

**National Committee for Sub-National Democratic Development Secretariat
(NCDDS)
Integration of Social Accountability into National and Sub-National Systems Phase II Project**

Terms of Reference

Position:	Procurement Assistant
Duty Station:	NCDD Secretariat, Phnom Penh, Cambodia
Duration:	Two years contract (with annual performance review)
Basis:	Project Support staff (Long Term)

1. BACKGROUND

❖ National Program on Sub-National Democratic Development

The Royal Government of Cambodia has committed to improve Sub-National Democratic Development (SNDD). The National Committee for Sub-National Democratic Development (NCDD) was established by Royal Decree to undertake the Organic Law and Decentralization and Deconcentration reform through Democratic Development. To implement these legal documents, NCDD developed the first 10-year National Program (National Program phase I) which is divided in 3 phases, or platforms. The first 4-Year Implementation Plan (IP3) of the NP, which ran from 2011-14, focused on developing Sub-National Administration (SNA) operational systems and procedures. The second phase (the IP3-II), which covers the period 2015-2017, aims to apply the new structures, systems and procedures developed during the first and second phase to improve SNA service delivery and governance. The third (the IP3-III), which covers the period 2018-2020 focuses on key priorities wish to achieve in the final phase of the NP and includes the continuing to strengthen the transfer of functions and to increase financial resource to SNAs. The National Program phase II (2021-2030) is approved and launched to continue strengthening the Decentralization and Deconcentration reform. NP-2 will be implemented in two five-year phases, known as IP5-I and IP5-II. The first implementation plan covers a period of five years from 2021-2025 (IP5-I) and the second implementation will cover the next five years from 2026-2030 (IP5-II).

❖ Social Accountability

Social accountability is an essential component for enhancing SNA service delivery and governance. Therefore, the Social Accountability Strategic Plan was approved by NCDD on July 11, 2013 and Frameworks for Implementation of the Social Accountability Strategic Plan have been developed and approved twice which are ISAF-I (2016-2018) and ISAF-II (2019-2025). The Strategic Plan and its frameworks have been implemented through the cooperation between the NCDDS, development partners and civil society organizations in order to enhance the constructive engagement between citizens and government as an integral element of governance arrangements through which public decision-making and action takes place. It includes all those activities in which citizens and their representatives can advocate for their interests (voice) and thereby check the performance of officials and service providers (accountability) as they make, implement and enforce public decisions (collective choices) relating to rights, regulations, investment/resources and service delivery.

The ISAF represents an integral component of the NP-SNDD; and for the second phase of ISAF, a project is developed and named as Integration of Social Accountability into National and Sub-National Systems Phase II funded by Worl Bank. The both phases of ISAF specify activities to be undertaken by the demand side – led by civil society organizations and the supply side-by government entities at national and sub-national level.

❖ *NCDDS Structure*

The NCDD Secretariat, responsible for supporting and coordinating the National Program for Sub-National Democratic Development (NP-SNDD) and the implementation plans, is comprised of four divisions as follows: The Policy and Analysis Division; the Program Management and Support Division; the Monitoring and Evaluation and Information Division; and the Finance and Administration Division. The responsibility for management of the ISAF has been mainly assigned to the Monitoring and Evaluation and Information Division (MEID).

❖ *Procurement Assistant (PA)*

NCDDS assigned a project team to manage and support the implementation in which one of them is responsible for procurement task. However, the project needs more technical support as well as capacity building to new procurement officer. NCDDS is seeking a qualified candidate for the position of Procurement Assistant to provide technical support to the procurement officer in managing project procurement, contract management and procurement in Systematic Tracking of Exchange in Procurement (STEP) which is a web based system created by the World Bank.

2. ROLES AND RESPONSIBILITIES

Main duties

Under the supervision of the project procurement officer at NCDDS, the procurement assistant is responsible for technical supporting to the procurement officer in terms of procurement and contract management as well as STEP. Specific responsibilities and duties include:

- a) Keep daily update the data entry in the Systematic Tracking of Exchanges in Procurement (STEP) which is the web-based procurement System;
- b) Assist on preparing necessary procurement documentation for the project related to goods, and services including the preparation of Invitation for Bid advertisements, Expressions of Interest (EOI) advertisements, bidding documents, organizing and conducting bid openings, evaluation reports, obtaining the necessary clearances from the PRC and No Objection Letters from the WB where required, arranging for the contract signing, and distribution to appropriate authorities;
- c) Assist the Project in identifying the procurement requirements and provide necessary inputs for the overall procurement plan;
- d) Assist distribution of bidding documents to contractors, bidders, suppliers;
- e) Monitor the timeliness of the procurement and delivery of goods, and services in accordance with the approved Procurement Plan and the Project Annual Work Plan and budget;
- f) Provision of assistance to the project team in the preparation of the procurement documents;
- g) Review request for payment from contractors or suppliers before submission to finance unit
- h) Compile data and prepare documents for consideration and presentation to the Project Manager;
- i) Assist the procurement Unit in all aspect of procurement activities and procurement filing;
- j) Assist in preparation and distribution of contracts to contractors, bidders, suppliers
- k) Monitor the contract implementation on goods and consultant service include field monitoring to check the actual status of each contract.
- l) Other duties as assigned by Project Manager.

3. REPORTING

The procurement assistant will report to Project Manager and copy to the procurement officer.

4. QUALIFICATIONS

The procurement assistant is expected to have the following qualifications:

Education/Experience:

- Education: at least bachelor degree in Business Administration or other similar qualifications.
- At least two (2) year experiences in general office responsibilities and procurement procedures included in the government SOP/procurement manual for externally financed projects and of World Bank/Asian Development Bank Projects or other development partners projects, and.
- Good communication in English and Khmer.
- Ability to follow oral and written instructions.
- Ability to work well with either alone or as part of the project team.
- Ability to work under pressure.

