

Terms of Reference

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| Position | : | Senior National Procurement and Contract Management Adviser |
| Project Title | : | Land Allocation for Social and Economy Development II (LASED II) |
| Budget Line | : | Credit no. 5807-KH |
| Duty Station | : | National Committee for Sub-National Democratic Development Secretariat (NCDDS), Ministry of Interior (MOI), Phnom Penh |
| Duration | : | 4 year contract (subject to satisfactory annual performance review with 3 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 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.

The General Directorate of Housing (GDH) which based in the Ministry of Land Management, Urban Planning and Construction (MLMUPC) is an Implementing Agency. 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, with responsibility for the procurement and financial management aspects. NCDD delegates most operational responsibilities to Provincial Authorities in the participating provinces. A limited set of operational tasks are performed at national level by the NCDDS's divisions. These responsibilities include:

- Overall project financial management;
- 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 are 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. Duties and Responsibilities:

1. Post Supervision:

The **LASED II Senior National Procurement and Contract Management Adviser** is under the direct supervision of the LASED Coordinator and under the indirect supervision of the Head of Procurement Review Committee (NCDDS & MEF).

2. Support for Procurement carried out by PRC, BEC AND CEC/NCDDS and Sub – National level

For the procurement to be done by the PRC, BEC and CEC/NCDDS in coordination with the relevant government staff is expected to exercise the following:

1. Keep daily monitoring the data in the Systematic Tracking of Exchanges in Procurement (STEP) which is the web based procurement System;
2. Assist the Project (LASEDII) in identifying the procurement requirements and provide necessary inputs for the overall procurement plan, including procurement to be done by PRC, BEC and CEC/NCDDS. The Procurement Plan will include contract packaging, cost estimates & delivery time (of goods, works and consultant services),

- procurement methods, WB prior/post review arrangements, and key procurement processing dates until completion of each contract;
3. Prepare necessary procurement documentation for the project related to goods, works and Services including the preparation of Invitation for Bid advertisements, bidding documents, organizing and conducting bid openings, evaluation reports, obtaining the necessary clearances from the PRC, BEC and CEC and No Objection Letters from the IDA where required, arranging for the contract signing, and distribution to appropriate authorities;
 4. Prepare procurement documentation for consultant services including the preparation of requests for Expressions of Interest (EOI) advertisements, evaluation of EOIs and short listing, liaising with technical teams on the preparation of terms of reference, preparation of request for proposal documents, proposal evaluations, preparation of draft contracts, obtaining the necessary clearances from the PRC, BEC and CEC and the IDA where required, assisting in contract negotiations, arranging for the contract signing, and distribution to appropriate authorities;
 5. Ensure that all procurement is carried out in accordance with the agreed procedures, including the Financing Agreement; the World Bank/IDA Procurement and Consultants Guidelines; Government SOP and Procurement Manual for Externally Assisted Program/Project, as applicable;
 6. Monitor the timeliness of the procurement and delivery of goods, works, and services in accordance with the approved Procurement Plan and the Project Implementation Action Plan;
 7. Ensure that an effective filing/record keeping system is established for the procurement to be done by PRC, BEC and CEC/NCDD. Maintain a contracts register with updated key procurement information of all contracts procured under the Project.
 8. Review of the existing procurement system of the agencies in the Project, identifying gaps and shortcoming, and recommending specific improvements for increasing efficiency, transparency and accountability in the administration, management and monitoring of the procurement within the Project to enable procurement to be carried out effectively; and
 9. Conduct procurement training for relevant government staff of the departments and ministries under the Project.
 10. Assist the LASEDII project to translate the Procurement Document from English-Khmer-English when required.
 11. Provision of assistance to the sub-national levels in the preparation of the procurement documents.
 12. Assist the LASED-NCDDS and technical staff of the LASEDII Provincial in procurement process following the LASEDII PIM, CSF PIM, and NCDDS Management System Guidelines.
 13. Provide trainings/coaching on SOP Procurement and Community Procurement Guideline to national, sub-national and communities staffs.
 14. Maintain and update the contract database
 15. Monitor the contract implementation on goods; civil work and consultant service include field monitoring to check the actual status of each contract and prepare field report to LASED II management.
 16. Assist in preparation of procurement for other projects under NCDD Secretariat.
 17. Provide day-to-day active technical support and advice to the PCU as related to procurement, contract management and their administration;
 18. Monitor progress of contracts implementation to ensure that it abides by the stipulated

Standards, procedures and planned procurement timetable (Items: Project Schedule, Project Budget, Technical Procedure, and Contract Management).

3. Reporting and communication

The **LASED II Senior National Procurement and Contract Management Adviser** will report to the LASEDII Coordinator, copy to Procurement officer; prepare and submit monthly progress reports on the tasks performed by him/her, and quarterly reports on the status and progress of procurement under the Project.

D. Required Qualifications, Skills and Competencies:

- Bachelor degree in Business/Administration, Law, Civil Engineering, or other relevant field
- At least **5 years** of procurement experience in carrying out public procurement of goods, works and consultant services.
- Have demonstrated professional experience in donor financed projects in the areas of procurement management. Experience on procurement with WB-financed projects is given a preference.
- Familiarity with World Bank Procurement Procedures, Policy and Guidelines for Consultants' Services, Goods and Civil Works.
- Familiarity with RGC's Standard Procurement Manual and Bidding Documents for externally financed Projects.
- Comprehensive computer skills with minimum in Microsoft Offices.
- Fluency in written and spoken English and Khmer.
- Experience in translating procurement related documents from English to Khmer.