

National Procurement Specialist

Title: National Procurement Specialist

Programme: Climate Adaptive Irrigation and Sustainable Agriculture for Resilience (CAISAR)

Duty station: Phnom Penh, Cambodia

Section/Unit: CAISAR Project Implementation Unit 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. Objective of the assignment

The Procurement Consultant is expected to support NCDDDS/PIU to ensure that goods, works and consulting services are procured in a timely, competitive, transparent and fair manner, and in compliance with IFAD's Project Procurement Guidelines and the Government's Procurement Manual for Externally Funded Projects/Programs in Cambodia.

3. Scope of Work

- Prepare 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 – Online Procurement End-to-end System (OPEN); update the procurement plan during the project implementation as required;
- Update and monitor procurement and contract tracking and prepare procurement progress report. Regularly update information and data on implementation of planned procurement activities in OPEN, and periodically update contract data of all
- contracts (goods, works, services, grant agreements) and related payments into OPEN Contract Module;
- Review bidding documents for goods, works and services that prepare by procurement assistant to be procured by the NCDDS;
- Check the eligibility of the bidders/consultants on the IFAD/AIIB Listing of Ineligible Firms and Individuals;
- Evaluate the documents submitted by bidders, prepare draft clarification requests as necessary, and draft bid evaluation reports for PRC meetings, including the draft PRC's Minutes of Meeting;
- Ensure that the relevant oversight agencies are provided with copies of required documents for their reviews and/or approval;
- Issue the notification of award to the winning bidder/consultant/contractor 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;
- Ensure that all due tendering processes are strictly adhered to, including adequate publication of procurement notices, strict compliance with deadlines, transparent communications with bidders, and timely publication of bid results;
- Assist in resolving all procurement related issues;
- Monitoring performance of Contractors/Suppliers and Consultants in complying with the Terms of Contracts;
- Help to monitor the timeliness of the procurement and delivery of goods, works, and services in accordance with the approved Procurement Plan and the Project Annual Work Plan and Budget (AWPB);
- Facilitate Implementation Units in conducting the Individual Consultant's Performance Assessment in accordance with the agreed schedule and prepare the draft Contract renewal documents;
- Provide necessary procurement training, particularly hand-on training, for Procurement Assistant and staff;
- Ensure that all procurement activities are carried out in accordance with the agreed procedures, including the Financing Agreement; the IFAD Project Procurement Guidelines; Project Procurement Arrangement Letter (PPA); Government SOP and Procurement Manual for Externally Assisted Program/Projects, as applicable;
- Ensure that all prior review requirements, including obtaining IFAD's no objection, are complied with in a timely manner;

- Ensure proper record-keeping for all procurement activities, with a complete procurement file maintained for each process from initiation to contract finalization. All records should be organized in a manner suitable for regular audits and spot checks by supervision missions;
- Carrying out any other procurement associated tasks as may reasonably be assigned by the Project Director
- S/he will report to the Project Manager/Project Director. S/he will liaise closely with all consultants, relevant government staffs to ensure the procurement activities are carried out as schedule.
- Prepare urgent report on Procurement in Khmer and English up on request of Project Management;

4. Key qualifications

- Must have experience in implementing the procurement procedures of donors such as IFAD/ADB/WB/AIIB/EIB and the Royal Government of Cambodia (SOP).
- Minimum Bachelor's degree in business administration, or other related fields (Master degree in business administration or relevant subjects preferred);
- At least 5 years of experience in managing procurement of externally financing project(s);
- Familiar with SOP and the procurement procedures of donors such as IFAD/ADB/WB/AIIB/EIB;
- Demonstrate good records of past procurement assignments;
- Familiar with Decentralization System in Cambodia is an advantage.
- Show proven experiences in selecting and evaluating the consulting firms.
- Experience working on projects involving rural road rehabilitation, particularly the National Program for Sub-National Democratic Development, would be an advantage.
- He/she must have a proven track record of procurement of works and goods in at least 2 DPs financed projects.
- He/she must have good computer skills and be able to write well- structured reports.
- The Procurement Specialist will work in close cooperation with the Engineers, the project team, Procurement Review Committees (PRC).
- Fluency in Khmer and English.