

ANNEX A

Terms of Reference for the procurement of goods/equipment for the Expanding Social Protection (ESP) in Uganda Phase 2

Procurement Agent: IPA

Aries Supplier: 30655

Introduction

1. The Government of Uganda (GoU), DFID and Irish Aid have designed a second phase of the Expanding Social Protection Programme – ESP II, to consolidate gains made in ESP I. DFID, on behalf of all stakeholders and will contract the services of a Procurement Agent (PA) to support the procurement of goods and equipment for the Programme Management Unit (PMU) located within the Ministry of Gender Labour and Social Development and seven Regional Technical Support Units (RTSU) across the country.

Objectives of the Assignment

2. The PA overall role is to support the ESP programme in procuring goods and equipment which will be used by the PMU and the seven RTSUs during the first two years of the programme.
3. The PA will demonstrate that its technical and commercial capacity will deliver Value for Money in all procurement under the management of this programme.

The Recipient

4. The recipient of the services is the GoU ESP programme.

Financial Limit

5. Payments under this Calldown Contract including the Agents fees shall not exceed £720,000 (“the Financial Limit”) and is exclusive of any government tax, if applicable.

The Scope

6. The PA, working with the ESP PMU, will be responsible for the effective management, coordination, monitoring and delivery of the programme goods and equipment. That will involve coordinating closely with the DFID Uganda Deputy Programme Manager and Programme Manager; and with the ESP PMU.
7. The goods and equipment to be procured include:
 - motor vehicles
 - motorbikes
 - Office furniture and equipment
 - IT and other comms equipment

8. The PA is expected to execute the above with due consideration to the following:
- a) Identification of appropriate and experienced suppliers through the best procurement process that will lead to the achievement of best value for money.
 - b) Provision to DFID of an evaluation report, clearly detailing the evaluation criteria to be used in the selection of suitable suppliers.
 - c) Supervision and management of the timely delivery of the vehicles and motorbikes for the effective and efficient implementation of the ToR.
 - d) The PA will arrange procurement, expediting, inspection, shipping, delivery and insurance of goods and equipment in accordance with DFID guidelines and The MoU between the Government of Uganda, Irish Aid and DFID.
 - e) Fiduciary discharge on behalf of DFID including processing payment as and when services have been delivered to a satisfactory standard by the supplier. This includes mitigating the risk of mis-specification and late delivery.
 - f) Ensure broad project adherence to the estimated budget with significant deviations having to be authorised by DFID Uganda.

Method and Deliverables

9. The PA will provide a dedicated Procurement Coordinator, who will coordinate the effective management and monitoring of the programme with the PA programme manager and the DFID Uganda Deputy Programme Manager.
10. Clear communication channels and / or approval processes will be established between the PA, DFID and the ESP Programme Management Unit.
11. A variety of considered solutions to programmatic and management challenges, identifying the advantages and disadvantages of each course, will be presented to DFID for final decision making, as and when necessary.
12. DFID Uganda SRO and Deputy Programme Manager will be kept informed of all relevant issues that are likely to affect the implementation of the programme.
13. The PA will also:
- a) Meet with the PMU (PMU) and agree in writing the exact needs and specifications of the requirements in line with the project proposal and realistic estimated costs.
 - b) Agree in writing with the PMU a procurement plan / delivery timetable that clearly identifies the procurement processes / stages to ensure delivery of the ToR..
 - c) Agree in writing the roles and responsibilities of the ESP programme and the PA in the implementation of the project.

Financial Management

14. Payments will be linked to actual delivery of equipment /outputs. Outputs shall be explained in details in the procurement plan, along with associated budget and timeframe – as detailed in annex B. The PA fees will be a percentage of the value of the procured items, as detailed in annex C.
15. The PA will, at the end of the project, submit a list of delivered assets with appropriate identifications to DFID Uganda, who will decide in consultation with key stakeholders how best to dispose of assets acquired with DFID funding.

Reporting

16. The PA will report to the DFID Uganda SRO and Deputy Programme Manager and will provide the following:
 - a) Agreed business needs and specifications of equipment from the ESP programme within two weeks of signing the contract.
 - b) Project implementation plan agreed and signed with the ESP programme clearly defining the roles and responsibilities of each party. This should be produced within a month after the PA calldown contract signature.
17. Quarterly progress narrative and financial reports including a VFM assessment will be submitted to DFID by the PA. A submission schedule will be discussed and agreed between the PA and DFID. The reports will include a full report on progress, detailing deliverables achieved in the preceding period and any proposed corrective action. Detailed work plans for the next period and expected deliverables to be achieved will be submitted by the PA to DFID.
18. Accurate financial reports will be submitted, including a breakdown of costs for goods and equipment, taxes to be paid by the GoU (if any) and procurement fees, in line with the call down contract agreed rates and details of any savings realised from the various procurements.
19. In accordance with Framework Agreement 5759, any procurement which is subject to the EU Directives will be subject to the minimum timescales set out under the relevant EU procedure. The PA will place a Prior Indicative Notice in OJEU wherever possible in order to reduce the minimum timescales. Where the EU Directives do not apply, and unless agreed otherwise at the project conception stage and stated in the procurement plan, response times for key procurement activities against which the agents' performance shall be measured as follows:

Timeframe

20. The TOR will become operational on the 22nd December 2015 ending 31st August 2016

Duty of Care

21. The Procurement Agent is responsible for the safety and well-being of their Personnel of the Contract and Third Parties affected by their activities under this contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.
22. The Procurement Agent is responsible for ensuring appropriate safety and security briefings for all of their Personnel working under this contract and ensuring that their Personnel register and receive briefing. Travel advice is also available on the FCO website and the Supplier must ensure they (and their Personnel) are up to date with the latest travel guidance at all times.
23. DFID will share available information with the Procurement Agent on security status and developments in-country where appropriate. The country duty of care assessment is attached in Annex F.

Background

24. The GoU, DFID, Irish Aid and UNICEF have since 2010 been implementing the Expanding Social Protection (ESP) Programme in Uganda, whose purpose is to embed a national social protection system as a core element of Uganda's national development, planning and budgeting processes, including cash transfers for the poorest and most vulnerable. The programme includes two components. 1), policy development to strengthen thought leadership on social protection across government, develop a national framework for social protection, generate evidence on the impact of social protection in Uganda to add to the significant international evidence already available, and build government commitment and investment in social protection. 2), implementation of a cash transfer pilot (Social Assistance Grants for Empowerment – SAGE).
25. ESP II is closely aligned with the GoU's commitments to social protection in the national Constitution, Vision 2040 and with emerging priorities in the new draft National Development Plan.
26. ESP II also aligns closely with wider DFID corporate and global priorities for international development. The High Level Panel on post-2015 development goals has called for the eradication of extreme poverty by 2030: as noted in the High Level Panel Communiqué, social protection is key to this.
27. Since its launch in June 2010, ESP has made remarkable progress to establish the foundations for social protection policy and programming in Uganda. Key achievements include: greatly increased GoU & public understanding of social protection; a national social protection policy framework approved by senior management of the Ministry of Gender, Labour and Social Development (MGLSD), due to go before Cabinet with a costed implementation plan; an institutional development strategy approved by MGLSD Senior Management; in-kind and direct financial contributions to ESP from the state budget; a transparent and effective electronic system for cash transfers established and regular cash transfer reaching over 113,000 direct beneficiaries in 14 pilot districts.
28. Building on the achievements of Phase I, Phase II will help consolidate the national response to entrenched poverty and vulnerability, moving from a pilot programme to fully embed social protection in GoU policies, institutional arrangements, programmes and budgets. To achieve this, DFID and Irish Aid will provide financial support to guarantee continuity of the ESP cash transfer pilot in 14 districts over a transitional phase, with gradual 'hand over' to the GoU by the end of the programme. This will enable the GoU to focus its own resources on national roll-out of the cash transfer. DFID will also provide technical and financial assistance for systems strengthening to ensure a smooth transition from the pilot to national cash transfer programme, as well as on-going support to MGLSD to improve the national evidence on social protection. We will provide technical assistance to strengthen GoU capacity for social protection policy development and institutional reform. This will include technical and financial support to design and pilot a new disabilities grant.
29. DFID and Irish Aid support will principally be provided through a Fund Manager, which will provide technical assistance and ensure the management of DFID and Irish Aid

contributions to the ESP cash transfer, known as the 'Social Assistance Grants for Empowerment (SAGE)' programme. The Fund Manager will work closely with and build the capacity of MGLSD and will support the creation and development of a semi-autonomous Direct Income Support Agency to deliver cash transfers at national scale; paving the way for complete hand-over of SAGE to GoU management by the end of the programme.

Annex F

Duty of Care Country Assessment

Project/intervention title: Expanding Social Protection (ESP) in Uganda Phase 2

Location: Uganda

Date of assessment: July 2015

DFID Uganda Overall Project/Intervention Summary Risk Assessment Matrix

July 2015.

Read in conjunction with the Travel Advisory on Uganda

Theme	DFID Risk Score	DFID Risk Score	DFID Risk Score	DFID Risk Score	DFID Risk Score	DFID Risk Score
	Kampala	North-east Uganda Karamoja Region	Northern Uganda	South West Uganda	Western Uganda	Eastern Uganda
Overall Rating	3	3	3	3	3	3
FCO Travel Advice	2	4	2	2	2	2
Host Nation Travel Advice	Not available	Not available	Not available	Not available	Not available	Not available
Transportation	5	5	5	5	5	5
Security[*]	3	3	3	3	3	3
Civil Unrest	3	2	2	2	2	2
Violence/crime	3	4	3	3	3	3
Terrorism*	4	4	4	4	4	4
War	1	2	1	1	1	1
Hurricane	1	1	1	1	1	1
Earthquake	1	1	1	2	2	1
Flood	2	1	2	2	1	3
Medical Services**	4	4	4	3	3	3
Nature of Project Intervention						

1	2	3	4	5
Very Low Risk	Low Risk	Medium Risk	High Risk	Very High Risk
Low		Medium	High Risk	

*The FCO travel advice for Uganda advises that there is a general threat from terrorism

**Medical facilities outside of Kampala and particularly away from cities are limited