



AGRICULTURAL BUSINESS INITIATIVE

TERMS OF REFERENCE

SHORT TERM TECHNICAL ASSISTANCE (STTA) IN THE GRANTS MANAGEMENT UNIT

1. Background

Agricultural Business Initiative (aBi) is a multi-stakeholder entity co-founded in July 2010 by the Governments of Denmark and Uganda with an objective of promoting private sector agribusiness development to enhance wealth creation in Uganda. aBi is supporting agribusiness development in the private sector to achieve the objective of the Government of Uganda's Competitiveness and Investment Climate Strategy (CICS).

The mandate of aBi is to support the private sector actors to increase their contribution to the agricultural sector by increasing land and labour productivity, and market competitiveness thereby contributing to poverty reduction through economic growth, wealth, and employment creation.

The Grants Management Unit is in need of short term support under a framework contract ,whereby the STTA/Consultant will only be called to offer support on specific assignments of need.

2. Purpose of the On Call Framework Contract Scheme

The purpose of the on-call framework contract is to provide essential support to the Grants Management Unit by performing a range of tasks, including the initial review of accountabilities, preparation of expenditure reports, and ensuring timely reporting by implementing partners and well as handling clerical duties.

3. Objective of the On Call Framework Contract Scheme

The objective of the on – call scheme is to continue to boost the manpower of the Grants Management Unit through onboarding an STTA on call basis to provide assistance in

implementation of the increasingly demanding Grants Management activities are expected to get on board.

3. Scope of Work

The Grants STTA roles shall include but not be limited to the following;

- First level review of accountabilities submitted by implementing partners to the grants unit for review.
- Support in the preparation of quarterly expenditure reports for review by the Grants Management Controller.
- Continuous follow up and support to implementing partners, ensuring that quarterly reporting in the Grants Management System (GMS) is done before the reporting deadline.
- Scanning and archiving of IP accountability documents after accountability reviews.
- Carrying out day-to-day clerical work assigned by the Grants Management Unit.
- Support external audit exercise by retrieving and sharing support documents among other assigned tasks.
- Updating expenditure and disbursement schedules for IPs.
- Conducting monitoring activities on IPs.

Carrying out any other tasks as assigned by the Grants Management Unit.

5. Liaison and reporting

The STTA will work under the supervision of the Grants Management Controller.

6. Time Frame

The assignment will depend on the number of projects running at a given point in time and will be called upon depending on the workload support needed. When called upon, the STTA will work 5 days a week or as required.

7. Required Qualifications and Experience

- The ideal candidate shall be a holder of a Bachelor's Degree in any Business related course with an accounting and/or finance background.

- Knowledge and previous experience working with donor funded projects is an added advantage.
- Must possess analytical, numerical, and problem-solving skills, paying much attention to detail, good Interpersonal relations, and good communication skills, self-driven or ability to work with minimum supervision.
- Familiarity with basic MS applications especially MS Excel spreadsheets, MS PowerPoint and MS word, excellent English language skills, both verbal and written.

How to Apply:

Please send your applications to vacancy@abi.co.ug indicating the **Position Title** in the email subject line. All documents should be combined into a single PDF file, with the total size not exceeding 5MBs. The deadline for submissions is **Thursday, 20th March 2025 at 5:00 pm**. Please note that only shortlisted candidates will be contacted. Canvassing will lead to disqualification. Hardcopy applications will not be accepted.