



**Generating Growth Opportunities and Productivity for Women Enterprises (GROW)
Project**

Grant No. 0920-UG; Project ID No. P176747

RECRUITMENT OF PROJECT IMPLEMENTATION SUPPORT STAFF

Government of the Republic of Uganda has been allocated grant funds (the “Grant”) from the World Bank which are administered by the International Development Association (IDA) (the “Bank”) towards implementation of the Generating Growth Opportunities and Productivity for Women Enterprises (GROW) Project and intends to apply part of the proceeds towards payments under contracts for individual consulting services. The Project Development Objective is to increase access to entrepreneurial services that enable women entrepreneurs to grow their enterprises in targeted locations, including host and refugee communities. The Project is being implemented jointly by Ministry of Gender, Labor and Social Development (MGLSD) and Private Sector Foundation Uganda (PSFU). PSFU is implementing Sub-Components 1c, 2b, 2c and 4b of the Project, through a Project Coordination Unit (PCU).

PSFU now invites suitably qualified and experienced individuals to fill the following positions under the PCU:

S/n	Position	Number of vacancies
1	Field Monitoring Assistants	8
2	Project Drivers	1

Details of the scope of services, deliverables, qualifications, experience, contract and reporting arrangements can be found at www.psfuganda.org.

Interested eligible applicants should submit applications including a cover letter, current Curriculum Vitae and a copy of Academic Certificates and Transcripts to demonstrate that they have the required qualifications and relevant experience to perform the services; to be received by **5:00pm on October 31, 2025**, at the address indicated below. Applicants should clearly indicate the application the position applied for. Only shortlisted applicants will be contacted.

The Project Coordinator
Generating Growth Opportunities and Productivity for Women Enterprises (GROW) Project
Private Sector Foundation Uganda
Plot 43 Nakasero Road
P O Box 7683
KAMPALA

Tel: 0312263850
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TERMS OF REFERENCE FOR DRIVERS

Background

Government of the Republic of Uganda has been allocated grant funds (the "Grant") from the World Bank which are administered by the International Development Association (IDA) (the "Bank") towards implementation of the Generating Growth Opportunities and Productivity for Women Enterprises (GROW) Project. The Project Development Objective is to increase access to entrepreneurial services that enable women entrepreneurs to grow their enterprises in targeted locations, including host and refugee communities. Private Sector Foundation Uganda will implement the Project jointly with Ministry of Gender, Labour and Social Development (MGLSD).

Position: Project Driver

Location: Private Sector Foundation Uganda; Kampala

Reports to: Project Administrator

Duration: The assignment shall be for a period of 2 years subject to probation period of six months.

Job Purpose and Scope:

The Project Driver work involves providing reliable safe driving services to the project operations staff and consultants ensuring high accuracy of work. The Driver must demonstrate a client-oriented approach with high sense of responsibility, courtesy, tact and ability to work with people of different cultural backgrounds.

Duties and responsibilities

- a) Ensure provision of reliable and secure driving services by driving office vehicles for transport of authorized personnel and delivery and collection of mail, documents and other confidential duties including upcountry activities under the authorization of the supervisor.
- b) Maintain on a day-to-day maintenance of the vehicle assigned to you to ensure it is in good mechanical condition at all times. i.e. timely minor repairs, arrangements for major repairs, changes of oil, battery, brakes, tyres, car washing e.t.c
- c) Ensure availability of all required documents/supplies including vehicle insurance, vehicle logs, office directory and map of the city/country including distances, first aid kit, necessary spare parts and that parking fees are promptly settled.
- d) Ensure cost saving through proper use of vehicle, accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
- e) Drive visitors and consultants as assigned.

- f) Ensure maximum security for the vehicle (s) at all times
- g) Ensure that rules, policies and regulations are adhered to in the event that the vehicle is involved in an accident.
- h) Take proper measurement and calculation to reduce potential security threats to project staff of property within the immediate vicinity of the vehicle and along transport routes.
- i) Ensure the vehicle(s) meet the minimum traffic requirements to be fit on the road and ensure that steps required by rules and regulations pertaining to driving are adhered to at all times.
- j) Inform the supervisor immediately about mechanical problems which result from normal use and accident or theft immediately to both the Project Administrator and police
- k) Undertake any other duties incidental to the above as may be assigned by the Project Coordinator from time to time.

Qualifications and Experience

- a) A Ugandan national
- b) A minimum of O' level certificate (UCE)
- c) At least 5 years of driving experience in the Country with a clean record.
- d) Must possess a valid Driver's license with minimum DL class.
- e) Possession of a certificate in motor vehicle maintenance and defensive driving will be an added advantage.
- f) A person of high integrity, honesty and versatility.

Outputs

- a) Well Maintained Project car in good condition and ensuring regular service
- b) Updated and filled car logbook.
- c) Ensure that insurance cover is up to date and parking fees are all settled promptly.
- d) Time keeping at all times.
- e) Ensuring that all journeys taken are authorized by responsible officers.

GROW Project

Job Description for Monitoring Assistants

1. About GROW Project

Private Sector Foundation Uganda (PSFU) working with Ministry of Gender Labour and Social Development (MGLSD) are implementing a Government of Uganda grant of USD 217 million from the World Bank to implement Growth Opportunities and Productivity for Women Enterprises (GROW) Project. The 5-years project (January 2023 – December 2027) supports the implementation of the National Development Program (NDP III) objective of reducing gender inequality and promoting women's economic empowerment, leadership and participation in decision making through investment in entrepreneurship programs. The Project Development Objective (PDO) is to increase access to entrepreneurial services that enable female entrepreneurs to grow their enterprises in targeted locations, including Refugee Host Districts (Districts). The project targets individual women, women-led enterprises, or enterprises whose majority members are women. The project targets to reach 135 Districts and 11 Cities, including 13 RHDs.

The position will require suitably qualified individuals with qualifications and experience as detailed in the duties.

Position: Monitoring Assistants

Location : Private Sector Foundation Uganda

Reports to: Monitoring and Evaluation Specialist

Duration of contract: Twelve Months

Duty Station: PSFU Offices (Trust Tower); with scheduled travels to the field.

2. Description of Assignment

Under the guidance of the GROW Project M&E Specialist, the Monitoring Assistant will be responsible for ensuring high quality and timely input into the data collection, entry, analysis, field monitoring and reporting of the GROW Project interventions. S/he will ensure that activities are implemented in a timely manner and results achieved in the most cost-effective manner.

The Monitoring Assistants shall perform the following duties:

- Data entry for various GROW Project components data arising out of the application, monitoring reports, periodical reports and any other key data contributing to the profiling of the GROW project beneficiaries and service providers as guided by the Project M&E Specialist. The Monitoring Assistant will be required to work on documents, telephone call records or transcripts of meetings and discussions with the intent to extract and enter the data, analyze and provide clean and analyzed summaries as requested.
- Data cleaning of the various data entered in a bid to improve the data quality, edits and required corrections as guided by the data entry sheets, formats and guidelines, or as guided by the M&E Specialist.
- Undertake field visits for different project subcomponents service providers (such as skills and BDS training providers, Financial Institutions branches and GROW Loan Borrowers), to support completion of data entry, data cleaning and validation and

documentation of beneficiaries success stories as assigned by the M&E Specialist/M&E Officer. Prepare field visit reports including errors found or issues identified that will inform actions and decisions for data quality controls and improvement as well as the required training of the different partners/service providers.

- Participate in feedback meetings with the implementing partners (FIs, skills and BDS training providers, districts to document data and feedback issues; that will inform improvements and training for data management and reporting.
- Train and facilitate project staff, implementing partners and other stakeholders on data entry, cleaning and how to back up and access data and information on the central database.
- Contribute to the development of data collection tools and reporting templates.
- Ensure that all allocated tasks are implemented, and outputs achieved within the specified timeline, and if it is not achieved communicate in a timely manner.
- Any other work assigned.

3. Minimum Education qualification and experience

The desired candidates should possess at least the following

- A University Degree preferably in Statistics, Economics, Business Administration, International Business, Population Studies or Development Studies, social sciences, procurement and Information Technology
- Advanced training in computer skills is an added advantage. Ability to teach and coach others in the process of data management for improved data quality and reporting.
- At least one years' experience of working on a similar assignment.

4. Key competencies required

The candidate should possess the following competencies:

- Proficient ICT skills, particularly use of Ms Office packages (Ms Word, Ms Access, MS Excel and Power Point) and knowledge of use of internet and e-mail to extract, share and access information.
- Reasonable experiences for data entry, analysis, data merging and use of statistical software.
- Experience in designing tools and training and facilitation skills is an added advantage
- Good organizational skills (orderly) and paying attention to details to perform the required tasks, ability to grasp issues in a very short time and willing/open to learning new things outside of his/her background training.
- Willingness for sometimes to work beyond the normal working hours to meet set timelines for very urgent assignments.