MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
THE INTERGOVERNMENTAL FISCAL TRANSFERS PROGRAM
(UgIFT)
TERMS OF REFERENCE AND SCOPE OF SERVICES FOR

INFORMATION TECHNOLOGY OFFICER - NETWORKING

1. Background

The Government of Uganda is in the process of implementing the Uganda Intergovernmental Fiscal Transfer (UgIFT) Program for Results (PforR) during the period July 2020 to June 2024. The Program is supported by the World Bank.

The Program Development Objective (PDO) is to improve the adequacy and equity of fiscal transfers and improve fiscal management of resources by Local Governments (LGs) for the selected sectors. UgIFT originally supported local government health and education services, and has been broadened to include (i) LG water and environment services and (ii) micro and small-scale irrigation, and (iii) integration of services provided to refugees and host communities into the LG system. The expanded UgIFT supports both recurrent service delivery and the provision of infrastructure and equipment, including schools, health facilities, irrigation equipment, and water supply facilities.

2. Implementation

The UgIFT programme is coordinated by the Ministry of Finance, Planning and Economic Development through the Budget Policy and Evaluation Department, and with the Public Financial Management Reforms Coordination Unit (RCU) responsible for management of the funds contributed by Government. Implementation of the Program is undertaken through the GoU mainstream structures in the line ministries, departments and agencies (MDAs). The oversight function of MoFPED requires that mechanisms are put in place to ensure that implementation of activities in the implementing MDAs is enhanced so as to strengthen related implementation processes and systems.

The GoU resources are managed using Government systems including the Public Finance Management Act 2015 together with the attendant Regulations and Instructions, and the Public Procurement and Disposal of Public Assets Act 2003. Financial management is handled using the integrated financial management system (IFMS).

The Ministry of Education and Sports, through the Directorate of Education Standards, is implementing part of the Program. In order to address some of

the persistent challenges of the quality of Inspection, the Directorate leveraged on information and communications Technology (ICT) and implemented the Integrated Inspection System (IIS). E-Inspection as a major component of the system was developed and implemented to enhance effectiveness and efficiency of school inspection and support supervision. The System was piloted in Government schools in 46 local governments (LG) in 2016.

Similarly, in FY 2018/2019 DES developed a Teacher Effectiveness and Learner Achievement system (TELA) which is a time on task performance management system that uses a smart phone with the Global Positioning System (GPS) and biometric features designed to monitor real time head-teacher/teacher attendance and timetable implementation in schools. It is also a performance management tool that captures evidence-based information for quick follow-up and evidenced-based decision making.

The system focuses on: (i) Time Attendance (ii) Time-on-task, (iii) Learner enrolment, (iv) Learner attendance, (v) School Management Committees (SMC) supervision, and (vi) Improving accountability.

The Ministry of Education and Sports is set to roll out the two systems that constitute the Integrated Inspection system to all schools and Decentralised Institutions and Local Governments for purpose of enhancing Inspection.

The Uganda Intergovernmental Fiscal Transfer Program (UgIFT) requires the services of an Information Technology Officer-Networking to support the rollout of the above systems under the Ministry of Education and Sports.

3. Scope of Work

The Information Technology Officer-Networking will carry out the following duties:

1. Provide technical support
2. Train non-technical staff
3. Asses the effectiveness of technology used to assure quality and sustainability of the system.
4. Monitor and troubleshoot computer hardware and software systems
5. Evaluate IT system on a regular basis to ensure it meets the necessary demands
6. Ensure data storage is secure and safe
7. Resolve issues on the IT systems and software

8. Collaborate with other technical specialists and stakeholders within and beyond the project to ensure coordination and communication strategies to avoid gaps and overlaps
9. Support day to day operations of computer network
10. Document project results and impact in various forms including lessons learnt, case studies and client satisfaction.
11. Work with monitoring and evaluation officer or any designated officer to monitor and evaluate the progress and impact of these activities
12. Provide technical support and any other related assistance to call center agents at the call center.
13. Participate in designing training strategy and materials
14. Help to develop, maintain and follow the indicators set in the work plan for Integrated Inspection implementation.

4. Outputs/Deliverables

1. A fully functioning, professionally run information technology infrastructure
2. Information Technology standards and policy manual.
3. Information Technology security manual.
4. Information Technology inventory
5. Training, capacity building and knowledge transfer
6. Bi-annual performance Reports

5. Qualifications and Experience;

1. Bachelors degree in Computer Engineering, majoring in software engineering.
2. At least 5 years experience in networking or data base administration of software development with 3 of them in digital performance management system.
3. Experience in networking, mobile application and digital performance management system.
4. Experience with data collection and data management is an advantage.

6. Key Competencies;

1. Excellent communication skills.
2. Excellent interpersonal skills and ability to relate well with a multiplicity of stakeholders.
3. Excellent working knowledge of Microsoft Office Applications.
4. Knowledge and use of any statistical/ data management software package e.g. STATA, SPSS.

7. Contract Arrangements

The assignment is intended for a contract period of one (1) year which may be renewed based on need and satisfactory performance.