

***“Building resilience of communities for sustainable development”***

MWOK HO

**PROCUREMENT COMMITTEE CHARTER**

# BACKGROUND

# The Partners in Community Social Action (PICSA) Uganda Procurement Committee was established in March 2023 and reactivated in April 2024 in response to the need for proper procurement of assets and good in the organization interest.

# The purpose of the Procurement Committee is to monitor the procurement activities of the Partners in Community Social Action (PICSA) Uganda to ensure compliance with the organization Procurement manual and Procedures (“the Handbook”) and then Public Procurement Act (“the Act”).

# OBJECTIVES

The Procurement Committee shall:

* 1. Review the annual procurement plan
	2. Ensure that proposed procurement activities are executed according to the procurement plan.
	3. Review the procurement policy as required.
	4. Recommend procurements for endorsement by the Board of Directors

# AUTHORITY

* 1. The Executive Director/ the Board of Directors authorizes the Procurement Committee, within the scope of its responsibilities, to seek and obtain any information it requires from:
* the Procurement Department/Unit
* any procurement practitioner or technical officer employed to the Partners in Community Social Action (PICSA) Uganda and all employees are directed to co-operate with any request made by the Procurement Committee);
* external parties, *inter alia*, the donors, stakeholders and counter parts
* other professional advice as appropriate.

# ORGANISATION

* 1. . **Membership & Composition**
		1. The Committee members shall be appointed by the Board of Directors.
		2. The Board from time to time will review the composition of the Procurement Committee to ensure that members have the required skills and capabilities to effectively discharge their responsibilities
		3. The Procurement Committee shall comprise of not less than three (3) members
		4. Officers of Partners in Community Social Action (PICSA) Uganda including members of the Internal Procurement Committee, may be called upon to participate in meetings as resource personnel. In addition, the General Manager and the Procurement Unit Head shall be invited to attend each meeting.
		5. Procurement Committee members shall be appointed by the Executive Director/Board of Directors
		6. The Chair of the Procurement Committee shall be appointed by the Board of Directors who must be trained and proficient in the entire procurement process.
		7. The Deputy Chairperson of the Committee will be such person as nominated by the Procurement Committee and appointed by the Executive Director.
		8. Each member should be capable of making a valuable contribution to the Committee.
		9. Each member has a fiduciary responsibility to demonstrate due professional care and proficiency at all times.
		10. The Secretary of the Procurement Committee will be such person provided by the Procurement Unit/Department.
		11. Members will be required to serve for two (2) years. Members may be reappointed for another term by the Executive Director or designate. However, there must be at least a one-year break between any further tenure of such members.
		12. Members wishing to resign should give one (1) months’ notice in writing to the Chairperson of the Procurement Committee and the Executive Director.
		13. A Procurement Committee member may be dismissed by the Executive Director due to:
* failure to attend four (4) consecutive meetings without a valid reason;
* lack of independence/ conflict of interest/failure to declare interest; and
* any other reason that the Executive Director may deem to be just and credible.

**Note:**

* **Internal Audit personnel shall not sit on the Procurement Committee.**

# Meetings

* 1. The Committee shall meet monthly or otherwise as required either in person or by electronic means. Additional meetings will be scheduled as necessary to consider matters for approval. Special meetings may be convened as required by the Chairman.
	2. A quorum for any meeting will be two-third (2/3) voting members.
	3. At least seven (7) days written notice shall be given to each member of the Committee except in the case of an emergency. The notice shall contain, *inter alia,* an agenda identifying in reasonable detail the matters to be discussed at the meeting and copies of any relevant papers to be discussed at the meeting.
	4. The venue shall be at the Corporate Offices of Partners in Community Social Action (PICSA) Uganda unless otherwise agreed.
	5. The duration of the meetings should allow adequate discussion of the issues.
	6. Only Committee members have the right to vote at meetings.
	7. Matters arising at any Procurement Committee meeting shall be determined by a majority of

votes.

* 1. In case of an equality of votes, the Chairman shall have a second or casting vote
	2. Tender Evaluation Reports and any other submissions should be circulated to the Procurement Committee members and invitees must also be notified at least three (3) working days before the proposed meeting date.
	3. The proceedings of all meetings will be documented and will be circulated to the Executive Director within two (2) weeks after the sitting of the Procurement Committee along with recommendations for contract awards.
	4. The Procurement Committee may invite other technical persons, as it deems necessary, to attend its meetings and provide pertinent information.
	5. The Director/manager of Procurement or the Procurement Manager should attend Committee meetings to make presentations as appropriate.

# FUNCTIONS AND RESPONSIBILITIES

* 1. **Endorsement Threshold**

6.1.1 The Procurement Committee shall receive and review submissions from the procurement department, and make recommendations to the Executive Director for award of contracts whose values fall within the relevant thresholds as set out in Supplies and procurement Policy of Partners in Community Social Action (PICSA) Uganda

* 1. **Mandate**
		1. Review recommendations for award of contracts/procurements.
		2. Ensure compliance with relevant public sector procurement policies, guidelines and procedures.
		3. Review evaluations done by Evaluation Committees.
		4. Facilitate response to contractor inquiries.
		5. Maintain proper records of Committee meetings, including records of the recommended procurements.
		6. Ensure compliance with standard reporting obligations.
		7. *Unless the Executive Director/Board pf Directors delegates approval to the Procurement Committee,* Make recommendation to the Executive Director on procurements.
	2. **Compliance with Laws, Regulations and Procedures**
		1. Members should be aware of the terms of:
* The Financial Administration and Audit Act and Instructions;
* The Contractor-General’s Act, 1983;
* Public Bodies Management & Accountability Act;
* The Corruption Prevention Act; and
* The Contractor’s Act.
	+ 1. Members should be aware of the Government of Uganda Public Sector Procurement Policy and the Government of Uganda Handbook of Public Sector Procurement Procedures.
	1. **Reporting Responsibilities**
		1. Regularly report to the Executive Director/Board of Directors about the Committee’s activities and make the appropriate recommendations.
		2. Ensure that the Procurement Committee reporting obligations are met, with respect to reports to be submitted to:
* Executive Director
* Board Update (where applicable)
	+ 1. The Procurement Department/Unit will provide a monthly update on reports submitted as per above.
	1. **Other Responsibilities**
		1. Perform other activities related to this Charter as requested by the Executive Director.
		2. Review the adequacy of the Charter every two (2) years or as dictated by changes in legislation and obtain approval of changes from the Head of Entity.

Agreed and signed by: -

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| Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Head of Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |