

**STATUTORY INSTRUMENTS SUPPLEMENT**  
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**S T A T U T O R Y   I N S T R U M E N T S**

**2008 No. 35.**

THE UNIVERSITIES AND OTHER TERTIARY INSTITUTIONS (BASIC REQUIREMENTS AND MINIMUM STANDARDS FOR PROCUREMENT EDUCATION AND TRAINING) REGULATIONS, 2008.

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ARRANGEMENT OF REGULATIONS

*Regulation.*

1. Title
2. Interpretation

*Minimum standards for procurement study*

3. Minimum standards for procurement study.

# STATUTORY INSTRUMENTS

2008 No. 35.

## **The Universities and Other Tertiary Institutions (Basic Requirements and Minimum Standards for Procurement Education and Training) Regulations, 2008.**

*(Under sections 5(i), 123 and 128 of the Universities and Other Tertiary Institutions Act, 2001 and section 7(c) of the Public Procurement and Disposal of Public Assets Act, 2003)*

IN EXERCISE of the powers conferred upon the National Council for Higher Education by the Universities and Other Tertiary Institutions Act, No.7 of 2001, these Regulations are made this 14th day of August, 2008.

### **1. Title.**

These Regulations may be cited as the Universities and Other Tertiary Institutions (Basic Requirements and Minimum Standards for Procurement Education and Training) Regulations, 2008.

### **2. Interpretation.**

In these Regulations, unless the context otherwise requires—

“Act” means the Universities and Other Tertiary Institutions Act, No.7 of 2001;

“Institution” means a legally recognized university or non-university centre of higher learning;

“National Council” means the National Council for Higher Education established by section 4 of the Act;

“Other Degree Awarding Institution” means such institution as defined in section 2 of the (Amendment) Act, 2006;

“Procurement Authority” means the Public Procurement and Disposal of Public Assets Authority;

“tertiary institution” means a public or private tertiary institution as defined in section 2 of the Act;

“university” means a public or private institution as defined in section 2 of the Act.

### **3. Minimum standards for courses of study.**

(1) Institutions shall in conducting academic and professional teaching of programmes leading to the award of certificates, diplomas and degrees, comply with the minimum standards for procurement study set by the National Council.

(2) The National Council shall continuously update the minimum standards of the procurement programmes basing on the changes in the curricula/syllabi.

(3) The basic requirements and minimum standards for procurement education and training leading to the award of certificates, diplomas and degrees are set in out in the Schedule.

## SCHEDULE

*Regulation 3(3)*

### NATIONAL COUNCIL FOR HIGHER EDUCATION

#### BASIC REQUIREMENTS AND MINIMUM STANDARDS FOR PROCUREMENT EDUCATION AND TRAINING

*(Sections 5(i) and 128 of the Universities and Other Tertiary Institutions Act, 2001 and section 7(c) of the Public Procurement and Disposal of Public Assets Act, 2003)*

#### **1.0 Inputs**

The following are the required inputs for the education and training.

#### **1.1. Infrastructure and equipment**

The institution offering programme(s) shall have adequate physical facilities and equipment for staff and students, to ensure an effective teaching and learning environment.

(a)	Computers	:	Student	-	1:20
(b)	Lecture room	:	Per class	-	1:1
(c)	Number of Computer laboratory			-	1
(d)	Number of library			-	1

The above notwithstanding, facilities shall conform with Schedules 4 and 5 of Statutory Instrument No. 80 of 2005 and to the standards for physical facilities in Part IV of Statutory Instrument No. 85 of 2005

#### **1.2 Minimum number and qualification of teaching staff**

The institution shall have adequate qualified teaching staff, with a minimum of two qualified staff on full time basis with the following minimum qualifications in the relevant fields.

<i>Program</i>	<i>Qualifications of teaching staff</i>
(a) Certificate Program	: Diploma
(b) Diploma Program	: Degree
(c) Bachelor's Degree Program	: Masters Degree
(d) Post Graduate Diploma	: Masters Degree
(e) Masters Degree program	: Masters Degree

The Teacher: Student Ratio shall be - 1:50

### **1.3 Students' Admission Policy and selection criteria.**

Admission standards specifying clear selection procedures that conform to the standards and guidelines of the Ministry responsible for education and NCHE, where applicable, shall be adhered to. The above notwithstanding the minimum entry requirements for each program shall be:

- (1) Minimum entry requirements for Bachelor's degree
  - (a) Direct entry from schools - Uganda Certificate of Education (UCE) with at least 5 passes and at least two principal passes at Uganda Advanced Certificate of Education (UACE) obtained at the same sitting or its equivalent.
  - (b) Mature Age Entry - aged 25 years and above and has passed mature age entry examinations with 50% and above. The National Council shall accredit the mature age entry examinations.
  - (c) Diploma entry - obtained at credit/distinction level in the relevant field from a recognized institution.
  - (d) Bridging/access/remedial courses for students who have done their secondary education outside Uganda, which shall be accredited by the National Council.
- (2) Minimum entry requirements for Master's degree shall be a bachelor's degree.
- (3) Minimum entry requirements for a doctoral degree shall be a Masters degree.
- (4) Minimum course duration
  - (a) 3 years for undergraduate degree with the exception of in-service courses which may last two years.
  - (b) At least 1 year for Masters.
  - (c) At least 3 years for Ph.D.
- (5) Minimum entry requirements for an ordinary diploma-
  - (a) Uganda Certificate of Education (UCE) with at least 5 credits.

- (b) Uganda Advanced Certificate of Education (UACE) with 1 principal pass and two subsidiaries obtained at the same sitting or its equivalent. Qualifications equivalent to Uganda Advanced Certificate of Education (UACE) as shall be determined by the National Council in consultation with the Uganda National Examinations Board.
  - (c) Certificate from a recognized institution
- (6) Minimum entry requirement for an advanced/higher diploma shall be an ordinary Diploma.
  - (7) Minimum entry requirement for a postgraduate diploma shall be a Bachelors Degree.
  - (8) Minimum entry requirement for a certificate is a Uganda Certificate of Education (UCE) with at least 3 passes obtained at the same sitting.
  - (9) Institutions of higher education shall observe the set conditions, criteria and procedures for selecting students into programmes and courses. Those criteria, conditions and procedures shall be published in the institution's prospectus.

#### **1.4 Guideline on development of procurement programs**

The procurement occupational profile (Appendix) shall be adhered to in drawing the curriculum. The scope and depth of coverage for each competence area shall depend on the respective level of program offered.

The curriculum shall specify for each program (certificate, diploma, degree or master) being offered the following details:

- (i) Name of the course
- (ii) The course code
- (iii) Weight of the course (number of credit units)
- (iv) Year and semester of the course
- (v) Awards
- (vi) Awarding body

For every course within the program, the following details shall be specified:

- (i) The name(s) of the teaching staff

- (ii) The context of the course within the program
- (iii) The course objectives, course outline and content
- (iv) The assessment method/criteria
- (v) The reference materials
- (vi) Mode of delivery

### **1.5 Duration of programmes and contact hours**

The duration of programmes and number of contact hours between staff and students in higher education institutions shall be in accordance with Regulations issued by the National Council.

- (a) Programme/course duration shall be clearly specified in terms of semesters and calendar months or years at the start of each academic year. Students shall be availed the course outlines with assessment procedures;
- (b) For institutions operating under the semester system, each semester shall last a minimum of fifteen (15) weeks of teaching followed by an examinations period; and
- (c) Each course shall be allocated a minimum of two (2) hours per week.

### **1.6 Examination regulation and standardization of awards**

- (1) Candidates shall have a minimum attendance of 75% of lectures to be eligible to sit for examinations.
- (2) Institutions of higher learning shall ensure that all their candidates are fully notified in writing on the examination regulations and procedures, at the beginning of the academic year.
- (3) Institutions shall ensure that there is consistency in the formats of examinations and transparency in their conduct. Each paper examined shall have a marking scheme for every paper.
- (4) Each institution shall put in place mechanisms for quality assurance in its examinations. Such mechanisms shall include the moderation of examinations, ensuring proper conduct of examinations as well as marking by both internal and external examiners to ensure validity and reliability of results.

- (5) Students have a right of appeal if they are dissatisfied with the conduct of examinations, treatment or assessment of their work. Each institution shall put in place an appeal mechanism and publicize it to students.
- (6) Courses given for each programme shall be appropriately weighted. Scores in students' Grade Point Average (GPA) shall be a result of assigned grades as follows:

A (80+)	B+ (70-79)	B- (60-69)	C (50-59)	D (0-49)
5	4	3	2	1

- (7) Classification of final awards, all institutions shall use a five Point rating System in averaging the final grade of a graduate.
- (8) The following classification of awards shall be used:

First Class	A	=	(4.4-5.0)
Second Class Upper Division	B+	=	(4.0-4.3)
Second Class Lower Division	B	=	(3.0-3.9)
Pass	C	=	(2.0-2.9)
Fail	D	=	(0-1.9)

## 1.7 Learning Materials and Equipment

Essential Textbooks:	Students Ratio	-	1:5
Computer:	Student Ratio	-	1:20
Subscriptions to national and International procurement journals		-	2

## 2.0 Teaching and learning process

For effective teaching and learning to take place, the following shall be the requisites;

### 2.1 Teaching and learning

- Scheming and planning is properly done by the teaching staff;
- the course content is appropriate for the level of the program;
- the teaching staff collaborates and supports students;
- the teaching staff demonstrates a sound up-to-date knowledge of the course;



- (e) there is a positive teaching staff/student relationship;
- (f) appropriate teaching and learning methods are used;
- (g) involvement of students in the learning process;
- (h) teaching and learning is built on previous experience; and
- (i) formative assessment is used appropriately.

## **2.2 Internship/industrial training**

The following shall be the requirements for internship/industrial training;

- (a) Minimum duration: 4 weeks
- (b) Assessment criteria shall be specified

## **2.3 Output**

- (a) Graduates completed
- (b) Qualifications attained
- (c) Improved transparency, accountability and value for money in a professional procurement environment
- (d) Indicators
  - (i) Graduate with right attitude towards work hence increased productivity and effectiveness, creativity and adaptability;
  - (ii) Transformation of society;
  - (iii) Integrity hence reduced corruption;
  - (iv) Reduced production cost and improved labor relations
  - (v) Improved work environment
  - (vi) Nation/organisations getting value for money
  - (vii) Fairness & transparency

## **3.0 Role of training institutions**

- (1) Institutions involved in procurement training and education shall set their standards in compliance with this standard. Institutions shall submit annual reports on the basic requirements and standards for procurement education and training they have set for each program to the relevant regulatory agencies and give a copy to PPDA.

- (2) Institutions shall keep an up to date record of basic requirements and standards for procurement education and training they have established. Institutions may consult PPDA and any other relevant Government or non-governmental organ for the smooth implementation of these standards.

### **3.1 The role of the Procurement Authority**

In accordance the relevant laws, the Procurement Authority shall:-

- (a) work with all the key stakeholders to implement these standards;
- (b) carry out market surveys to assess the standards required in procurement and disposal capacity in Uganda;
- (c) review procurement education and training standards in consultation with other competent authorities;
- (d) coordinate consultative meetings in procurement education and training of key stakeholders;
- (e) participate in inspection, investigation, audit and quality assurance of procurement training institutions;
- (f) recommend to relevant authorities to take appropriate action against any person for breaching these standards;
- (g) develop guidelines related to procurement and disposal capacity building to compliment other policies; and
- (h) ensure that procurement standards are approved by the relevant authorities and disseminated to all stakeholders.

### **3.2 The role of employers**

Employers are important stakeholders and shall play the following roles.

- (a) participate in tracer studies;
- (b) offer opportunity for internship;
- (c) design of job descriptions and specifications;
- (d) appraise procurement practitioners; and
- (e) update the procurement occupational profile.

## APPENDIX

### PROCUREMENT OCCUPATIONAL PROFILE DUTIES AND TASKS

#### A. MANAGEMENT OF THE PROCUREMENT UNIT

A1 Plan work	A2 Organise resources	A3 Direct work	A4 Control the unit and its resources	A5 Manage staff	A6 Prepare Budget
A7 Coordinate work	A8 Maintain health and safety at work	A9 Carry out procurement process mapping			

#### B. PROCUREMENT PLANNING

B1 Advise Entity on procurement planning	B2 Prepare work and procurement plans	B3 Determine /review quantities required	B4 Determine lead time	B5 Advise on appropriate procurement methods	B6 Determine priority and timing of requirement
B7 Consolidate procurement plans	B8 Implement approved procurement plans	B9 Review and update approved procurement plans	B10 Forecast demand	B11 Monitor and re-order requirements	

#### C. STATEMENT OF REQUIREMENTS (SPECIFICATIONS/TERMS OF REFERENCE/ SCHEDULE OF WORK)

C1 Prepare specifications/terms of reference/schedule of work	C2 Review specifications/ terms of reference/schedule of work	C3 Develop database of specifications/ terms of reference/ schedule of work	C4 Network with identified specialists in specifications/ terms of reference/ schedule of work
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#### D. SOLICITATION (TENDER/BID) DOCUMENTS

D1. Determine bids submission procedure	D2. Determine bidding conditions and requirements	D3. Prepare appropriate bid documents	D4. Include appropriate evaluation criteria in the bid document
D5. Include detailed statement of requirements in the bid document	D6. Propose expected terms and conditions of the resulting contract in the bid document.	D7. Work out appropriate advertising and bidding periods and plan bid advertisements	D9. Coordinate the consultative process and approval of the bid document

E. SOURCE FOR PROVIDERS

E1. Plan and invite providers from local and overseas supply markets	E2. Pre-qualify providers	E3. Manage pre-qualified providers lists	E4. Determine provider sourcing strategy
E5. Develop professional working relationship with providers	E6. Manage pre-bid and site meetings with providers	E7. Prepare for receipt of bids from providers	E8. Develop provider appraisal mechanisms

F. EVALUATION BIDS

F1. Determine detailed evaluation methodology, criteria and sub-criteria in accordance with bid document	F2. Apply appropriate bid evaluation methodology	F3. Prepare bid evaluation reports	F4. Advise on best evaluated bid
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G. POST QUALIFICATION

G1. Determine capacity of bidder to perform contract	G2. Carry out due diligence on bid	G3. Fulfill and manage post award pre-contracting requirements	
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H. CONTRACT FORMATION

H1. Determine general and special terms and conditions for the different types of contracts	H2. Prepare contract documents	H3. Prepare contract implementation plan	
H5. Notify bidders and other stakeholders of contract formed			

I. MANAGE CONTRACT

I1. Check compliance to terms and conditions of contracts	I2. Monitor contract performance	I3. Confirm performance of contract to satisfactory standards	I4. Manage warranties and securities
I5. Keep contract performance documents			

## J. COMMUNICATION

J1. Obtain approve for procurement activities	J2. Manage procurement related meetings	J3. Prepare, update and submit and regret notices	J4. Prepare, update and submit procurement reports
J5. Coordinate procurement issues with relevant authorities	J6. Communicate horizontally and vertically	J7. Disseminate information to relevant users	

## K. RECORDS MANAGEMENT

K1. Capture information	K2. Store information	K3. Retrieve records	K4. Maintain records
K5. Secure records			

## L. LAWS, REGULATIONS, GUIDELINES & POLICIES

L1. Advise on procurement law, policies and procedures	L2. Prepare and present draft procurement policies, procedures and proposals	L3. Interpret commercial and procurement laws and procedures	L4. Advise on cooperative purchasing
L5. Analyse, interpret taxes applicable to the procurement			

## M. VALUE MANAGEMENT

M1. Carry out value analysis of procurements	M2. Undertake market surveys	M3. Analyse and advise on market conditions and trends	M4. Determine value of procurements
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## N. FINANCIAL OPERATIONS

N1. Shop and buy low value procurements	N2. Cash handling	N3. Determine procurement cash flow projections	N4. Prepare and account for the Procurement
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## O. NEGOTIATION

O1. Develop negotiation strategy	O2. Design negotiation plan	O3. Carry out negotiation	
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P. CONFLICT AND DISPUTE RESOLUTION

P1. Receive and document complaints	P2. Analyse complaints	P3. Advise on appropriate conflict and dispute resolution mechanism	P4. Resolve conflicts and disputes
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Q. INTERNATIONAL PROCUREMENT MANAGEMENT

Q1. Manage international procurement processes	Q2. Advise on appropriate INCOTERM and other trade terms to use in procurements	Q3. Manage the use of letters of credit and other payment systems	Q4. Advise and monitor cargo agents
Q5. Advise on applicable taxes on imports	Q6. Customs clear imports		

R. DISPOSAL

R1. Plan equipment /asset replacement	R2. Advise on appropriate disposal procedures /methods	R3. Advise or manage the valuation of assets	R4. Consolidate lists of items for disposal
R5. Prepare disposal documentation	R6. Seek relevant approval to dispose the items	R7. Dispose as per approved procedures	

S. LOGISTICS MANAGEMENT

S1. Determine stock holding standard and procedure	S2. Plan space utilization and maintain store houses, yards and equipment	S3. Receive, verify, inspect issue and dispatch goods according to approved procedures for goods	S4. Design and maintain an identification coding system for goods
S5. Design and manage appropriate location systems	S6. Bin and store items safely and securely	S7. Determine consumption and carry out stock control	S8. Carry out stock checking and stock taking, and analyse /interpret related discrepancies
S9. Carry out stock valuation	S10. Keep stores record and account for all received and issued goods	S11. Control rejected and unwanted materials	S12. Transport and Distribution

T. ICT AND E-PROCUREMENT

T1. Introduction to computers	T2. Word processing	T3. Spread sheets	T4. Internet web browsing and e-mail
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## U. RISK MANAGEMENT

U1. Risk identification	U2. Risk assessment	U3. Risk Allocation	U4. Risk Avoidance
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## V. PROFESSIONAL CODE OF CONDUCT

V1. Ethics and integrity	V2. Corruption	U3. Due diligence	
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## ADDITIONAL GENERAL REQUIREMENTS

<p><b>1. Attitude/Traits/Behavior</b></p> <p>High interpersonal skills          Respectful          Creative          Smart          Principled          Team Player          Quality work          Focused          Un-wasteful          Cheerful Disciplined</p>	<p><b>2. Generic Knowledge &amp; Skills</b></p> <p>Use of Computers          Knowledge of basic computer          Planning          Communication          Knowledge of costing          Time management</p>
<p><b>T3. Tools and Equipment</b></p> <p>Computers</p>	<p><b>T4. Future Trends</b></p> <p>Computer literacy          Knowledge on digital equipment          Management and Human resource skills          Procurement          Self-employment          Clearing and forwarding          Use of Procurement agents          Procurement of Common User items          e-procurement</p>

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