



TERMS OF REFERENCE FOR REVIEW OF THE PROCUREMENT AND DISPOSAL POLICY.

1.0 Background information

National Union of Disabled Persons of Uganda (NUDIPU) is an indigenous umbrella NGO of Persons with Disabilities that brings together all disability categories in Uganda with the vision of ensuring a Just and Fair society where Persons with Disabilities live prosperous and Dignified Lives. Formed in November 1987, NUDIPU exists to advocate for the rights of Persons with Disabilities in a unified voice for improved livelihoods.

2.0 Expected output

The consultant will review of the current procurement and disposal policy to align with the public procurement and disposal of public Assets Act 2003, to ensure that the revision also reflects both internal and external changes, and is consistent with the needs and sustainability of the NUDIPU staff.

3.0 Scope of the task

The consultant will:

- i) be responsible for the review of the existing procurement and disposal policy at NUDIPU.
- ii) Identify the gaps in the procurement and disposal policy and iii) provide key recommendations for improvements to the staff, senior management and Board of Directors of NUDIPU.

4.0 Role of the Consultant

1. Ensure that the procurement and disposal policies and procedures are incorporated in the procurement and disposal policy in line with the public procurement and disposal of public Assets Act 2003, align it with the NUDIPU vision, mission and goals and NUDIPU finance manual.

1. Review the compliance gaps in the procurement and disposal policy and provide key recommendations for improvement to the Senior Management and Board of Directors.
2. Conduct research to identify workforce issues regarding policies from similar organizations.
3. Conduct meetings with all staff and management to receive their ideas on the reviewed procurement and disposal policy.
4. Provide a final hand copy of the procurement policy to NUDIPU.

5.0 Qualification, skills and experience Education

- Proven experience as a procurement and disposal or supply chain Consultant
- Post Graduate Diploma in procurement or supply chain management,
- A Master degree is an added advantage

Technical

- Full understanding of developing and implementing procurement and disposal policies, and procedures.
- Good experience in supply chain management/ procurement. Knowledge of the public procurement and disposal of public assets policies and procedures.
- Good research and writing skills.

Industry experience

5+ years of experience in progressively responsible supply chain or procurement role in a busy organization

3+ years of experience as a procurement or supply chain or finance and accounting consultant.

6.0 Supervision and Reporting

The consultant will work closely with the Human Resource and Administration Officer /procurement secretary and senior management during this assignment.

7.0 Duration.

The assignment is expected to take 20 days.

How to apply.

Interested and qualified persons/firms should send their technical and financial proposals to; The Human Resource and Administration Officer, National Union of the Disabled persons of Uganda (NUDIPU) not later than **4th November, 2022** at 5:00pm to the following email: procurement@nudipu.org.