



ToR for Individual Consultant to assess and generate a list of prequalified Vendors of Supplies, Works, and Services.

1. Background about Fields of Life

Fields of Life (FoL) is a non-denominational Christian development organization with 28 years' of working in East Africa (Uganda, Kenya, Rwanda, Burundi, South Sudan, and Democratic Republic of Congo), with different partners in providing sustainable community development. FoL is committed to sharing the Christian faith by collaborating with communities and churches within East Africa to bring about positive change through the provision of quality education, clean water, health promotion and other community-based projects. For more details about Fields of Life, follow the link www.fieldsoflife.org

Fields of life has the passion and commitment to see local partners and churches in East Africa strengthened and empowered to be the drivers of change in their own communities by nurturing and developing children and young people to realize their potential, thus bringing hope and future to their nations.

2. Purpose of the Assignment

To assess and pre-qualify vendors for local procurement of supplies, works and services, and generate a list of recommended vendors for management's consideration, by developing a criterion as a basis for ranking and short-listing vendors per lot/category.

3. Scope of Work

- To assess and recommend vendors to Fields of Life Management for prequalification.
- To analyse vendor profiles based on the information provided by the vendors, such as: legal registration, Tax Identification Number (TIN), Tax Clearance Certificate/Compliance, Core business, technical competences/capabilities, years of experience, availability of supplies and reference checks, among others.
- Based on this assessment, to prepare a short list of vendors for each lot/category of supplies, works and services.
- To prepare a database of pre-qualified vendors by lot/category.
- To define a methodological framework for the updating of the list of prequalified vendors with precise selection criteria.
- To prepare a final report containing the methodology used, conclusions and recommendations.

4. Reporting

The Consultant will work under the guidance and supervision of the Head of Finance and Administration, in coordination with the Procurement Committee.

5. Key Deliverables.

- A database of prequalified vendors for supplies, works and services by lot/category.
- Task Completion Report

6. Estimated Timeframe for the Assignment.

The assignment will be undertaken within a period not exceeding 10 working days after signing the contract.

7. Payment Terms.

100% payment will be made to the Consultant upon submission of all key deliverables (as spelt out in **section 6 above**) to the satisfaction of the Client.

8. Expression of Interest:

Interested Consultants should express interest by submitting electronic profile and financial proposal via infoea@fieldsoflife.org with a copy to caleb.malwadde@fieldsoflife.org and stephen.lusige@fieldsoflife.org not later than **Friday May 28, 2021**.