

Administration and Procurement Assistant

Title: Project Administration and Procurement Assistant
Programme: Climate Adaptive Irrigation and Sustainable Agriculture for Resilience (CAISAR)
Duty station: Phnom Penh, Cambodia
Section/Unit: CAISAR Project Management Office at NCDDDS
Contract duration: 1 year, renewable upon satisfactory performance and available funding
Supervisor: NCDDDS CAISAR Project Manager

1. General Background

The Project is designed to assist the Ministry of Water Resources and Meteorology (MOWRAM) and National Committee for Sub National Democratic Development Secretariat (NCDDDS) with its strategic plans to modernize the irrigation sector. The overall goal of the Project is to make the agriculture sector in Cambodia climate resilient and sustainable.

The project goal and objective are to increase climate adaptation, mitigate the negative impact of extreme climate events, and improve the livelihoods of smallholder farmers and vulnerable rural communities in four provinces of Cambodia. The Project aims to make the agriculture sector in Cambodia climate resilient and sustainable through modernization of the irrigation sector by installing resilient irrigation systems. It will also enable farmers to adapt to climate risks and mitigate crop emissions through use of energy- and water-efficient technologies and practices. The Project will provide timely weather information and improved market integration, ultimately enhancing the livelihoods of vulnerable rural groups in the target provinces of Cambodia. The objective will be achieved by implementing three components that aim at addressing climate change vulnerabilities, increasing agriculture productivity, and developing institutional capacities.

The proposed project CAISAR will benefit more than 1.8 million people (Roughly 11% of its population) in four provinces across Cambodia viz, Kampong Speu, Kampong Chhnang, Kandal and Pursat. Identification of the target areas has been done based on i) greater prevalence of poverty, ii) higher exposure to disaster risk especially flood iii) higher vulnerability to climate change. The specific characteristics of each province, mapped against the criteria for selection.

2. Purpose and Scope of Assignment

The Admin and procurement assistant is to provide administrative support the Procurement Specialist in order to support NCDDDS/PIU to ensure that goods, works and consulting services are procured in a timely fashion in a highly competitive, transparent and fair manner, and in compliance with Procurement guidelines of the IFAD and the government procurement manual for externally funded projects/programs in Cambodia. The Consultant is based in NCDDDS.

Scope of Work

- Prepare all administrative letters related to procurement activities;
- Prepare advertisement to be placed in local and/or international media as appropriate;
- Publication of bidding documents and sell it to prospective bidders,
- Organize bid opening and keep records of bidding documents purchaser
- Help to preparing overall Annual Procurement Plans of the CAISAR by collecting all relevant information to group the goods & works and services into packages so that they will attract wider competition and draft the procurement plan in IFAD's procurement system
- Updating Contract Information and progress into Contract Management System

- Prepare bidding documents for goods, works and services that to be procured by the NCDDDS;
- Organize bids/proposal opening by inviting all PRC well in advance, conduct opening process, take notes and storage of bids/proposals in accordance in proper manner;
- Issue the notification of award to the winning bidder/consultant/contactor requesting the pre-requisite performance and advance payment securities and cross-check them to ensure that either the performance security/advance payment or retention monies are in full compliance with the requirements;
- Assist in resolving all procurement related issues;
- Monitor the timeliness of the procurement and delivery of goods, works, and services in accordance with the approved Procurement Plan and the Annual Workplan and Budget;
- Ensure that a proper filing/record keeping system is established for the procurement to be done by NCDDDS. Maintain contracts register with updated key procurement information of all contracts procured under the Project;
- Coordinate with the suppliers, Committee and all stakeholders on receiving and inspecting Goods purchased;
- Assist the Procurement staff on administrative work under NCDDDS by conducting Procurement Review Committee meeting, requesting the Meeting Room, prepare the Invitation Letter and Note on Procurement for Committees and all stakeholders;

3. Qualifications and Experience

Key qualifications

- Must have experience in implementing the procedures of the Royal Government of Cambodia (SOP), IFAD or other development partners.
- Experience working on projects involving rural road rehabilitation, particularly the National Program for Sub-National Democratic Development, would be an advantage.
- Minimum Bachelor's degree in Business, or Information Technology or other related fields;
- At least 3 years of experience in managing procurement for private sector and externally financing project(s);
- Familiar with SOP and procurement procedures of IFAD and other development partners;
- Demonstrate good records of past procurement assignments;
- Familiar with Decentralization System in Cambodia is an advantage
- Good communication skills in Khmer and English.