



## **FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER TERMS OF REFERENCE FOR A PROCUREMENT CONSULTANT – PREQUALIFICATION OF SERVICE PROVIDERS**

**Date:** 28<sup>th</sup> May 2025

### **Introduction**

Forum for African Women Educationalists (FAWE) Uganda Chapter was launched in February 1997 as part of a network of 34 FAWE National Chapters. FAWE was founded by five visionary African women Ministers of Education who sought to address the low levels of girls' education and bridge the gender gap across the continent.

FAWE Uganda's mission is "To enhance opportunities for girls to attain quality education and skills through sponsorship, social protection, institutional strengthening and advocacy," while its vision is "A Uganda in which girls and women lead dignified lives."

In line with the commitment to transparency, efficiency, and value for money in procurement, FAWE Uganda seeks the services of a qualified Procurement Consultant to support the prequalification of service providers for various categories of goods, works, and services.

### **Objectives**

To facilitate the end-to-end process of prequalifying service providers for the period August 2025 to August 2028 in accordance with FAWE Uganda's internal procurement policies and relevant national procurement guidelines.

### **Scope of work**

The Procurement Consultant will undertake the following specific tasks:

- a. Review FAWE Uganda's procurement needs and existing supplier database.
- b. Develop clear and comprehensive prequalification criteria aligned with relevant policies and organizational needs.
- c. Design and prepare a professional prequalification notice/advert for newspaper and online publication.

- d. Draft the prequalification document templates, including instructions to applicants, eligibility criteria, category listings, and evaluation methodology. These will have to be approved by FAWE Uganda before their usage.
- e. Draft the Bid document for consideration and approval by FAWE Uganda.
- f. Coordinate the call for applications and ensure timely receipt and proper documentation of all submissions.
- g. Lead the evaluation process, ensuring transparency, fairness, and documentation at every stage.
- h. Prepare a prequalification report highlighting evaluated service providers, justification for selections or otherwise, and recommendations for approval.
- i. Submit a final report that documents the entire prequalification process, outcomes, challenges, and key lessons learned.

### **Deliverables**

The Consultant is expected to deliver the following:

- a. Needs assessment summary and prequalification categories
- b. Prequalification notice for publication
- c. Comprehensive prequalification document package
- d. Evaluation matrix and guidelines
- e. Evaluation report with shortlist of qualified providers
- f. Final detailed report on the entire prequalification exercise

### **Duration of the assignment**

The assignment is expected to take one month, commencing on 15th June 2025 and concluding on 20th July 2025.

### **Reporting**

The Consultant will report directly to the Executive Director, with regular updates provided to the Procurement Committee Chairperson.

### **Qualifications**

The ideal candidate/firm should possess the following:

- Bachelors' Degree in Procurement and Logistics or Supply Chain Management or other relevant field is essential.
- A Chartered Procurement Professional (CIPS) is of an added advantage
- At least seven (07) years' experience in procurement and prequalification processes within credible institutions.
- Familiarity with Uganda's procurement regulatory framework and donor-funded procurement guidelines.

- Strong analytical, documentation, and report writing skills.
- Excellent communication and stakeholder engagement abilities.
- For consultancy firms, the lead consultant's CV/profile must be submitted.

### **Application Process**

Interested individuals or firms should submit a technical and financial proposal, including a company or personal profile. Firms should attach the profile of the proposed lead consultant. Proposals must be submitted by **Wednesday, 5th June 2025 at 5:00 PM (EAT)**.

### **Submissions can be made in person or via email:**

Hand Delivery:

**The Chairperson – Procurement Committee**

**Forum for African Women Educationalists (FAWE) Uganda Chapter**

**Plot 328, Magulu Close, Bukoto**

**Kampala, Uganda**

Or via Email:

[procurement@faweuganda.org](mailto:procurement@faweuganda.org)