

National Committee for Sub-National Democratic Development Secretariat (NCDDS)

Terms of Reference (ToR)

Senior Procurement Consultant

Sustainable Climate-Resilient Accelerated Local Economic Development (SCALED) Project

Title	: Senior Procurement Consultant
Duty Station	: NCDD Secretariat, Phnom Penh, Cambodia
Contract Duration	: 12 months on an intermittent basis, with possible extension based on satisfactory performance and project needs.
Market Approach	: National (Short-Term Individual Consultancy)
Expected Start Date	: December 2026
Contract Type	: Time-based contract, Intermittent
Grant Number	: E748-KH

1. Background

The 10-Year National Programs on Sub-National Democratic Development, Phase 2 (NP2, 2021-2030), was designed to implement the key decentralization and deconcentration policies, specifically the Law on the Management of the Capital, Provincial, Municipal, District and Khan Administrations (2008), Law on the Management of the Commune/Sangkat Administrations (2001). The NP2 aims at enhancing the delivery of public services and local development with mainstreaming of gender equality, social equity and inclusiveness and climate change adaptation through establishing the structures and governance systems of sub-national administrations to be modern, autonomous, efficient, transparent, and accountable in providing public services and local development. NP2 is implemented under leadership and management of the National Committee for Sub-National Democratic Development (NCDD) with assistance of NCDD Secretariat (NCDDS) for day-to-day management and implementation of the program.

The Royal Government of Cambodia (RGC), through NCDDS, is preparing the Sustainable Climate-Resilient Accelerated Local Economic Development (SCALED) Project to support implementation of the 10-Year National Program for Sub-National Democratic Development Phase 2 (NP2: 2021-2030). The project is expected to be implemented over a five-year period (2027-2031) with indicative financing of US\$80-100 million, primarily financed by the World Bank (WB) and other development partners.

The proposed Project Development Objective (PDO) focuses on three interrelated dimensions:

1. strengthening subnational administrations' resilience systems and capacities;
2. delivery of local economic and climate-resilient infrastructure; and
3. promoting citizen participation, social accountability, and inclusive service delivery.

The project consists of four components:

- Component 1: Local Resilience Systems Strengthening;
- Component 2: Local Resilience and Economic Investments;
- Component 3: Innovation and Learning; and

- Component 4: Coordination, Policy and Implementation Support.

2. Objective of the Assignment

The objectives of this consultancy are to:

- (i) Support NCDDS during the project preparation, including advanced procurement activities and project implementation.
- (ii) Provide the strategic rationale for procurement approaches and ensure full compliance with the applicable World Bank Procurement Regulations for IPF Borrowers and the Royal Government of Cambodia (RGC)'s Standard Operating Procedures on Procurement.

3. Scope of Work

3.1. Project Preparation stage

- Support NCDDS in preparing and updating the PPSD including: i) reviewing the project development objectives (PDO), components, and results framework to identify all anticipated procurement packages; ii) conducting strategic assessment of operating context and NCDDS's institutional capacity including its Project Implementation Unit; iii) conducting market assessment and analysis covering at a minimum the civil works, consulting services, and goods markets relevant to the project; iv) conducting procurement risk analysis; v) designing procurement approach and recommendations; and vi) carrying out other PPSD-related tasks as required under World Bank's PPSD guidance.
- Support NCDDS in drafting the PPSD
- Support NCDDS in preparing an initial Procurement Plan to reflect the decisions and justifications to be documented in the PPSD;
- Ensure the PPSD and Procurement Plan are appropriately sequenced with the confirmation of the project's component architecture following the Technical Design Review;
- Support NCDDS in drafting and updating the procurement section of the Project Operation Manual;
- Support NCDDS for advanced procurement activities during project preparation including preparation of project implementation manual (PIM), procurement arrangements for project effectiveness and implementation readiness, preparation of procurement documentation for the first 12 to 18 months of implementation;
- Prepare and finalize bidding documents, requests for proposals, expressions of interest, terms of reference, evaluation criteria for priority procurement packages identified for advance procurement;
- Coordinate with technical teams and implementing units to ensure timely preparation of technical specifications, terms of reference, cost estimates, and procurement requisitions;

3.2. Project Implementation stage

- Manage procurement processes for goods, works, non-consulting services, and consulting services in accordance with World Bank requirements;
- Prepare procurement notices and advertisements, conduct bidder/consultant eligibility checks, and manage communications with bidders and consultants;
- Support bid/proposal opening, evaluation, clarification processes, preparation of evaluation reports, and procurement committee meetings, including drafting minutes and recommendations for approval;

- Monitor procurement progress, maintain procurement tracking systems, and prepare regular procurement implementation and progress reports for project management, the Ministry of Economy and Finance, and the World Bank;
- Preparing a draft Bid evaluation report, Consultant Evaluation report for the project
- Facilitate contract award processes, including issuance of notifications, verification of performance and advance payment securities, and contract finalization;
- Provide procurement advice and assist in resolving procurement-related issues arising during project preparation and implementation;
- Monitor contract implementation, including delivery of goods, execution of works, and performance of consultants and service providers to ensure compliance with contractual requirements;
- Coordinate closely with procurement committees, implementing units, government agencies, suppliers, contractors, consultants, and the World Bank to ensure efficient and compliant procurement processes;
- Provide the procurement training and on the job training to government procurement officers.
- Perform any other procurement-related duties assigned by the Project Director or Project Manager as required.

4. Expected Deliverables

The consultant shall provide the following deliverable and technical support, including but not limited to:

- (a) **Updated Procurement Plan:** Review, update, and maintain the Procurement Plan and the Procurement Plan Data Sheet (PPDS) for the GFPP-SCALED Project, as required, in consultation with the Project Management and in accordance with the applicable World Bank Procurement Regulations and the RGC's Standard Operating Procedures (SOPs) for Externally Financed Projects.
- (b) **Procurement Processing and Contract Implementation:** Provide technical support to ensure that procurement packages processed during the Project Preparation and Project Implementation stages, as well as contracts under implementation, are managed in a timely manner and in compliance with the applicable World Bank Procurement Regulations, the RGC's SOPs, and other relevant contractual and project requirements.
- (c) **Procurement Reporting:** Provide procurement-related information, analysis, and inputs for the preparation of quarterly and annual project progress reports and other reports required by the Project Management.
- (d) **Capacity Building and Training:** Provide on-the-job guidance, capacity building, and training to the Project Procurement Officer and relevant project staff on the application of the World Bank Procurement Regulations and the RGC's SOPs, including procurement planning, processing, contract management, and reporting, as appropriate.
- (e) **Monthly and Other Required Reports:** Submit the following documents, as applicable:
 - i. Monthly request for payment of the Consultant's remuneration fee;
 - ii. Monthly service report summarizing activities undertaken, tasks performed, progress achieved, and outstanding issues;

- iii. Monthly consultant timesheet, duly completed and certified in accordance with the contract; and
- iv. Any other technical reports, documents, or information reasonably required by the Project Management in connection with the assignment.

All deliverables and reports shall be submitted in accordance with the agreed work schedule, applicable project requirements, and the Project's instructions.

5. Duration of the Assignment

The assignment will be conducted under a time-based contract on an intermittent basis for an initial period of 12 months, with possible extension based on satisfactory performance and project needs.

The Consultant may be required to travel to provinces, districts, and Communes/Sangkats as necessary.

6. Payments

The Consultant's remuneration rate shall be determined based on the Consultant's qualifications, relevant professional experience, and the mutually agreed contractual rate.

Payments shall be made on a time-based basis, calculated according to the actual working days and approved by the Project, subject to the maximum number of working days and the overall contract ceiling specified in the Contract. Each payment request shall be supported by duly completed certified timesheets, monthly services reports, and any other supporting documents required under the Contract..

7. Reporting and Supervision

The Consultant will report directly to the Project Director and/or designated Project Manager of NCDDDS. For technical implementation, the consultant will closely collaborate and maintain regular coordination with:

- Relevant technical and procurement departments of NCDDDS;
- NCDDDS will seek support from World Bank for technical guidance and review.

All deliverables shall be submitted in English. Khmer summaries may be requested where necessary.

The consultant is expected to:

- Participate in regular preparation meetings with the NCDDDS project team and the World Bank Task Team, are required;
- Provide brief written progress updates to NCDDDS upon request;
- Respond in a timely manner to review comments and requests for revisions from NCDDDS and the World Bank Task Team.

8. Required Qualifications and Experience

Education

- Minimum Bachelor's degree (Master's degree preferred) in Procurement, Business Administration, Public Administration, Law, Engineering or related field.

Professional Experience

- Minimum eight (8) years of relevant professional experience in carrying out procurement of works, goods and consulting services under World Bank or other multilateral development partners-financed projects;
- At least five (5) years of extensive experience including project preparation and implementing procurement assignments in accordance with the RGC's SOP on procurement for all Externally Financed Projects/Programs;
- Demonstrated familiarity with World Bank procurement regulations and procedures for Consulting Services, Goods and Works;
- Demonstrated ability to work cooperatively and effectively as part of a team;
- Experience supporting government agencies in Cambodia or similar contexts is highly desirable.

Skills and Competencies

- Strong technical knowledge of public procurement strategy and market assessment methods;
- Excellent analytical and report-writing skills;
- Ability to support a client-led drafting process while ensuring compliance with World Bank requirements;
- Fluency in English and Khmer are required.

9. Selection Method

The Consultant will be selected in accordance with the applicable procurement and consultant selection procedures of the World Bank Regulation and the RGC's SOP.

10. Ethical Considerations and Confidentiality

The Consultant shall:

- Maintain confidentiality of all project information and documents;
- Comply with applicable government and donor policies;
- Avoid conflicts of interest during the assignment; and
- Ensure that all outputs are original and of professional quality.

11. Administrative Support

NCDDS will:

- Facilitate access to relevant documents and stakeholders;
- Coordinate the PPSD methodology briefing with the World Bank;
- Provide available project information and background materials; and
- Review and provide feedback on deliverables in a timely manner, and support the no-objection process.

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