

Terms of Reference

Position: 3 Provincial Infrastructure Engineers
Project Title: Land Allocation for Social and Economy Development Project II (LASED II)
Budget Line: Credit no. 5807-KH
Duty Station: One Advisor base at LASED II Kratie
One Advisor base at LASED II Kampong Thom and Tbong Khmum
One Advisor base at LASED II Kampong Chhnang and Kampong Speu
Duration: Three years contract (subject to satisfactory annual performance review with three months of probation)
Basis: Individual Consultancy Contract

A. Background:

The National Committee for Sub-National Democratic Development (NCDD) is mandated as the overall program authority and through its Secretariat (NCDDS) is responsible for policy formulation and program coordination. The NCDD Secretariat, responsible for overall three-year Implementation Plan (IP3) program management and coordination. Commune Social Land Concessions is strongly support to Social Land Concessions Program which contributed to commune administration management law.

The LASED II is a project to support the implementation of the Royal Government's Social Land Concessions (SLC) Program to distribute state private land to the landless and land-poor through social land concessions to improve livelihood of poor households and vulnerable groups through Commune Based Social Land Concession. Under the overall authority of the Ministry of Land Management, Urban Planning and Construction (MLMUPC), the General Directorate of Housing (GDH) is responsible for implementing the LASED II.

The objective of LASED II is to improve access of project beneficiaries to agricultural and other rural resources, infrastructure and services in project communities. The project will be achieved by:

- Strengthening community groups to better identify and prioritize technology and infrastructure investments;
- Financing priority productive and social community infrastructures; and
- Scaling up agricultural and livelihood support activities

B. Implementation of LASED II respects the following principles:

- Promote good governance and rule of law;
- Support and strengthen the land reform and decentralization and de-concentration agenda of the Government;
- Encourage civic engagement;
- Prevent environmental degradation;
- Promote transparency and accountability; and
- Ensure sustainable growth.

An Implementing Agency for LASED II is the General Directorate of Housing, based in the Ministry of Land Management, Urban Planning and Construction (MLMUPC). Under project design documents GDH is responsible for the overall coordination, infrastructure development, land policy application, capacity building and management and monitoring and evaluation of project.

NCDDS is responsible for the overall coordination and management of the project at subnational level, with responsibility for the procurement and distinguished financial management aspects. NCDDs delegates most operational responsibilities to Provincial Administration in the participating provinces.

A limited set of operational tasks are performed at national level by the NCDD's divisions. These responsibilities include:

- Overall project financial management at subnational level;
- Overall procurement;
- Contract administration;
- Monitoring and evaluation;
- Preparation of Annual Work-Plans and Budgets; and
- Preparation of Annual Reports.

The General Directorate of Agriculture (GDA) is supporting agriculture-based livelihood systems (LASED II Sub-Component 1.3), being responsible for the planning, coordination and implementation of agriculture support activities and quality assurance of goods and services that would be provided to project beneficiaries. The GDA is also responsible for coordinating and tapping the technical expertise of other technical departments within the MAFF, including engagement and supervision of required national technical consultants and third party service providers/delivery organizations (e.g. NGOs) to support the implementation of sub-projects. Together with the Provincial Department of Agriculture, they are responsible for the planning, and coordination and implementation of agriculture support activities and quality assurance of goods and services that would be provided to project beneficiaries. LASED II will be implemented over a period of 5 years (2016-2021) in 5 target provinces such as Kratie, Kampong Thom, Tbong Khmum, Kampong Chhnang and Kampong Speu.

C. Post Supervision

The PIA is under supervisor of provincial project manager and works closely with GDH, GDA, NCDD and sub-national teams to monitor and advise on and assist with discharge of LASED II infrastructure.

D. Definition of Duties

- Provides technical support to provincial technical team, PDOWRAM, MRD, PDLMUPC, PDA, and prepares project design and all civil works packages, for submission to provincial project director and provincial project management team for review and submit to project director at GDH for endorsement prior to submit to the World Bank for "No-Objection";
- Assist the project to strengthen the efficiency, effectiveness and transparency of all infrastructure related investments at the Provincial Administration Structure and Commune/Sangkat level in target provinces;
- Provides assurances whether social and environmental safeguards (Environmental Management Plan) have been mainstreamed into project technical design;
- Monitor and evaluate the construction progress and certify on contractor payment based on the result and contract;

E. Specific Tasks:

1. Technical Support

- The expert will lead the preparation of the technical design for bidding documents, and supervision of implementation/construction work of civil work packages in the specific assigned provinces. This includes feasibility studies, design work, preparation of technical content for bidding documents, assistance in bidding and in contract supervision to ensure the quality and cost-effectiveness of construction based on the LASED II PIM, social and environmental safeguard mainstreaming.
- Work and assist the provincial technical team in both provinces regarding to the technical aspects and following the LASED II PIM, Safeguards policies and other policies;
- Support and work with Provincial Planning and Investment Division in the process of pre-qualification of contractors (where necessary), preparation of the bidding documents, evaluation of bids and contract preparation for LASED II Commune/Sangkat in provinces for all civil works projects and submit documents to the LASED – NCDD and GDH for review according to the Project Implementation Manual (PIM).

- Assist the Provincial Planning and Investment Division to ensure that contract cost estimates are reliable and precisely.
- Support the technical staff of Provincial Planning and Investment Division, and participate in technical audits of selected LASED II infrastructure contracts, after contracts are completed.
- The PIA is expected to work closely under the cooperation with GDH and NCDDS and provincial project teams and obtain verification for all the bidding and contractual documents of items related to civil works.

2. Capacity Building

- Conduct formal and “on-the-job training” for the Technical Team and provincial staffs who are assigned to work in the LASED II SLC areas. Beneficiary communities will also play an important role in monitoring implementation of project-funded works and services
- Build capacity and assist the Technical Team, relevant Commune Councilors and community procurement committee to monitor the implementation of infrastructure activities in their commune and SLC areas.
- Provide to all Technical Team both theoretical and practical training in the use of technical equipment, including, but not limited to, Dynamic Cone Penetrometers, topographical surveying equipment, hand-held GPS units, concrete testing hammers and digital cameras.
- Provide training in Commune/Sangkat contractor prequalification procedures, bidding and contract procedures to the relevant project staff, commune councilors and community procurement committee.
- Build capacity and assist the relevant provincial project staff and commune councilors to monitor the progress of contracted civil works and to conduct on-site evaluations of projects ensuring that adequate and reliable data is collected for evaluation of the technical and cost-efficiency aspects of the local projects.
- Initiate the model for small scale infrastructure maintenance base on the local communities commitment and assist the project staff, commune councils and community committee to conduct simple campaign/intervention to encourage the SLC communities to practice the model.
- Assisting project staff and commune councilors in management of the safeguards including the process social and environmental safeguards assessment as part of the infrastructure project feasibility study, using the LASED II PIM.

3. Monitoring and Evaluation

- Review feasibility studies and designs and cost estimates prepared by the Technical Team using the Project Generator and assist in development of larger or technically more complex projects, to ensure design quality.
- Ensure sampling and testing for conformance of the materials to the Technical Specifications.
- Ensure field testing for conformance of the completed works to the Technical Specifications.
- Carry out selective field monitoring of the progress of projects as they are implemented at the commune and village level.
- Field monitor the Technical Team and Commune Council in conducting on-site evaluations of selected projects ensuring that adequate and reliable data is collected for evaluation of the technical and cost-efficiency aspects of the projects.
- Certify quantity and quality of all performed works reported by the Technical Teams.
- Assist the commune and Technical Team to conduct the EIA-EMP implementation and land acquisition reports, when needed, prior to project bidding.
- Monitor the LASED II project cost estimation, bidding implementation so as to ensure its transparency and accountability manner.
- Monitoring of all works, including materials testing, verification of construction schedules, verification of quantities, adherence to contractually stipulated standards and conformance with approved engineering designs and specifications;
- Compile and summarize project progress, completion and evaluation reports.

- Join with the Technical Team to monitor the performance of contractors so that advice can be given to the Provincial Administration Structure and Commune Councils on the quality of their work.
- Provide recommendations if a technical specification criterion cannot be met, or unusual weather conditions hinder work.
- Assist with the collection, data quality verification and data entry of all information required to monitor the progress of LASED infrastructure projects, feasibility studies, field topographical and engineering design surveys, technical designs, preparation of standardized bidding documentation, cost estimation/BoQ, bidding process, construction supervision, and payment of contractors.

4. Reporting

- Prepare field monitor reports and submit to LASED II Project Director through Provincial project director;
- Prepare quarterly and annual work-plans and reports, as required, and submit through the LASED II Provincial Project Manager, Project Coordinator and Project Director.
- Prepare, update, and report to the LASED II Project Management Team the progress tracking sheet of all civil work activities financed under LASED II project.
- Monitor the progress activities, reviewing contractors' claims and certify on contractor payment request based on the contract agreement between project and contractor.

5. Other Duties

- Prepare field monitor reports and submit to LASED II Project Director through Provincial project director;
- Prepare quarterly and annual work-plans and reports, as required, and submit through the LASED II Provincial Project Manager, Project Coordinator and Project Director.
- Prepare, update, and report to the LASED II Project Management Team the progress tracking sheet of all civil work activities financed under LASED II project.
- Monitor the progress activities, reviewing contractors' claims and certify on contractor payment request based on the contract agreement between project and contractor.

F. Impact of Results

The PIA will assist the LASED II technical team to progressively and smoothly improve the efficiency of the management of the design, procurement, construction supervision, reporting and Monitoring and Evaluation of all infrastructure-related works in the LASED Provinces.

G. Qualifications and Experience

The successful applicant must have the following qualifications:

- Bachelor degree (or higher is plus) in water resources, structure engineering or related fields
- At least 03 years of experiences in land topographical survey, designing, construction and supervision as well as project management experience
- Training and presentation skills
- Ability to use CAD software (essential) and thorough understanding of database design and management (highly desirable).
- Familiarity with the principle issues related to policy, regulation and technology choice for construction, operation and maintenance of rural infrastructure;
- Fluency in spoken and written Khmer and English.
- Ability and willingness to travel regularly to the provinces;
- Ability to work well in teams and to work independently with minimum supervision