



PMO-RALG

**ENHANCEMENT OF PROCUREMENT CAPACITY OF
LOCAL GOVERNMENT AUTHORITIES PROJECT (EPC-LGAP)**

PROCUREMENT SKILLS DEVELOPMENT PLANNING (PSDP)

- **PROCUREMENT SKILLS AND COMPETENCES OF JOB FAMILIES OF LOCAL GOVERNMENT AUTHORITIES**
- **ROLES IN PROCUREMENT**
- **FUNCTIONAL RESPONSIBILITIES RELATED TO PROCUREMENT MANAGEMENT**

March 2015

Skills Framework ^{*)}

Function	The kind of action or activity proper to a person or institution; the purpose for which something is designed or exists; role and responsibilities in the procurement process
Key Performance Area - KPA	The area in procurement cycle management where the person(s) is responsible.
Objective of the Position	What should the position achieve
Qualifications - Q	Professional and academic qualifications or any other entry qualification
Skills Required	Skills other than qualifications required for the family to execute their tasks or responsibilities effectively in the procurement process

*) Available skills and skills gaps are identified and described in the PSDP of each LGA

1.1 Job Family: Members of the Full Council (Councillors and Members of Parliament)

Function	Providing procurement leadership guidance in quality assurance, resource mobilisation and allocation, monitoring and evaluation including review and approval of reports to Council
KYA	Leadership guidance, resource control and monitoring and evaluation
Objective of the Position	Promoting good governance and accountability to the citizen in Council Procurement transactions
Qualifications	Elected and Special Seat Councillors and Members of Parliament
Skills Required	A general understanding of the procurement process and guiding principles as prescribed under the law, governance principles and policy guidance in local government, resource mobilization and allocation techniques and awareness of developments in public procurement management and impact on the Council capacity for delivery of services, guiding the coordination and management of O&OD process, monitoring and evaluation, massive communication, social relationship management and development, application of project management and quality assurance tools.

1.2 Job Family: Members of Finance and Planning Committee (Chairman, Vice Chairman and Heads of Various Committees of the Full Council)

Function	Supporting the Council's effectiveness in budget control, guiding the selection of the investment and sources of revenue in the Council, Review and approving procurement plan, scrutinise award decisions, Approval the award of contracts, initiating value for money audits and review of progress reports (Procurement Financial and physical) as well as audit reports.
KPA	Effective democratic oversight and accountability to procurement planning, contract awards, projects /contracts monitoring and evaluation and Councils value for money audits
Objective of the Position	To provide leadership support to the Council and guidance to the Council Management team in all procurement management related matters and transactions
Q	Chairman and Vice Chairman of the Council, Heads of Committees of the Council and two (2) nominees
Skills Required	Awareness of impacts and advantages of effective use and application of PPA/PPR and related policies in achieving service delivery objectives, application of project/contract monitoring and evaluation tools, review and approval of contract award decisions, initiation and use of value for money audits, review and use of procurement progress reports in planning and decision making and guiding the management and coordination of O&OD process.

1.3 Job Family: Accounting Officer (Council Director)

Function	Create necessary internal controls for ensuring proper custody, Use and accounting for consumption of stocks and materials and use of assets, mobilise and allocates resources, authorising procurements based on available funds and needs, appoint members of evaluation, negotiation, inspection and asset survey teams, communicating tender award and sign negotiated contract as approved by the tender board, appointing contract manager or representative of the organisation in contractual obligations, Delegates certain procurement functions if applicable, Resolves resolve disagreements among actors in the procurement process, Investigating complains to ensure fairness in transactions, Appoint Chairman and tender board, Cause to establish and ensure adequate resources (human, technical and financial) for the PMU, Oversee and reports on expenditures in accordance with prevailing legislations and standards.
KPA	Managerial and Leadership guidance, accountability and controls on Council operations and procurement management process.
Objective of the Position	To provide leadership to the Council Management Team all matters of procurement transactions and in providing technical, secretarial and administrative support to the Council and Finance and Planning Committee.
Qualification	Master Degree in Management/Economics
Skills Required	Procurement process management; budgeting, budget management and control techniques, guiding the coordination and management of O&OD process, application of PPA/PPR and Public Finance Act in decision making, performance monitoring and management, Investigations management and guidance, handling complaints,/ disputes among actors in resolution process, contract review and approval, risk identification and mitigation in procurement transaction techniques, managing procurement audits, teambuilding, leadership and management, project management, interpretation and execution of contract terms and conditions, guidance and coordination of stores and assets process.

1.4 Job Family: Members of the Council Management Team

Function	Supporting District Executive Director's effectiveness in providing technical and administrative support to the Council and its Committees through ensuring: budget control processes, the selection of appropriate the investment and sources of revenue in the Council, Review and approving Procurement Plans and review of progress reports (Procurement Financial and physical) as well as audit reports. Heading and managing key departments and units in the Council
KPA	Leadership, management and technical guidance and support to the procurement management process
Objective of the Position	To promote effective leadership, managerial and technical guidance on Council's operations and supporting the District Executive Director/Accounting Officer in providing technical, secretarial and administrative support to the Full Council, Finance and Planning Committee and other Council Committees
Qualification	Post Graduate Degrees /Bachelor's Degree / Professional Qualification in relevant field of practice

Skills Required	Managerial and leadership skills, team building and management skills, application of PPA/PPR and Public Finance Act in decision making, application of project monitoring and evaluation tools, resource mobilization and management, procurement plan management controls and reporting and review and use of progress reports in planning and decision making techniques, and mitigating procurement risks, awareness on the importance of project conclusion and evaluation and guiding effective monitoring and evaluation process.
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1.5 Job Family: Members of Tender Board

Function	Approve and/ deliberate procurement plans and methods, advertisements, tender documents or invitation of bids, evaluation team recommendation, tender awards and specific terms and conditions of an order together with appropriate documents; identify issues for negotiation and where necessary recommend competencies and members of negotiation teams. Monitor implementation of procurement plan and contracts, review all applications for variations, addenda or amendments to on-going contracts; ensure that best practices in relation to procurement and disposal by tender are strictly adhered by procuring entities;
KPA	Decision making and standards in the procurement management process
Objective of the Position	To promote effective participation by user department, use of appropriate documents and procedures, contract terms and conditions and effective planning and control in procurement process
Qualification	Post Graduate Degrees /Bachelor’s Degree / Professional Qualification in relevant field of practice
Skills Required	A general understanding on the use and application of the PPA and procurement methods and related timeframes, a general understanding on procurement, methods, evaluation methods/options and statutory roles of various actors, decision making techniques, document(tender, reports and contracts) review and approving techniques, specification of contract award terms and conditions, review and approval of annual procurement plan, management, monitory procurement plan implementation, and contract monitoring and evaluation techniques.

1.6 Job Family: Members of User departments which rely on technical advice from other department

Function	Prepare schedule of requirements providing description of input, purpose and approved budget amount and code; application of sector procurement guidelines and specification, specify procurement requirements in terms of time and quality, participate evaluation teams; approve procured inputs, ensure availability of funds and commit to settle claims and pay suppliers; provide necessary information on procurement to PMU and ensure proper use, up keep, maintenance and accountability in the use of public assets. Providing advice on land plan and use, environment and social impacts mitigation in land related inputs.
KPA	Identification, specification, evaluation and contract management for non-technical goods.

Objective of the Position	To provide control and management of non-technical goods for Election Unit, Department Administration and Human Resource Management, Lands, Natural Resource and Environment and Community Development and Social Welfare development
Qualification	Post Graduate Degrees /Bachelor’s Degree, Ordinary & Advanced Diploma / Professional Qualification in relevant field of practice
Skills Required	General understanding of application of PPA/PPR, application of sector procurement guidelines, compilation of schedules of requirements, tender specification and evaluation(goods, works and consultancy services) contract management, application of procurement monitoring, evaluation and quality assurance tools & techniques, support social mitigation planning and implementation techniques, interpretation and execution of contract terms and conditions and use and relying on technical expert advice.

1.7 Job Family: Members of User departments with technical or complex inputs

Function	Prepare schedule of requirements providing description of input, purpose and approved budget amount and code; specify procurement requirements in terms of time and quality, participate evaluation teams; approve procured inputs, ensure availability of funds and commit to settle claims and pay suppliers, provide necessary information on procurement to PMU, ensure proper use, up keep, maintenance and accountability in the use of public assets, water resources and infrastructure, works and fire safety related infrastructure, technical guidance on procurement deliverables in the Council
KPA	Identification, specification, evaluation and contract management for non-technical goods.
Objective of the Position	To provide control and management of technical and non-technical goods for health, primary education, secondary education, agriculture and irrigation, livestock and fisheries development, water and works and fire safety departments and technical support on the specification, evaluation and contract management and inspection for similar inputs for other departments.
Qualification	Post Graduate Degrees /Bachelor’s Degree, Ordinary & Advanced Diploma , Ordinary Diploma & Certificate / Professional Qualification in relevant field of practice (registered with Professional Board)
Skills Required	General understanding of application of PPA/PPR, application of sector procurement guidelines, linking budgeting techniques, consumption and specification of requirements, compilation of consolidated annual schedule of requirements for Service Delivery Facilities and departments/units, development and management of vital statistics data base specifications, tender evaluation, contract management reporting and documentation, application of procurement monitoring, evaluation and quality assurance tools and techniques. Tools for technical guidance and support to the council on related technical inputs and projects and complex inputs requiring specialist advice and mobilisation and participation of stakeholders in public projects and procurement transactions and awareness of contract conclusion and evaluation.

1.8 Job Family: Procurement and Supplies Officers

Function	Management of the procurement processes, providing technical and administrative support to the tender board, accounting officer and other actors, custodian of stores and Inventories and opening and maintaining records on movement of stores.
KPA	Procurement systems, processes, administrative and technical support , procurement recording, documentation and reporting
Objective of the Position	To provide technical guidance and manage effectively the procurement process.
Qualification	Bachelor’s Degree, & Certificate & Professional Qualification Procurement and Supplies Profession
Skills Required	Procurement process management, coordinating a comprehensive procurement planning and progress reporting process, consolidated procurement plan compilation techniques, aggregation of requirements, selection of procurement methods use of framework contracts and CUIS-GPSA, contractor monitoring, tender document compilation, contract negotiation process management and recording, stores management, recording and reporting to support matching consumption and procurement, aggregation of requirements, contract drafting and documentation and management, procurement reporting, records management and report writing skills, tender board meetings organisation and recording, providing technical support to procurement management investigation, managing complaints, appeals and disagreement resolution process, application of Procurement monitoring, reporting, evaluation and quality assurance tools and techniques including ICT-based procurement systems and tools (Epicor for LPOs and suppliers monitoring, PMIS), market research and contractor/supplier development, and dissemination of essential data/lessons for planning and decision making in procurement management, procurement information dissemination to citizens, . Training and coaching skills for lower and community based inputs procurement actors.

1.9 Job Family: Accountants

Function	Development and management of trade opportunities, prepare schedule of requirements providing description of input, purpose and approved budget amount and code; specify procurement requirements in terms of time and quality, Participate evaluation teams; approve procured inputs, ensure availability of funds and commit to settle claims and pay suppliers, provide necessary information on procurement to PMU, ensure proper use, up keep, maintenance and accountability in the use of public assets Prepare cash flows and mobilise funds for planned activities; allocate funds based on budgetary allocation; approve payments, maintain records and prepare financial reports in accordance with IPSAS; organise annual stock taking, coding of fixed assets and valuations together with creating and updating a fixed assets register.
KPA	Financial accountability and reporting for procurement management transactions and revenue agency contract specification, evaluation and management.
Objective of the Position	To provide control and management on revenue collection and expenditures, matching expenditures and revenues and supporting the application of financial tools

	in tender evaluation and investment decisions and proper accounting and recording of assets and stores
Qualification	Post Graduate Degrees /Bachelor's Degree, Ordinary & Advanced Diploma , Ordinary Diploma & Certificate / Professional Qualification in Accounting
Skills Required	Schedule of requirement compilation, synchronising annual procurement plan with work plans and cash flows, specification of revenue agency services, application of financial evaluation tools in tender evaluation, contract management techniques, application of procurement monitoring, evaluation and quality assurance tools and techniques, skills for organising, guiding and reporting on annual and periodic stock takings, techniques for compilation of a comprehensive fixed asset register as per IPSAS and PFA to support maintenance, replacement and new acquisitions planning, application of EPICOR in contract/project /creditor management and reporting, procurement/contract payment records and reporting, tools for technical guidance and support to the council in financial and accounting matters related to procurement transactions and awareness of PPA requirements

1.10 Job Family: Internal Auditors

Function	Assessment of the effectiveness of procurement systems, process standards, documents, records and procedures as well as the assets maintenance and accountability and follow-up and advice on implementation of external auditors recommendations.
KPA	System Review and audit of procurement transactions.
Objective of the Position	To assess effectiveness and appropriateness of procurement processes and transactions,
Qualification	Post Graduate Degree/Bachelor's Degree in Accounting
Skills Required	Internal audit, application of procurement monitoring, evaluation and quality assurance tools and techniques, technical and compliance procurement audit, schedule of requirement compilation, procurement specification, evaluation and contract management techniques; procurement process management, assessment of reliability of procurement management systems tools and quality of reporting; assessment of procurement risks, risk response and mitigating measures, use and application of PPA and related laws, analysis of external audit reports, procurement compliance and value for money audit techniques and principles and contract management, evaluation and conclusion process management,

1.11 Job Family: Heads of Schools and Health Facilities (Heads of Service Delivery Facilities-SDFs)

Function	Overall management of the day to day activities and supporting the operations of the SDFs management teams, preparation of schedules of annual requirements, issue of requests for quotes and notices, compilation of minutes of SDF Management Committees, evaluation of quotes, processing payments, supporting monitoring and quality assurance in projects and maintenance of stores and minor procurement records.
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KPA	Management of Service Delivery Unit Procurement Transactions
Objective of the Position	To provide leadership, technical guidance, control and management on service delivery unit operations and resources
Qualification	Post Graduate Degrees /Bachelor’s Degree, Ordinary & Advanced Diploma , Ordinary Diploma & Certificate / Professional Qualification in relevant field of practice
Skills Required	Basic techniques for consumption management and matching consumption trends with requirements, basic skills on the application and use of PPA& PPR and Public Finance Act, application /use of sector procurement guidelines and system, compilation of procurement schedule/requirements, documentation and specification of quotes, evaluation of quotes and specification of orders, payment processing and recording, application of tools for supporting schools management committees, management of stores, meeting organisation and recording of proceedings and organisation of project monitoring and quality assurance process for contracts or Service Delivery Facilities; team building, leadership and management in SDFs.

1.12 Job Family: Members of SDFs providing support to procurement of Inputs (Pharmacists SLOs, Store keepers and Accountants)

Function	Supporting the preparation of schedules of annual requirements, issue of requests for quotes and notices, evaluation of quotes, processing payments, supporting monitoring and quality assurance in projects and maintenance of stores and minor procurement records.
KPA	Support to Service Delivery Unit Procurement Transactions
Objective of the Position	To provide support to the management in the processing and management of procurement transactions
Qualification	Post Graduate Degrees /Bachelor’s Degree, Ordinary & Advanced Diploma , Ordinary Diploma & Certificate / Professional Qualification in relevant field of practice
Skills Required	Basic techniques for consumption management and matching consumption trends with requirements, application and use of PPA & PPR and Public Finance Act, budget preparation, use of standard documents, application /use of education/health sector procurement guidelines and systems, input description, compilation of annual schedule of requirements, documentation, specification and evaluation of quotes and specification of orders, payment processing and recording, application of tools for supporting schools management committees, management of stores and recording, meeting organisation and recording of proceedings and organisation of project monitoring and quality assurance process for contracts or Service Delivery Facilities; team building, leadership and management in SDFs, records management and report writing, participation and supporting inspection teams and awareness on the importance of project/contract conclusion and evaluation.

1.13 Job Family: School and Health Facilities Management Teams/Boards (Service Delivery Facilities Management Teams/Boards)

Function	Overall leadership and guidance on school/ health facilities operations and financing, guidance and leadership requirements and award specifications and monitoring and supervision of minor health facilities/school (Service Delivery Facilities) projects /contracts
KPA	School/Health Facilities procurements and minor works projects management/procurements
Objective of the Position	To promote governance and participatory approach schools or service delivery unit projects and procurement transactions
Qualification	Class VII – Bachelor’s Degree
Skills Required	Basic skills for use and application of PPA & PPR, use of sector procurement system, basic techniques for review and decision making on requirements, identification and description of inputs, goods, review and approval of annual schedule of requirements, orders and contracts for minor works and non-consultancy services and application of basic tools for minor projects/ contracts monitoring and evaluation and awareness of the importance of contract/project conclusion and evaluation.

1.14 Job Family: Members of Ward Development Committees and Members of Village Finance and Planning Committees

Function	Policy development and management of day to day activities in wards and villages, decision making on requirements and award specifications and monitoring and supervision of minor community projects /contracts
KPA	Village/ward procurements and minor works projects management/procurements
Objective of the Position	To promote governance and participatory approach on ward/village projects and procurement transactions
Qualification	To be provided later
Skills Required	Use and application of PPA/PPR, use of sector procurement systems, procurement methods and standard documents, basic techniques for review and decision making on requirements, specification of goods, minor works and non-consultancy requests for quotes, review and approval of recommendations for orders and contracts for minor works and non-consultancy services and application of basic tools for minor projects/ contracts monitoring and evaluation.

1.15 Job Family: Ward Executive Officers and Village Executive Officers

Function	Overall management of the day to day activities Ward Development Coordination/Ward Executive Office; supporting the operations of the Ward Development/Village Executive Committees, preparation of schedules of annual requirements, issue of requests for quotes and notices, compilation of minutes of Ward Development/Village Executive Committees, evaluation of quotes, processing payments, supporting monitoring and quality assurance in projects and maintenance of stores and minor procurement records in the Ward/Villages.
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KPA	Management procurement transactions of Ward/Villages projects/community projects.
Objective of the Position	To provide leadership, technical guidance, control and management on Ward Coordination/ Village Executive Office operations and resources
Qualification	Form IV or Form VI with other additional qualifications (Ordinary & Advanced Diploma, Ordinary Diploma Certificate in Public Administration, Law or Community & Social Welfare Development, first Degree)
Skills Required	Basic techniques for consumption management and matching consumption trends with requirements, basic skills on the application and use of PPA & PPR and Public Finance Act, application and use of O&OD guidelines and system, compilation of procurement schedule/requirements, documentation and specification of quotes, evaluation of quotes and specification of orders, payment processing and recording, application of tools for supporting public awareness and communication, management of stores, meeting organisation and recording of proceedings and organisation of project monitoring and quality assurance process for contracts, support to team building, leadership and management in Ward Development Committees and Village Councils

1.16 Job Family: District Planning and Statistics Officers

Function	Management of strategy development and implementation, creating, development and maintenance of a consolidated statistical data base on vital statistics for the Council plans, Integration of O&OD in district plans and budgets, prepare schedule of requirements providing description of input, purpose and approved budget amount and code; specify procurement requirements in terms of time and quality, participate evaluation teams; approve procured inputs, ensure availability of funds and commit to settle claims and pay suppliers, provide necessary information on procurement to PMU, ensure proper use, up keep, maintenance and accountability in the use of public assets, coordinate and support the development of performance framework and monitoring and evaluation processes
KPA	Planning, coordination, reporting monitoring and evaluation
Objective of the Position	To ensure effective coordination and management of planning, budgeting, monitoring and evaluation on council operations.
Qualification	Post Graduate Degrees /Bachelor's Degree, Ordinary & Advanced Diploma , Ordinary Diploma & in economic, rural planning and statistics
Skills Required	Techniques for management of strategy development, implementation and review process, planning and application of budgeting tools/guidelines, use and application of PPA & PPR, use of sector procurement systems, coordination and management of O&OD process, developing and managing of vital statistics data base for council planning and monitoring, input description, compilation of schedule of requirements, specifications, tender evaluation, contract management, application of procurement monitoring, evaluation and quality assurance tools and techniques, coordination of procurement monitoring and progress reporting process and awareness on the importance of contract/project conclusion and evaluation.

1.17 Job Family: District Legal Officers

Function	Supporting procurement contract negotiation, drafting, documentation and amendments, prepare schedule of requirements providing description of input, purpose and approved budget amount and code; specify procurement requirements in terms of time and quality, approve procured inputs, ensure availability of funds and commit to settle claims and pay suppliers; provide necessary information on procurement to PMU and ensure proper use, up keep, maintenance and accountability in the use of public assets
KPA	Contract negotiation, specification and amendment or variation.
Objective of the Position	To provide legal support and advice in procurement related contracts.
Qualification	Bachelor's Degree in Law (LLB),
Skills Required	Application and use of PPA 2011, compilation of schedule of requirement, negotiation skills, contract specification and documentation skills, specification techniques, contract management, contract review and amendments and application of procurement monitoring, evaluation and quality assurance tools and techniques, complaints, appeals and disagreement resolution processes.

MAIN ROLES AND RESPONSIBILITIES IN PROCUREMENT

As Defined under PPA11 and LFAM, 2010 and Scheme of Service (2002, updated for 2009, 2014)

Actor	Reference Section of PPA 2011 and Clause in LFAM, 2010	Responsibility
Accounting Officer/ District Executive Director	Section 36 of PPA2011 and clause 7 of the Local Authority Financial Memorandum, 2010,	<ul style="list-style-type: none"> • Create necessary internal controls for ensuring proper custody, use and accounting for consumption of stocks and materials and use of assets • Mobilise resources • Authorising procurements based on available funds and needs • Appoint members of evaluation, negotiation, inspection and asset survey teams • Communicating tender award and sign negotiated contract as approved by the tender board • Appointing Contract Manager or Representative of the organisation in contractual obligations • Investigating complains to ensure fairness in transactions • Appoint Chairman and tender board members • Cause to establish a sub-vote and ensure adequate budget and resources (human, technical and financial) for the PMU • Identify all those engaged in procurement within their council and identify the skills needs in each post and shall set out strategies to meet the needs of the Procurement Management Units • Oversee and reports on expenditures in accordance with prevailing legislations and standards • Resolve disputes among actors in the procurement process • Adhering to procurement functions stipulated in Public Procurement Act and its related regulations and other written laws
Procurement Management Unit	Section 38 of PPA 2011 and Clause 53-67, 69-73 & 77 of Local Authority Financial Memorandum	<ul style="list-style-type: none"> • The overall management of the public procurement management process in adherence to PPA and PPR together with the use of standard tendering documents • Manage all procurement and disposal by tender activities of the procuring council except adjudication and award of contract • Prepare procurement plan and disposal by tender activities of the through the preparation of Annual Procurement Plan based on the Council's Plan and Budget • Co-ordinate the procurement and disposal activities of all the departments of the council • Recommend procurement and disposal by tender procedures

Actor	Reference Section of PPA 2011 and Clause in LFAM, 2010	Responsibility
		<ul style="list-style-type: none"> • Check and prepare statements of requirements, prepare tendering documents, advertisements of tender opportunities, contract documents and issue and publish approved contracts • Prepare progress reports including monthly, quarterly and annual reports for relevant bodies • Maintain and archive procurement records and documenting procurement transaction • Provide technical guidance and support to various actors • Recommending evaluation teams • Prepare tender and contract documentation • Provide technical and administrative support to the tender board • Act as a secretariat to Tender Board and implement its decisions • Custodian of Stores and Inventories and opening and maintaining records on movement of stores • Liaise directly with the authority on the matters within its jurisdiction
User Departments (the departments requesting and using the procured inputs for service delivery)	Section 39 of Public Procurement Act 2011 and Clause 9 of the Local Authorities Financial Memorandum	<ul style="list-style-type: none"> • Prepare schedule of requirements providing description of input, purpose and approved budget amount and code • Specify procurement requirements in terms of time, quality, quantity and place • Prepares estimate of costs as baseline for tendering • Participate in evaluation teams • Approve procured inputs and ensure that goods are inspected to ensure conformity with agreed standards, specifications and price before accepting delivery • Ensure availability of funds and commit to settle claims and pay suppliers • Provide necessary information on procurement to PMU • Orders in line with procurement plan and Council's decision on standardization and central purchasing • Ensure proper use, up keep, maintenance and accountability in the use of public assets
Tender Board	Section 33 &34 of the Public Procurement Act 2011 and Clause 75 of the Local Authorities Memorandum	<ul style="list-style-type: none"> • Deliberate and/or approve procurement plans and methods, advertisements, procurement and disposal by tender procedures, tender and contract documents or invitation of bids, evaluation team recommendation, contract awards and specific terms and conditions of an order together with appropriate documents

Actor	Reference Section of PPA 2011 and Clause in LFAM, 2010	Responsibility
		<ul style="list-style-type: none"> • Identify issues for negotiation and where necessary recommend competencies and members of negotiation teams • Review and approval of all applications for variations, addenda or amendments to on-going contracts • ensuring that best practices in relation to procurement and disposal by tender are strictly adhered by procuring entities • Liaising with the Authority on matters within its jurisdiction • Monitor implementation of procurement plan and contracts
Treasurer	Clause 8 of the Local Authorities Financial Memorandum, 2010	<ul style="list-style-type: none"> • Ensure adherence to financial and accounting standards • Prepare cash flows and mobilise funds for planned activities • Allocate funds based on budgetary allocation • Approve payments, maintain records and prepare financial reports in accordance with IPSAS • Organise annual stock taking, coding of fixed assets and valuations together with creating and updating a fixed assets register • Custody of Council Assets
Finance and Planning Committee	Section 33 of PPA 2011 and Clause 6 of the Local Authorities Financial Memorandum, 2010	<ul style="list-style-type: none"> • Control and supervise budget, guiding the management on selection of priority investments and mobilisation and effective use of resources • Review, approve and implementation of annual procurement plans based on Council Plan and Budget • Scrutinise award decision • Oversees contract management and implementation through inspection of project works and goods received • Reviews quarterly budget and procurement reports as well as final accounts and audit reports • Instructs the Accounting Officer to carry out procurement or value for money audits where not satisfied with explanations received; approve names of the members of the board
Full Council	Sections 33, of PPA 2011 and Clause 5 of the Local Authorities Financial Memorandum, 2010	<ul style="list-style-type: none"> • All decisions that enable effectiveness of the Council • Budget and investments approving authority

FUNCTIONAL RESPONSIBILITIES RELATED TO PROCUREMENT MANAGEMENT

ORGAN	KEY FUNCTIONS	ROLE IN PROCUREMENT MANAGEMENT
Council Management Team (HoDs and Units)	Supporting District Executive Director's effectiveness in providing technical and administrative support to the Council and its Committees through ensuring: budget control processes, the selection of appropriate the investment and sources of revenue in the Council, Review and approving Procurement Plans and review of progress reports (Procurement Financial and physical) as well as audit reports.	Approval of Procurement Plans, Resource allocation and mobilization, Ensure at all times that they secure the best value for money Adhering to procurement functions stipulated in Public Procurement Act and its related regulations and other written laws Progress reporting and ensuring fulfilment of responsibilities by all key actors in the District Council Providing secretarial and technical support to the council and finance and planning committee
Village & Ward Executive Officers	Overall management and coordination of the day to day activities of the Village Executive or Ward Development Committees	Preparation of requirements schedules Issue of requests for quotes and notices Compilation of minutes of Village Executive/ Ward Executive committees Evaluation of quotes Processing payment Supporting monitoring and quality assurance in village/ward projects Maintenance of stores Keeping of minor procurement records Preparing of progress reports and accountability to higher level (Village to Ward; Ward through Division to Council Director) Preparing of development plans (village, ward) Supervising use policy, law, regulations and guidelines (in Ward)
Ward/Village Executive Committee	Policy development and management of day to day activities in wards and villages	Decision making on requirements and award specifications Monitoring and supervision of minor community projects /contracts
School Management Committees (secondary and primary)	Overall management of schools operations and financing	Decision making on requirements and award specifications Monitoring and supervision of minor school projects /contracts
School head (Secondary and primary)	Overall management of the day to day activities of the School and supporting the operations of the school management teams	Preparation of requirements schedules, Issue of requests for quotes and notices Compilation of minutes of School Management Committees Evaluation of quotes Processing payment

ORGAN	KEY FUNCTIONS	ROLE IN PROCUREMENT MANAGEMENT
		Supporting monitoring and quality assurance in village/ward projects Maintenance of stores and minor procurement records
Hospital /health centre management teams	Overall management of hospital operations and financing	Decision making on requirements and award specifications Monitoring and supervision of minor hospital projects /contracts
Heads of Hospitals, health centres, dispensaries and health facilities	Overall management of the day to day activities of the Hospital and supporting the operations of the hospital management teams	Preparation of requirements schedules Issue of requests for quotes and notices Compilation of minutes of Management committees meetings Evaluation of quotes Processing payment Supporting monitoring and quality assurance in village/ward projects Maintenance of stores and minor procurement records
Water	Management of water related infrastructure and policies in the district	Technical guidance on water related inputs procurements in the Council
Primary Education Department	Management of the delivery of primary education policies and laws in the district	Coordination of the compilation of consolidated budgets and schedule of requirements in schools Monitor procurement and store recording in Primary schools in the districts
Health Department	Management of delivery of health services, policies and laws in the District	Support the compilation of consolidated CCHP plans and budget and schedule of requirements for health facilities in the District
Sanitation and environment department	Management of sanitation and environmental impacts, policies and laws in the Council	Provide technical guidance on environment and sanitation management aspects in Council Projects/Procurements (works, water etc.)
Administration and Human Resource Management	Provide administrative support and human resource management to the council	Provide support to the accounting officer on the recruitment, management and development of the human resource and equipping of the PMU
Community Development and Social Welfare	Management of community and social development policies and activities in the district	Provide technical guidance on social impact assessments and implementation of mitigation plans in the Council projects
Agriculture, Irrigation and Cooperative Department	Management of agriculture, irrigation and cooperative development service delivery, policies and laws in the Council	Ensure proper use, up keep, maintenance and accountability in the use of public assets and irrigation infrastructure. Create and Maintain an up to date statistical data base for monitoring agricultural inputs in the district

ORGAN	KEY FUNCTIONS	ROLE IN PROCUREMENT MANAGEMENT
Works & Fire Safety	Management of roads and buildings related infrastructure developments in the District	<p>Ensure proper use, up keep, maintenance and accountability in the use of public roads and buildings related assets;</p> <p>Provide technical support for the procurement of all works and fire safety infrastructure related inputs in the Council</p>
Finance and Trade	<p>Management and reporting on councils finances in accordance with the Public Finance Act and International Public Accounting Standards</p> <p>Development and management of trade opportunities in the District</p>	<p>Prepare cash flows and mobilise funds for planned activities;</p> <p>Allocate funds based on budgetary allocation and ensure availability of funds and commit to settle claims and pay suppliers by the Council;</p> <p>Approve payments, maintain records and prepare financial reports in accordance with IPSAS;</p> <p>Organise annual stock taking, coding of fixed assets and valuations together with creating and updating a fixed assets register.</p> <p>Provide support to the use and application of financial analysis tools in tender evaluation</p>
Planning Department	Planning and Coordination of development projects	<p>Management of strategy and budget development and implementation process</p> <p>Support the development and creation of vital statistics database for the sectoral inputs and performance monitoring</p>
Livestock and fisheries	Management of fisheries and livestock development and provision of extension and support services	Develop and maintain a data base for planning and monitoring of livestock and fisheries development inputs in the Council.
Secondary Department	Management of the delivery of secondary education services, policies and laws in the district	<p>Coordination of the compilation of consolidated budgets and schedule of requirements in schools</p> <p>Monitor procurement and store recording in Secondary schools in the districts</p>
Internal Audit	Reviewing effectiveness of internal control systems, compiling a report and supporting the accounting officer on improving the internal control gaps	Assessment of the effectiveness of procurement systems and procedures in the Council

ORGAN	KEY FUNCTIONS	ROLE IN PROCUREMENT MANAGEMENT
	<p>Follow-up and advice on external auditors reports, findings and recommendations</p> <p>Performance appraisal of development projects</p> <p>Compliance and effectiveness investigations</p> <p>Prepare audit guides and advice Accounting Officers</p>	
Legal Unit	Provision of legal support services and advise to the Council	Supporting procurement contract drafting and documentation, dispute resolution process and contract reviews and amendment