

Terms of Reference

Project Title : Livelihood Enhancement and Association of the Poor (LEAP) Project
Position : Provincial Infrastructure Consultant-PM&E Engineer (PIC-PMEE)
Location: Sub Management Team (SMT1), Siem Reap Provincial Administration
Duration : The duration of the contract is 36 months from the contract signing date subject to the annual assessment of the consultant performance, availability of funds and the needs for project.
Basis : Individual Consultancy Contract

I- BACKGROUND

The Royal Government of Cambodia (RGC) through the Ministry of Economy and Finance has received a Credit from International Development Associate (IDA) to fund the Livelihood Enhancement and Association of the Poor (LEAP) Project. The project is a 5-year funded by the World Bank with IDA Credit number 5960-KH with the project code P153591. The project has a total budget of SDR 15,100,00, approximately USD 20,170,000 and became effective on May 26, 2017 and has a closing date of November 30, 2022.

The project development objective (PDO) is to improve access of poor and vulnerable households in selected communities to financial services, opportunities for generating income, and small-scale infrastructure, and to provide immediate and effective response in case of an eligible crisis or emergency. This would be achieved through the: (a) establishment of self-help groups (SHGs), savings and credit groups, producer groups, agricultural cooperatives and other peoples groups/organizations; (b) provision of capacity building and training to beneficiaries to improve their income generation opportunities; (c) establishment of private sector linkages to improve and expand market opportunities; and (d) identification and provision of community-based social and economic infrastructure to help improve livelihood and economic productivity of the poor.

The key beneficiaries of the project would be the ID Poor and vulnerable households in the target 47 communes and 13 Sangkats in Siem Reap Province and Phnom Penh Capital, respectively.

The project is divided into four components. These are:

- Component 1: Improving Livelihoods for Rural Poor and Vulnerable Households
- Component 2: Improving Livelihoods for Urban Poor and Vulnerable Households
- Component 3: Project Management, Coordination, and Monitoring & Evaluation
- Component 4: Contingent Emergency Response

The organizational structure of the project involves government implementing agencies oversight by a Project Coordination Office (PCO) located in the Ministry of Interior (MoI), and two Sub-Management Team (SMT) located at Siem Reap Provincial Administration and Phnom Penh Capital Hall with Khan and Commune/Sangkat level facilitators. MAFF/GDA will be the technical Implementing Agency (IA) responsible for the agriculture livelihood support for beneficiaries in Siem Reap Province.

The Project Coordination Office (PCO) supports and facilitates executing agencies in their component implementation, and is responsible for project management and coordination, procurement and finance, reporting and communicating with the World Bank and key stakeholders.

II- OBJECTIVE OF THE ASSIGNMENT

The PIC-PMEE will be based in Sub Management Team (SMT1), Siem Reap Provincial Administration and responsible for providing professional assistance to Sub Management Team (SMT1), LEAP to implement, coordinate, and monitor project Infrastructure activities under the project in accordance with the agreed and applicable procedures, guidelines, and the financing agreement of the project.

III- SCOPE OF THE CONSULTING SERVICES

Provincial Infrastructure Consultant (PIC) will work closely with the Provincial Planning and Investment Division (PPID) in Siem Reap Provincial Administration. This will include, but not be limited to the following:

1. Technical Support

- The Consultant will lead the preparation of the technical design for bidding documents based on investment priorities reached in each target commune through participatory methods prioritizing the views of poor and vulnerable households, and supervision of implementation/construction work of civil work packages in Siem Reap province. 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 LEAP PIM, C/S PIM, Safeguard policies and related policies.
- Provide technical support for the SMT1 Technical Unit regarding to the technical aspect and following the LEAP PIM, C/S PIM Safeguards policies and other policies;
- Support and work with Provincial Planning and Investment Division in the process of prequalification of contractors (where necessary), preparation of the bidding documents, evaluation of bids and contract preparation for LEAP Commune/Sangkat in Siem Reap provinces for all civil works projects.
- Assist the Provincial Planning and Investment Division to ensure that contract cost estimates produced by the Technical Support Officers (TSO) are verified.
- Support the technical staff of Provincial Planning and Investment Division, and participate in technical audits of selected LEAP infrastructure contracts, after contracts are completed.
- The PIC is expected to work closely under the cooperation with the SMT1 and obtain verification for all the bidding and contractual documents of items related to civil works.

2. Monitoring and Evaluation

- Review feasibility studies and designs and cost estimates prepared by the TSO 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 TSO 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 TSOs.
- Monitor the LEAP 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 TSO to monitor the performance of contractors so that advice can be given to the LEAP SMT1, Provincial Administration, District Administration, 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 LEAP infrastructure projects, feasibility studies, field topographical and engineering design surveys, technical designs, preparation of standardized bidding documentation.
- Ensure the infrastructure sites are screened as per the requirements in the Environment and Social Management Framework (ESMF) and Resettlement Policy Framework (RPF) of the project
- Support ESMF and RPF technical training at site, if requirement

3. Capacity Building And Knowledge Transfer

- Conduct formal and “on-the-job training” for the TSOs who are assigned to work in the LEAP Social land Concessions (SLC) areas. Beneficiary communities will also play an important role in monitoring implementation of project funded works and services
- Build capacity and assist the TSO, relevant Commune Councilors and community procurement committee to monitor the implementation of infrastructure activities in their commune and SLC areas.
- Provide training in Commune contractor prequalification procedures, bidding and contract procedures to the relevant project staff, commune councilors and community procurement committee.
- Build capacity and assist the relevant Phnom Penh LEAP 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 CSF PIM.

4. Other Duties

- Coordinate with other LEAP Infrastructure Engineer Consultants and attend, as requested, national level forums on relevant infrastructure issues.
- Provide assistance, as required, to monitoring missions, audits, and site visits.
- Perform other duties as required by Provincial Project manager, LEAP Project Manager, and Project Director.
- Assist in the translation of relevant Commune/Sangkat, Provincial Administration Structure and other LEAP documents from Khmer – English – Khmer.

IV- OUTPUTS

The Consultant is expected to produce the following reports during the assignment period:

1. Inception Report two weeks after mobilization, defining the Consultant's work plan (Inception report) outlining the scheduled activities under the assignment and advising on any issues that may affect timely progress;
2. A report on Infrastructure progress to be submit to the Provincial Project Manager on a monthly basis and before each project meeting;
3. Weekly updated Infrastructure tracking Activities;
4. A monthly activity report and time sheet to be submitted to project finance officer and send to the Provincial Project Manager, detailing the tasks carried out by the Consultant, including achievements, constraints and next activities planned;
5. A final report identifying all outputs of the consultancy, lessons learned and recommendations for sustainability and further development in the future;
6. Training/ capacity building plan was established and numbers of hands-on training/ mentoring or on-the job-trainings to staff involved in the financial activities of the Project as part of knowledge and skills transfer; and
7. Findings and recommendation of internal auditors and external auditor will be discussed and implemented, documented and recorded.

V- CONTRACT TIMING/ DURATION

The duration of the contract is 36 months from the contract signing date subject to the annual assessment of the consultant performance, availability of funds and the needs for project. The consultant performance assessment will be carried by SMT (Siem Reap Province)-LEAP for the first six months of the service and annually based on the performance assessment.

VI- SUPERVISION AND REPORTING LINE

The Consultant will work under the direct supervision of LEAP SMT1 and under daily supervision of the LEAP Chief of Technical unit in Siem Reap Province, submitting reports to the PPCH-SMT with a copy to the chief of Technical unit.

VII- SUPPORT FROM LEAP PROJECT

1. The post holder will be based in the Siem Reap Provincial Administration with pre-approved visits to the commune, Phnom Penh to monitor project progress as required;
2. The SMT1-LEAP Project shall make available office accommodation with air conditioning, administrative equipment (printer, photocopier, phone & fax machine, email and internet connection) and office supplies for the purpose of the assignment;

3. The SMT1-LEAP Project will meet all national communications costs associated with the assignment;
4. Make available copies of all files and documents relevant to the project and its proposed interventions ;
5. The SMT1-LEAP Project will provide official transportation for official travel/missions during the course of the assignment;
6. Where workshops or presentations are needed as part of the assignment, the SMT1-LEAP Project will provide a suitable venue and reproduce materials for distribution to participants.
7. Provide support staff to enable the effective and efficient operation of the services.

IX- KEY MINIMUM QUALIFICATIONS REQUIRED

1. Bachelor degree (or higher is plus) in civil engineering field
2. At least 10 years of experience in infrastructure design, construction and supervision as well as project management experience;
3. Training and presentation skills
4. High level computer skills including CAD (essential) and thorough understanding of database design and management (highly desirable).
5. Previous and relevant experience, at least three years working with project related to CSF or Rural Infrastructure Implementation, the World Bank and/or with Government Officials
6. Familiarity with the principle issues related to policy, regulation and technology choice for construction, operation and maintenance of rural infrastructure;
7. Fluency in spoken and written Khmer and English.
8. Ability and willingness to travel regularly to the provinces;
9. Ability to work well in teams and to work independently with minimum supervision

X- PAYMENT PROCESS

Payment shall be made in United States Dollars to Consultant's bank account not later than 14 days following submission of invoices and time sheet.

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent subject to a maximum of eight hours per day in accordance with the rates agreed.