

CALL FOR EXPRESSIONS OF INTEREST (R-EOI /RC/09/01)

Terms of Reference for a Consultancy to develop Procurement Guidelines for RUFORUM

1. Background

The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM) is a consortium of 25 universities (12 full members and 13 associate members) in Eastern, Central and Southern Africa (ECSA) established in 2004. It is registered as an International Non-Governmental Organisation (NGO) with a mandate to oversee graduate training and networks of specialization in the Common Market for Eastern and Southern Africa (COMESA) region. RUFORUM recognizes the important and largely unfulfilled role that universities play in contributing to the well-being of small-scale farmers and towards economic development of countries throughout the sub-Saharan Africa region. RUFORUM's mission is to strengthen the capacities of universities to foster innovations responsive to needs of small-holder farmers through the training of high quality researchers, ensuring that graduates will have the skills and know-how to be attractive to potential employers, and the output of impact-oriented research that will result in agricultural policy and practice reform.

RUFORUM hopes to achieve its mission by (1) focusing on capacity building for the agricultural sector through graduate training at M.Sc. and PhD levels; (2) focusing on promoting innovation and integration within universities to support training and research that is aligned with the emergent rural development strategy of 'Integrated Agricultural Research for Development' (IAR4D) and (3) focusing on adding value to regional agricultural training and research through building, rationalizing and sharing capacities and resources. A key strategy will be to focus on exploring various innovative approaches in responding to university challenges which include: how to make university research responsive to a stakeholder-driven research and training agenda; how to influence policy and development practices to generate higher impact and support research and training in universities; how to ensure quality of training and research; how to organize and ensure sufficient staff capacity in universities; how to mobilize adequate resources for research and training; how to organize and rationalize adequate infrastructure for research and training; and, how to reform curricula to respond to new requirements and emerging challenges.

2. Rationale

RUFORUM's lean Secretariat in Kampala will require support services in implementation of the its activities in line with above foci. The support services will require procurement by RUFORUM from competent service providers. To facilitate this process, RUFORUM has initiated establishment of her procurement system by putting in place a Procurement Committee. Procurement here is defined as the process and range of activities involved in purchasing supplies, services and works. This definition includes contracting for services and purchase of the smallest of office supplies. RUFORUM intends to strengthen the functions of its Procurement Committee by putting in place guidelines to facilitate and streamline its functioning. The guidelines should establish core procurement framework for RUFORUM and articulate expectations of the Secretariat with regards to Procurement. The guidelines are envisaged to contain procurement, disposal and documentation procedures to cover range of procurement

foreseen. The guidelines should also ensure fair and open competition between bidders, taking into account, price and technical quality.

3. Overall Objective of the Consultancy

The overall objective of the consultancy is to strengthen the RUFORUM Secretariat's Procurement System.

4. Specific Objectives

Specific objectives of the assignment are to:

1. Establish the roles and responsibilities of the RUFORUM Secretariat procurement Committee;
2. Review RUFORUM donor guidelines for procurement of services and supplies;
3. Develop RUFORUM Secretariat Procurement Guidelines, including disposal procedure, and documentation;
4. Provide recommendations on steps, with timelines, required by the Secretariat to implement the guidelines;

5. Scope of work and Specific Tasks

The following specific tasks are expected to be achieved for successful completion of the assignment:

- (a) A literature review of background RUFORUM documents including the RUFORUM strategic and business plans;
- (b) Develop a synthesis of RUFORUM donor requirements related to procurement;
- (c) Outline a process for development of the guidelines;
- (d) Prepare draft Procurement Guidelines;
- (e) Present draft strategy to RUFORUM staff and stakeholders; and
- (f) Refine Draft Procurement Guidelines.

6. Roles / Responsibilities

Consultant

1. Undertake literature review of RUFORUM background and operational related documents;
2. Develop a methodology for implementing assignment;
3. Develop draft and final Procurement Guidelines;
4. Present the findings to RUFORUM Secretariat and produce the final guidelines to incorporate comments and suggestions from RUFORUM Secretariat staff and stakeholders; and,
5. Advise RUFORUM on issues related to the assignment in a timely manner.

RUFORUM

1. Review and approve the work plan, including timeframe and approach to be used;
2. Provide reference material including the RUFORUM Strategic Plan, Business plan and other relevant documents;
3. Meet the relevant costs related to this consultancy, i.e., local travel, per diem, consultancy fee;
4. Review and approve the Consultant's draft and final report and other outputs as stipulated in the deliverables section and contract.

7. Deliverables

- Inception report
- Draft report (at least 2 days prior to end of assignment);
- Final report (at the end of consultancy);
- RUFORUM Secretariat Procurement Guidelines;
- A synthesis of current RUFORUM donor procurement regulations and guidelines;
- A draft implementation plan for the Procurement Guidelines.

8. Plan of Work / Duration

- This assignment is expected to take a duration of 5 days and be completed before 30 June 2009. We propose the Consultant visits with RUFORUM Secretariat Staff and stakeholders in Uganda.

9. Expertise Required and Prequalification

Applicants will be evaluated against the following prequalification criteria:

- Clear articulation of capacity and skill, and innovative approaches to carry out the assignment;
- Demonstrated experience and competency in conducting similar assignments of a regional/ international magnitude;
- Demonstrated analytical and report writing skills and experience;
- The organizational/individual competency to deliver the services;
- Clear work plan and articulation of expected methodologies and outputs

10. Reporting

It is the responsibility of consultant to ensure timely and quality reporting for each phase and deliverable in the assignment. All reports will be submitted to the RUFORUM NAG Programme Manager on dates as may be agreed during the inception meeting and stipulated in the contract. The reports will be reviewed within RUFORUM Secretariat and also by an external peer team. All draft reports (written in English) will be submitted as soft copies while the final report will be submitted as a soft copy and three (3) hard copies with coloured illustrations where necessary.

11. Proposal Development

A Proposal of not more than 15 A-4 sized pages should be developed to include the following:

- 1) Background and interpretation of the terms of reference (Maximum 1 page);
- 2) Methodology and approach (Maximum 4 pages);
- 3) Proposed work plan outlining clear timeframe and logical steps in conducting the assignment (Maximum 2 page);
- 4) Competency statement that provides the organization profile including summary CVs of the experts to be employed on the assignment and the relevant references/similar assignments conducted earlier (Maximum 7 pages)
- 5) An itemized budget divided into professional fees and direct cost of activities in United States Dollars (Maximum 2 pages).

The Proposal will be assessed based on the following criteria

- 1) Background Information (10%);
- 2) Methodology and approach (30%);

- 3) Proposed work plan (10%);
- 4) Competency and experience (40%)
- 5) Budget (20%).

12. Procedures for Submission of Proposals

Interested individuals or teams of consultants should submit their Proposals (technical and financial) indicating the EOI number, 2 page curriculum vitae of all team members, and statement of capability by close of business **12 June, 2009** to the address below.

The Planning Manager,

RUFORUM Secretariat,

P. O Box 7062, Plot 151 Garden Hill,

Makerere University, Kampala Uganda:

Tel: +256 414535939;

Email: secretariat@ruforum.org with copies to babatamara@yahoo.com and m.osiru@ruforum.org

For further information on RUFORUM, its member universities, partners and the programmes, visit the RUFORUM website: <http://www.ruforum.org> or write to the Head, Networking, Advocacy and Grants (NAG) at m.osiru@rufurom.org with copy to ntwalica@gmail.com