



Republic of Uganda

UGANDA ROAD FUND

Advert for the Procurement of a Recruitment Consultant

The Uganda Road Fund (URF) was established by Act of Parliament – the Uganda Road Fund Act of 2008, and is the body responsible for financing public roads maintenance in Uganda. The Fund operates under the general oversight of a Board of Directors, while its day-to-day management is undertaken by a Secretariat headed by an Executive Director.

Under section 19. (1) of the Uganda Road Fund Act of 2008: *“The Executive Director shall hold office for five years and is eligible for re-appointment for one more term.”* The second term of the previous Executive Director expired at the end of October 2019.

1. *The Uganda Road Fund (URF) has allocated funds to be used for the acquisition of consultancy services to undertake the recruitment of the Executive Director. The Consultant will support the URF Board in the recruitment process leading to the selection of a suitable candidate.*
2. The Fund now invites eligible consultants to submit sealed bids expressing interest in undertaking the assignment.
3. The Eligible applicants should demonstrate the methodology that shall be applied in the recruitment process.
4. Interested consultants should provide evidence demonstrating eligibility, technical ability or qualifications to perform the services, supported with relevant documentation;
 - a) Registered Powers of Attorney
 - b) Company Profile and all other documents evidencing legal status
 - c) Experience to perform similar assignments (over 10) years demonstrable experience in the area of Recruitment and Selection of Chief Executives in Uganda)
 - d) Organisational structure indicating number and qualifications of personnel, with relevant professional and academic qualifications and practical capabilities in specific areas relevant to the assignment
 - e) Brief curriculum vitae of key proposed experts; Team leader/ Corporate Governance Specialist, Human Resource Specialist and any other experts relevant to the assignment (max. 2 pages).

5. Consultants will be selected in accordance with the Public Procurement and Disposal of Public Assets (*Procurement of Consultancy Services*) Regulations, 2014. The requirements in (3) above shall be a basis for selection.
6. Interested eligible consultants may obtain further information at the address given below from **8:00 am to 5:00 pm**.
7. Sealed bids (**One original plus 02 copies**) clearly marked "**Expression of Interest**" –must be delivered to the address below at or before *12:00 pm*.

Attention: Head Procurement and Disposal Unit, **Uganda Road Fund**

Street Address: **TWED Towers, Plot 10 Kafu Road, Nakasero**

Floor: **5**

Town/City: **Kampala**

Postal Code/P. O. Box No: **7501**

Country: **Uganda**

T: **+256 (0)312 110360**

E: info@roadfund.ug

8. The notice of expression of interest and detailed terms of reference (ToRs) are available at the Entity's website at www.roadfund.ug
9. The planned Procurement schedule (Subject to changes) is as follows:

Activity	Date
a. Publication of Notice of Expression of Interest	<i>14th August 2020</i>
b. Closing date for receipt of Expression of Interest	<i>Friday 28th August 2020</i>
c. Evaluation of Expressions of Interest	<i>31st August 2020 – 7th September 2020</i>
d. Display of shortlist	<i>Within 5 working days from approval of shortlist by the Contracts Committee</i>