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

Terms of Reference (ToR)

Procurement Consultant

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

Position	**: Procurement Consultant**
Duty Station	: NCDD Secretariat, Phnom Penh, Cambodia
Contract Duration	: 12 months (subject to satisfactory annual performance review with 3 months of probation)
Market Approach	: National (Individual Consultancy)
Expected Start Date	: November 2026
Contract Type	: Time-based contract, Long-term
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.

As part of project preparation, NCDDS is required to prepare a Project Procurement Strategy for Development (PPSD), Procurement Plan, and support the procurement process of Goods

and Consulting Service for SCALED. NCDDS is recruiting a qualified Procurement Consultant (long-term) to provide technical support to NCDDS in preparing procurement document for Goods and Consulting Services.

2. Objectives of the Assignment

The objectives of this consultancy are to:

(i) Assist 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 and Royal Government of Cambodia (RGC)'s Standard Operating Procedures on Procurement

3. Scope of Work

3.1. Project Preparation Stage

-Assist procurement officer and NCDDS in preparing and drafting PPSD and initial procurement plan;

-Assist procurement officer and 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;

-Support NCDDS in preparing the bidding documents, requests for proposals, expressions of interest, terms of reference, evaluation criteria for priority procurement packages identified for advance procurement;

3.2. Project Implementation Stage

-Conduct monitoring and review of procurement data and activities recorded in the Systematic Tracking of Exchanges in Procurement (STEP), the World Bank's web-based procurement management system, to ensure that information is accurate, complete, up to date, and processed in a timely manner;

-Assist procurement officer and the NCDDS in identifying the procurement requirements and provide necessary inputs for the overall procurement plan, including procurement to be done by PRC, BEC and CEC/NCDDS. The Procurement Plan will include contract packaging, cost estimates & delivery time (of goods, works and consultant services), procurement methods, WB prior/post review arrangements, and key procurement processing dates until completion of each contract;

-Assist procurement officer and NCDD in preparing necessary procurement documentation for the project related to goods, works including the preparation of Invitation for Bid advertisements, bidding documents, organizing and conducting bid openings, evaluation reports, obtaining the necessary clearances from the PRC, and BEC, arranging for the contract signing, and distribution to appropriate authorities;

-Assist procurement officer and NCDDS in preparing procurement documentation for consultant services including the preparation of requests for Expressions of Interest (EOI) advertisements, evaluation of EOIs and short listing, liaising with technical teams on the preparation of terms of reference, preparation of request for proposal documents, proposal evaluations, preparation of draft contracts, obtaining the necessary clearances from the PRC, BEC and CEC, assisting in contract negotiations, arranging for the contract signing, and distribution to appropriate authorities;

-Ensure that all procurement is carried out in accordance with the agreed procedures, including the Financing Agreement; the World Bank Procurement Regulations; Government SOP and Procurement Manual for Externally Assisted Program/Project, as applicable;

-Monitor the timeliness of the procurement and delivery of goods and services in accordance with the approved Procurement Plan and the Project Implementation Action Plan;

- Ensure that an effective filing/record keeping system is established for the procurement to be done by PRC, BEC and CEC/NCDD.

-Maintain contracts register with updated key procurement information of all contracts procured under the Project.

-Review of the existing procurement system of the agencies in the Project, identifying gaps and shortcoming, and recommending specific improvements for increasing efficiency, transparency and accountability in the administration, management and monitoring of the procurement within the Project to enable procurement to be carried out effectively; and

-Monitor the contract implementation on goods and consultant service include field monitoring to check the actual status of each contract and prepare field report to project management.

-Provide day-to-day active technical support and advice to the PPU as related to procurement, contract management and their administration;

-Monitor the progress of contract implementation to ensure compliance with applicable standards, procedures, contractual requirements, and the approved procurement timetable, with particular attention to the project schedule, budget, technical requirements, and contract management.

3.3. Reporting and Communication

The **Procurement Consultant** will report to the Project Director and designated Project Manager, copy to Procurement officer; prepare and submit monthly progress reports on the tasks performed by him/her, and quarterly reports on the status and progress of procurement under the Project.

4. Duration of Assignment

The assignment will be conducted under a time-based contract with 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.

5. Required Qualifications, Skills and Competencies:

5.1. Education:

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

5.2. Professional Experience:

- At least five (5) 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;
- Have demonstrated professional experience in donor financed projects in the areas of procurement and contract management. Experience on procurement with WB–financed projects is given a preference;

- Experience supporting government agencies in Cambodia or similar contexts is highly desirable;
- Familiarity with World Bank Procurement Procedures, Policy and Guidelines for Consultants' Services, Goods and Civil Works;
- Familiarity with RGC's Standard Procurement Manual and Bidding Documents for externally financed Projects;

5.3. Skills and Competencies:

- Strong technical knowledge of public procurement strategy and market assessment methods;
- Comprehensive computer skills with minimum in Microsoft Offices.
- Fluency in written and spoken English and Khmer.

6. Administrative Support

NCDDS will:

- Facilitate access to relevant documents and stakeholders;
- Coordinate the 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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