Terms of Reference

Position: Procurement Officer (PO)

Project: Local Governments and Climate Change Phase 3 Project (LGCC-3 Project) **Funded:** Green Climate Fund (GCF)

Location: NCDD secretariat and traveling to provinces

Contract Duration: 1 year, renewable upon satisfactory performance and available funding

Background

The 10-Year National Programs on Sub-National Democratic Development Phase 2 from 2021-2030 (NP2), was designed to implement 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) and Decentralization and Deconcentration (D&D) policies. The NP2 aimed to enhance 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 implantation of the program.

To achieve the above objective, NP2 identified five key components to be implemented, including (1) Leadership and coordination of reform, (2) Structures and system of sub-national administration, (3) Human resource management and development, (4) Fiscal decentralization and sub-national administration planning and budgeting systems, and (5) Public service delivery and local development.

The Local Governments and Climate Change Phase 3 (LGCC-3 Project) is developed to contribute to the implementation of the NP2 aimed at bolstering the climate resilience of communities through enhancing the capacity of local governments and their communities to access and effectively utilize funding for climate change adaptation investments. The project is funded by Green Climate Fund (GCF) and implemented in 3 target provinces of Battambang, Pursat, and Preah Vihear including 25 districts under management of the Project Management Unit (PMU).

The local governments play a critical role in addressing climate change through policy implementation, service delivery, and community engagement. This LGCC-3 project seeks to strengthen the capacity of local authorities to integrate climate change adaptation and mitigation into their planning and governance systems. The LGCC-3 Project applies to the LoCAL mechanism, including Performance-Based Climate Resilience Grants (PBCRG), which requires strong performance monitoring, environmental and social safeguards (ESS), and results-based management in line with GCF requirements.

The NCDDS will recruit Procurement Officer to work with the PMU.

1. Objectives of the Assignment

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

2. Scope of Work / Key Responsibilities

A. Procurement Planning & System Management

- Annual Procurement Planning: Prepare and update the LGCC-3 Annual Procurement Plan (APP) in line with NCDDS and GCF requirements.
- Procurement Tracking & Monitoring: Maintain procurement tracking records and the project management information system, monitor contract and payment progress, and prepare periodic procurement reports.

B. Bidding Process, Evaluation & Award Administration

- Bidding Documents: Prepare and review bidding documents, RFPs, and quotation packages.
- Eligibility Screening: Verify bidder, contractor, and consultant eligibility against applicable debarment lists.
- Bid Evaluation & PRC Support: Support bid evaluation, prepare BERs and clarifications, and document PRC decisions.
- Tendering Integrity: Ensure transparent, compliant, and timely tendering and contract award processes.
- Contract Award & Securities: Issue Notifications of Award and verify required securities and guarantees.

C. Regulatory Compliance & Donor Oversight

- Procurement Compliance: Ensure procurement activities comply with the LGCC-3 Financing Agreement, GCF/UNCDF Guidelines, and relevant RGC SOPs and Procurement Manual.
- Prior Review & Clearances: Ensure timely completion of prior-review processes and obtain required No-Objection Letters (NOLs) from GCF/UNCDF and relevant government authorities.

D. Contract Management & Performance Monitoring

- Delivery & Timeline: Monitor procurement processes and delivery of goods, works, and services against the approved Procurement Plan and AWPB.
- Contract Management: Support resolution of procurement bottlenecks and monitor contractor, supplier, and consultant performance against contractual, technical, ESS, and GESI requirements.
- Consultant Performance: Support performance assessments and prepare contract amendments or renewal documentation as required.5. Capacity Building, Archiving & Reporting

E. Capacity Building, Archiving & Reporting

- Capacity Building: Provide procurement coaching, technical guidance, and training to project staff and sub-national procurement units.
- Record Keeping: Maintain complete and organized physical and electronic procurement records to ensure audit readiness.

3. Qualifications and Experience

- Bachelor's degree in business administration, Procurement, or a related field; Master's degree preferred.
- At least 5 years of procurement experience in externally financed projects, including at least two donor-funded projects involving works and goods.
- Strong knowledge and experience in RGC SOP and major development partner procurement procedures, including UNDP, IFAD, World Bank, ADB, and GCF.

- Proven experience in procurement, including selection and evaluation of consulting firms, with a strong track record of successful assignments.
- Familiarity with Cambodia's decentralization system; experience with rural road rehabilitation and NCDDS-related projects is an advantage.
- Strong computer, communication, and report-writing skills.
- Ability to work effectively with project teams and Procurement Review Committees (PRC).
- Fluency in Khmer and English.

4. Reporting and Supervision

- The Procurement Officer will work under overall management of the Project Director and day-to-day management and supervision of the Project Manager.
- The PO will report directly to the Project Finance Manager and work closely with the PMU.
- Regular coordination with local government counterparts and development partners is expected.

5. Ethical Considerations

The Procurement Officer must adhere to principles of transparency, accountability, gender equality, social equity and inclusiveness, and environmental and social sustainability as well as ensuring compliance with national laws, GCF requirements, and project policies and guidelines.