



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER

TERMS OF REFERENCE FOR A PROCUREMENT CONSULTANT

Date: 22nd August 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 is a result of five visionary and distinguished

African Women Ministers of Education who resolved to deal with the appalling state of girls' education in Africa and bridge the gender gap in education. The mission of FAWE Uganda is *"To enhance opportunities for girls to attain quality education and skills through sponsorship, social protection, institutional strengthening and advocacy."* FAWE Uganda envisages *"A Uganda in which girls and women lead dignified lives."*

Objectives

To oversee and support the procurement process of ensuring compliance with all relevant policies and regulations, and to provide expert guidance and recommendations throughout the process.

Scope of work

The Procurement Consultant will undertake the following specific tasks:

- a. Create a detailed and clear call for quotations to ensure comprehensive responses from potential suppliers for 700 student laptops and medical insurance for 700 students.
- b. Coordinate the process of preparing a Supplier's Prequalified List for the period September 2025 to August 2028.
- c. Draft an advertisement for publication in newspapers to attract a wide range of potential qualified bidders.
- d. Coordinate and lead the development of bid documents to ensure all necessary information and specifications are communicated.
- e. Assist in the evaluation and analysis of the received proposals, quotations, and bids to identify the best options in terms of cost, quality, and compliance.

- e. Prepare a detailed report, outlining the findings from the analysis and providing clear, evidence-based recommendations.
- f. Be involved in the receiving process to ensure that the items delivered meet the specifications and quality standards outlined in the tender documents.
- h. Compile and submit a comprehensive final report detailing the entire procurement process, outcomes, and any lessons learned.

Deliverables

The Consultant is expected to deliver the following:

1. Development of call for quotations
2. Newspaper advertisement design
3. Complete set of tender/bid documents
4. Analysis report of proposals/quotations/bids
5. Presentation and report to the Management with recommendations
6. Participation in the receipt of items
7. A prequalified suppliers list
8. 700 student laptops procured
9. A medical insurance service provider for 700 students identified.
10. Final comprehensive report on the procurement exercise

Duration of the assignment

The assignment is expected to be completed within six weeks, with effect from 1st September to 16th October 2025.

Reporting

The Procurement Consultant will report directly to the Executive Director but will work closely with the Procurement Committee through the Committee Chairperson.

Qualifications

- A certified Procurement Professional
- Bachelor of Procurement and Logistics Management from a recognised institution or related field.
- Proven experience in procurement consultancy and supporting large procurements
- Strong analytical and report-writing skills
- Excellent communication and presentation abilities
- Knowledge of relevant procurement regulations and best practices
- Good negotiator

Application Process

Interested candidates should submit a technical and financial proposal for this exercise together with your personal profile. If it is a company expressing interest, the profile of the lead Consultant should be attached by **Monday 1st September 2025**

Hand deliver your proposal to the address below;

The Chairperson – Procurement Committee
Forum for African Women Educationalists (FAWE) Uganda Chapter
Plot 328, Magulu Close, Bukoto
Kampala, Uganda

OR

E-mail: procurement@faweuganda.org