and complete tasks with minimal supervision
- j) Ability to work under pressure and tight deadlines
- k) Ability to establish and maintain collegial relations with press and media contacts
- l) Excellent inter-personal skills to ensure effective team relations.
- m) Strong organizational skills to effectively plan a variety of different events directed at promoting publicity for the project.
- n) Proven integrity and confidentiality in handling public resources and in executing duties.

## **7. Reporting**

The Communications Specialist shall report to the Project Coordinator USEEP.

## **8. Duty Station**

Kampala, Uganda with frequent travel to the project sites.

## **9. Duration of the Assignment**

The assignment shall be for a period of two years subject to probation period of six months, and renewable subject to satisfactory performance.



## **8) TERMS OF REFERENCE FOR SECONDARY EDUCATION SPECIALIST UNDER USEEP**

Job Title 6: Secondary Education Specialist

Vacancies: One (1)

The project will support the improvement of learning and teaching through Continuous Professional Development. Component 3 is aimed entails supporting head teachers, deputy head teachers and Science teachers. In order to achieve the goals of the teacher support component there is need to recruit a Secondary Education Specialist to guide and support the execution of this sub- component.

### **1. Job Purpose:**

To provide both technical and managerial support to USEEP Project Coordination Unit (PCU) in the coordination of the teacher support activities. He/she should ensure quality and timely execution of teacher support activities that are expected to be implemented under the project. The specialist should also facilitate policy/strategy linkages for the project and liaison with the relevant Directorate at MoES. He/she should ensure the PCU/Task team is timely informed of substantive changes in secondary education which impact directly on the project activities.

### **2. Key result Areas**

- i. Monthly reports on activities carried out and progress from various cluster centres.
- ii. A quarterly report summarizing all monthly reports
- iii. Workshop/ training reports after training activities from various centres
- iv. Annual report on the progress of the teacher support Component activities

### **3. Key Duties and Responsibilities:**

- i. Act as a technical link between USEEP MoES Project Coordination Unit (PCU) and the Secondary Education Department for quality and timely execution of planned Project activities
- ii. Responsible for the day-to-day management of the teacher support activities in liaison with the Component lead.
- iii. Provide technical knowledge to support the Government Secondary Education Department in the quality and timely execution of planned USEEP activities;
- iv. Work closely with Secondary Education Department and other stakeholders (Directorates, Departments, Agencies, Local Governments) in harmonising and scheduling activities of the project.
- v. Work closely with centre coordinators' in collecting data and outstanding innovations (value add) to be shared to other centre platforms and Secondary-TEID departments.
- vi. Prepare work plans (annual and quarterly) and reports (progress, quarterly and annual) related to the teacher support project activities for the Secondary Education Department; and
- vii. Perform any other duties as assigned from time to time.

### **4. Person Specifications:**

- i. Honours Bachelor's Degree in Education or related field from a recognised University plus Post graduate diploma in Education Technology or Management.
- ii. Master's Degree in Education technology or related field in Education from a recognised University will be an added advantage;

- iii. At least ten (10) years relevant working experience in Secondary Education in terms of policy or program implementation;
- iv. Experience of at 5 years in working with or supporting Government Structures at District, National, Regional or International level in the field of Education
- v. Relevant working experience with Donor funded project(s) in the Education Sector is of added advantage.
- vi. Good oral and written communication skills. Should be fluent in English.
- vii. A high level of interpersonal and management skills and ability to work with teams in the organisation at all levels.
- viii. Proven integrity and confidentiality in handling public resources and in executing duties.
- ix. Must be Computer literate with skills in Microsoft office suite specifically Ms word, Ms excel, Ms Project and internet/email related applications.
- x. Must have Project management skills in understanding the system support sub- component as well as its processes to the end life of the project.

## **5. Duration of the Assignment**

The assignment shall be for a period of two years' subject to probation period of six months, and renewable subject to satisfactory performance.

## **6. Reporting**

The Education Specialist will administratively report to the Project Coordinator. However, functionally the Education Specialist will be report to Commissioner Secondary Education in liaison with the Component lead.

## **7. Duty Station**

Kampala, Uganda (with frequent field travels)

## **9) TERMS OF REFERENCE FOR CLERK OF WORKS**

Of the four major components under the Project, this TOR is focused on component 1; enhanced access to lower secondary Education which will finance the construction of about 116 new lower secondary schools across the country and improving infrastructure in about 61 existing schools in the RHAs. In total, over 70,300 new spaces will be established. Out of 116 schools, approximately 32 new schools will be located in refugee and hosting communities and 84 will be in other targeted sub-counties of districts meeting the selection criteria. The new schools will be built as large (double stream, eight classrooms) schools creating a total of 55,680 additional spaces for enrolment. The component will also finance school furniture, science laboratory kits, ICT laboratory computers, student textbooks and teacher guides for all new schools. Overcrowded public schools in the RHAs will receive a standard package of additional infrastructure: four classrooms, science lab and latrines. The component will also finance school furniture and science laboratory kits for new classrooms and labs. Thus, 14,640 additional spaces for enrolment will be added to existing schools. The supervision of project activities shall be done through an established Project Coordination Unit where we seek to employ Clerks of Works to carry out daily supervision of works with the view of ensuring quality of construction works.

Number of Positions: 60 (sixty)

**1. Job Purpose:** provide technical support to Project Coordination Unit in supervision of construction work at the respective site where they are deployed.

**2. Key Result Areas:**

a. Timely submission of monthly and quarterly reports

10) Escalation of challenges on site within one day of failure to reach resolution with Contractor or stakeholders;

b. Quality of the works constructed at each stage within the area of jurisdiction.

c. Ensuring Compliance to ES requirements on site by Contractor.

**3. Specific Duties and Responsibilities**

- (i) Carry out full-time day to day detailed supervision of the construction works at the allocated site;
- (ii) On a day-to-day basis monitor the Contractor's work program, number of Contractors' specified personnel and equipment on site, workmanship and overall quality of works, quality of materials, and compliance with the drawings and specifications to ensure adherence to all building codes, and health, safety and environmental regulations on behalf of the Client;
- (iii) Ensure that the required standards of quality and accuracy of work and materials are maintained, including sampling of materials prior application to works, concrete slump tests, witnessing taking of concrete test cubes from concrete batches
- (iv) Check the drawings for any obvious errors in dimensions, detail and compare with specifications for discrepancies and report to supervising Engineer;
- (v) At the commencement of the contract, check grid levels of the site with the Contractor;
- (vi) Examine the Contractor's progress schedule, check and record progress of the work in form of pictorial and written formats and note any delays with reason;

- (vii) Settle minor problems of detail arising on site to ensure that work proceeds in an effective, workmanlike and economical manner;
- (viii) Check all baselines, setting out and levels;
- (ix) Check the position, dimensions and plumb of all formwork before concrete is poured, and of all structural members, walling, etc.;
- (x) Check whether any rebates, mortices, holes fixings etc. are required in the structure before pouring concrete and check sizes and positions of these items in the formwork;
- (xi) Ensure adherence to the specifications and conditions of the contract by the Contractor;
- (xii) Ensure that there is adequate interrelationship between and among stakeholders during implementation of the project and update them on technical aspects of the project;
- (xiii) Issue necessary site instructions to ensure good quality and workmanship plus compliance to specifications.
- (xiv) Seek and obtain prior approval from Engineer for identified need to issue instructions that have cost implications or are a variation of the contract in any way;
- (xv) Approve materials for construction delivered by Construction on site before incorporation into the works;
- (xvi) Reject and ensure immediate removal of materials delivered by Construction on site that do not meet technical specifications;
- (xvii) Ensure that all construction work is accomplished as required in accordance with the approved work program and technical specifications;
- (xviii) Ensure that the Contractor adheres to safety regulations (Safety measures will include provision of safety helmets, boots, guard rails, safety equipment, site signs, first aid, equipment, etc.);
- (xix) Maintain a site diary to record the progress of construction, delays, weather conditions and site visitors, and other significant facts, and submit weekly reports;
- (xx) Endorse day worksheets with certification in respect of hours worked and materials used;
- (xxi) Check and ascertain that the Contractor has prepared for monthly Site Meetings;
- (xxii) Attend to the site on all occasions and attend all scheduled site meetings and submit written progress reports every week, and a monthly progress report to the supervising Engineer;
- (xxiii) Post daily reports on tariffa Platform including photographs.
- (xxiv) Assess, analyse and endorse the payment recommendation form of payment made by the contractor in consultation with Environmental and social safeguards staff at MOES;
- (xxv) Ensure Contractor fulfils all Contract obligations or the contract is accordingly enforced;

### **Person Specifications:**

1. A minimum qualification of an Ordinary Diploma in Building and Civil Engineering or Ordinary Diploma in Architecture from a recognized institution with at least 8years' experience of which 4years is in construction supervision of building works at the level of Foreman OR a Higher Diploma in Building and Civil Engineering from a recognized institution with at least 6 years' experience of which 3 years is in construction supervision of building works at the level of Foreman
2. Computer skills in MS-Word, MS-Excel and Internet applications are essential.
3. Good interpersonal and communication skills is a requirement.
4. Excellent team player with strong communication and interpersonal skills
5. Excellent reporting and writing skills.
6. The candidate shall be fluent in the English language.
7. Ability to speak at least one local language in Uganda is an added advantage.

8. Proven integrity and confidentiality in handling public resources and in executing duties confirmed by letters from referees.
9. Self-motivated individual with the ability to work with minimum supervision with an eye for detail.

**Duty Station**

The Clerks of works will be assigned to work in various districts in Uganda at Sub-county level. Please find the details of the sites at **[www.education.go.ug](http://www.education.go.ug)**..... The Clerk of works to be able to engage with the stakeholders in the local language. Please include in the application the local languages you able to speak and list the locations in order of preference where would like to be assigned in your application. The Clerk of works expected to be at site full time.

**Duration:**

The initial contract will be fourteen months' renewable strictly subject to satisfactory performance.