



## **FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER**

**Date:** 20<sup>th</sup> August 2025

### **TERMS OF REFERENCE FOR TRAINING THE PROCUREMENT COMMITTEE AND MANAGEMENT**

#### **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 initiated 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."*

#### **Objective**

To build the capacity of the Procurement Committee and Management by providing foundational training on procurement principles and promoting effective, ethical, and efficient management of the procurement function. We therefore seek a consultant to:

1. Train the team on the basics of procurement, including the roles and responsibilities of key stakeholders, and share best practices in procurement planning and execution.
2. Highlight the key analytical tools and approval responsibilities of the Procurement Committee, with emphasis on compliance, accountability, and informed decision-making.
3. Provide guidance on the processes and legal frameworks involved in the disposal of assets, ensuring transparency and adherence to relevant regulations.
4. Train the team on critical considerations in the development, review, and approval of bidding documents, ensuring fairness, competitiveness, and procedural integrity.
5. Emphasize the importance of achieving value for money in procurement and identify common mistakes and risks in contract management, along with strategies for mitigation.

**Deliverables**

The key deliverables shall be;

- a) Delivery of the training
- b) A training report.

**Duration of the assignment**

The training assignment is expected to take place on **Friday 12<sup>th</sup> September 2025**. The training report will be expected by the **Friday 19<sup>th</sup> September 2025**.

**Proposal submission guidelines**

Please prepare and submit a technical and financial proposal for this exercise together with your personal profile/curriculum vitae to;

**The Chairperson Procurement Committee  
Forum for African Women Educationalists Uganda Chapter  
Plot 328, Magulu Close  
Bukoto-Kisaasi Road  
Kampala  
Uganda**

**OR**

**E-mail: [procurement@faweuganda.org](mailto:procurement@faweuganda.org)**

Closing date for receiving the proposal: **Friday 5<sup>th</sup> September 2025 at 4:30 pm.**