

## Terms of Reference

**Position** : Procurement Consultant  
**Project Title** : Cambodia Nutrition Project  
**Budget Line** : Credit no. 5807-KH  
**Duty Station** : NCDDS  
**Duration** : 1 years contract (with annual performance review and renewable)  
**Basis** : Individual Consultancy Contract

### **A. Background:**

The National Committee for Sub-National Democratic Development (NCDD) is an inter-ministerial committee mandated to oversee the policy reform of the decentralization and deconcentration and implementation of 10 years national program. The Secretariat (NCDDS) is responsible for facilitating in policy formulation and program coordination, responsible for daily works of NCDD, implementation of three-year Implementation Plan (IP3), program management and coordination, through its four Divisions: the Policy Development and Analysis Division; the Program Management and Support Division; the Monitoring and Evaluation and Information Division; and the Finance and Administration Division.

NCDDS is the implementing agency (IA) of the WB's financed Cambodia Nutrition Project. The main development objective (PDO) is to improve utilization and quality of priority maternal and child health and nutrition services for targeted groups in Cambodia.

The project will finance 'priority maternal and child health and nutrition services', a subset of interventions drawn from the MOH Investment Case (IC) for Reproductive Maternal Newborn Child and Adolescent Health and Nutrition (RMNCAH-N) in Cambodia. These priority services are aimed at reducing neonatal mortality, improving maternal and child nutrition, and improving routine immunization coverage. The priority services were defined in accordance with the expectation of the Royal Government of Cambodia (RGC) to converge interventions with known effectiveness to increase sustainability and efficiency of RMNCAH-N financing. Targeted groups include pregnant and lactating women and children in the first 1,000 days of life living in Mondulkiri, Ratanakiri, Kratie, Steung Treng, Preah Vihear, Kampong Chhnang, and Koh Kong provinces.

The project has three components: Component 1: Strengthening the Delivery of Priority Health Services; Component 2: Stimulating Demand and Accountability at the Community Level; and Component 3: Ensuring an Effective and Sustainable Response.

Component 1 leverages the HEF and SDG systems existing results-based health sector platforms to improve the supply-side delivery of priority interventions. The component will aim to improve the accessibility, affordability, and quality of these priority services. The component has two sub-components outlined below.

Component 2 will finance community-based interventions in the seven priority provinces to stimulate demand, increase utilization of facility-based priority services, and encourage the adoption of improved RMNCAH-N behaviors. Component objectives are to: i) strengthen the links between the sub-national authorities, the public health providers, and the citizens; ii) create demand and increase access to priority health and nutrition services; and (iii) strengthen public sector commitment and accountability to improve the availability and quality of priority health and nutrition services ; and (iv) use performance-based grants to improve (Sub National Authority) SNA delivery and sustainable financing of relevant social service activities linked with the project's priority services.

Component 3 will finance: i) central level actions needed to enhance the effectiveness and sustainability

of project investments; ii) development and delivery of modernized social and behavior change communication (SBCC) campaigns; iii) comprehensive monitoring, evaluation and adaptive learning; and iv) project management.

Component 1 and 3 will be implemented by the Ministry of Health and component 2 will be implemented by NCDD-S.

**B. Implementation of CNP respects the following principles:**

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

The Implementing Agency for component 2 of the CNP is the National Committee for Sub-National Democratic Development Secretariat (NCDD-S), which has overall responsibilities for operational aspects of the component 2 at the sub-national level including contract administration, financial management and operational monitoring and evaluation, as well as for overseeing implementation within the framework of decentralization and de-concentration reforms. CNP will implement for the period of 5 years (2019-2024) in 7 target provinces such as Mondulkiri, Ratanakiri, Kratie, Steung Treng, Preah Vihear, Kampong Chhnang, and Koh Kong provinces.

**C. Duties and Responsibilities:**

**The Procurement Consultant's** primary role is to assist NCDD-S to implement procurement and delivery of goods, works, and services in accordance with the approved Procurement Plan and the Project's Annual Workplan and Budget for CNP.

**Main duties:**

**The Procurement officer** is to assist NCDD-S on CNP Finance Management works including:

- Keep daily monitoring of the data in the Systematic Tracking of Exchanges in Procurement (STEP) which is the web based procurement System;
- Assist the Project (CNP) team in identifying the procurement requirements and provide necessary inputs for the overall Procurement Plan, including procurements to be done by NCDD-S. 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;
- Assist Bid Evaluation Committee (BEC) in preparing 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, submit to procurement review committee for approval and no objection letters from the IDA where required, arranging for the contract signing, and distribution to appropriate authorities;
- Support BEC in preparing 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, submit to PRC for approval and the IDA where required, assisting in contract negotiations, arranging for the contract signing, and distribution to appropriate authorities;
- Ensure that all procurement is carried out in accordance with the agreed procedures, including the Financing Agreement; the World Bank Procurement Regulation for IPF Borrowers, July 2016 and revised November 2017 and August 2018; the CNP

Environmental Management Plan and Indigenous People's Planning Framework; Government SOP and Procurement Manual for Externally Assisted Program/Project, as applicable;

- Monitor the timeliness of the procurement and delivery of goods, works, and services in accordance with the approved Procurement Plan and the Project's Annual Workplan and Budget;
- Ensure that an effective filing/record keeping system is established for the procurement to be done by NCDDS. Maintain a contract register with updated key procurement information of all contracts procured under the Project;
- 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;
- Provision of assistance to the sub-national levels in the preparation of the procurement documents;
- Assist the CNP-NCDDS and technical staff of the CNP in procurement process following the CNP Vol 2 OM (NCDDS), CSF PIM, and NCDDS Management System Guidelines;
- Provide trainings/coaching on SOP Procurement and Community Procurement Guideline to national, sub-national and communities staffs;
- Maintain and update the contract database;
- Monitor the contract implementation on goods, civil work and consultant service including field monitoring to check the actual status of each contract and prepare field report to CNP management and copy to FAD director.
- Provide day-to-day active technical support and advice to project management as related to procurement, contract management and their administration;
- In close coordination with relevance CNP team to monitor progress of contracts implementation to ensure that it abides by the stipulated contract.

#### **D. Supervision and Reporting**

The procurement Consultant reports directly to CNP's Project Manager under the guidance and direct supervision of the Head of FAD. The procurement Consultant works closely on a day to day basis with the FM team as well as CNP/NCDDS team.

The CNP procurement Consultant will prepare and submit monthly and quarterly progress reports on the tasks performed by him/her including upcoming monthly and quarterly plan to project manager and copy to FAD director.

#### **E. Required Qualifications, Skills and Competencies:**

- Bachelor degree in finance management, Business/Administration, Law or other relevant field
- At least 4 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 and NCDDS, especially system and structure of the sub-national administration is given a preference.
- Familiarity with RGC's Standard Procurement Manual and Bidding Documents for externally financed Projects.
- Comprehensive computer skills with minimum in Microsoft Offices.
- Proficiency in Khmer and literacy in written and spoken English.