

## **TERMS OF REFERENCE AND SCOPE OF SERVICES FOR THE SENIOR GRANT SPECIALIST / ASSISTANT GRANTS MANAGER**

### **Background**

The Government of Uganda has applied for credit from the World Bank towards implementation of the Uganda Competitive Fund for employer-led short-term training (Uganda Skills Development Facility –USDF).

The Uganda competitive fund for employer-led short-term training is part of the Skilling Uganda Project addressing prevailing skills imbalances and shortages in Uganda. An important element of the initiative is to facilitate collaboration between training providers and industry to promote demand driven skills development with special attention to innovative modes of training.

The Fund is an IDA-funded project expected to be managed by the Private Sector Foundation of Uganda.

The grant component of USDF aims at (i) supporting training activities that lead to improved productivity and competitiveness in the formal and informal sectors, hereby creating new income opportunities. (ii) Providing funding primarily for the improvement of the quality and relevance of existing skills systems. (iii) Prioritising innovative new approaches to skills development with special attention to micro and small enterprises.

This position will require suitably qualified individuals, with qualifications and experience as detailed below to apply for the position of Assistant Grants Manager under the grants component. The assignment shall be for a period of One-year subject to probation period of three months and renewable subject to satisfactory performance.

**Position:** Senior Grant Specialist/Assistant Grants Manager

**Location:** Kampala Uganda

**Reports:** Head Skills Development Facility

**Job Purpose:** The objective of this assignment is to ensure timely implementation of the grant component of USDF in accordance to the laid down guidelines and ensure the highest level of honesty, integrity and transparency in administering grant awards that are geared towards enhancing the productivity and competitiveness of the enterprises. Within the framework of the grant facility, PSFU will fulfill its mandate and reduce the risk of channelling funds into ideas that have low demand. Ideas generated by beneficiaries, will be funded on the basis of quality based on agreed criteria. A transparent review and allocation mechanism will be built to enhance accountability in the use of funds. The Fund is open to all eligible enterprises, training institutions and MSE representative organisations regardless of their affiliation to national umbrella organisations as categorised in the various windows.

Specifically, the Assistant Grants Manager shall be responsible for;

- 1) Participate in appraisal of applications and preparation of recommendations and documentation 'packages' for the Grants Committee i.e prepare submissions to the Grants Committee.
- 2) Oversee implementation of regular monitoring to a random sample of grantees to assess progress of sub projects vis-à-vis agreed results, timelines and budgets.
- 3) Provide regular briefs on the progress shown in Component 3 to assist the Project Manager to bring relevant officials up to date on activities implemented, accomplishments, problems encountered and solutions executed, with respect to Component 3.
- 4) Coordination of all activities on orientation of grantees
- 5) Initiate programs aimed at supporting underperforming grantees.
- 6) Oversee technical teams
- 7) Develop systems to improve the granting cycle and increase compliance by grantees aimed at reducing risks and misuse of funds.
- 8) In collaboration with the Project Manager, provide potential grantee private sector enterprises and associations with guidance in defining their skills development needs and help them determine the training support services that are most beneficial, practical and cost effective for their growth.
- 9) Provide regular advice to the Project Manager on progress of the facility activities and potential areas for facility improvement and promotion of the targeted beneficiaries.
- 10) Participate in the competitive grant promotional activities for private sector growth.
- 11) Support the Project Manager in preparation of work plan and procurement plan for the component which will include:

- (a) comprehensive reviews of all sub grantee work plans and budgets including capture of inputs required for integration in the overall sub component work plans and budgets; and
  - (b) ensure the overall work plan for the sub component reflects the comprehensive sub grantee work plans including capture of inputs required in the execution of fiduciary duties of your position.
- 12). Prepare quarterly progress reports on the performance of the supported grantees.
  - 13). Ensuring appropriate reports are timely and ready to be presented to the Project steering committee, PSFU Board and other relevant stakeholders.
  - 14). Oversee and supervise the performance of the technical staff of the project.
  - 15). Perform other relevant duties as required by the Project Manager provided that they do not contradict the conditions of the Financing Agreement and the Project Agreement.

1. The Senior Grant Specialist/Assistant Grants Manager will have a minimum of a Masters Degree in Business Administration, Economics, Finance or related field from a recognized institution.
2. Demonstrated successful track record in Senior management experience of at least 8 years in a reputable organization.
3. Experience in mentoring and offering Business Development Support for SMEs on development programs for atleast 3 years.
4. Financial Management experience of atleast 5 years.
5. Strong management skills, including ability to provide strategic guidance, technical oversight, mentor staff and build strong teams.
6. Excellent writing and communication skills.
7. Excellent computer skills.
8. Demonstrated leadership, proven integrity, versatility and clean record

**Key Results/Outputs:**

1. Timely implementation of project activities;
2. Timely Progress, monitoring and budget performance reports submitted including quarterly reports, and annual reports.
3. Successful results of grantee funded activities.