

**INGDOM OF CAMBODIA  
NATION RELIGION KING**

**MINISTRY OF INTERIOR  
LIVELIHOOD ENHANCEMENT AND ASSOCIATION OF THE POOR PROJECT (LEAP)**

**Terms of Reference**

- Project Title** : Livelihood Enhancement and Association of the Poor (LEAP) Project  
**Position** : National Procurement Consultant (NPC)  
**Location** : Project Coordination Office (PCO), Ministry of Interior (MOI), Phnom Penh  
**Duration** : The duration of the contract is 12 months from the contract signing date subject to the annual assessment of the consultant performance, and project fund availability and the business needs of the project.  
**Basis** : Individual Consultancy Contract

**I- BACKGROUND**

The Royal Government of Cambodia (RGC) through the Ministry of Economy and Finance has received a Credit from International Development Associate (IDA) to fund the Livelihood Enhancement and Association of the Poor (LEAP) Project. The project is a 5- year funded by the World Bank with IDA Credit number 5960-KH with the project code P153591. The project has a total budget of SDR 15,100,000, approximately USD 20,170,000 and became effective on May 26, 2017 and has a closing date of November 30, 2022.

The project development objective (PDO) is to improve access of poor and vulnerable households in selected communities to financial services, opportunities for generating income, and small-scale infrastructure, and to provide immediate and effective response in case of an eligible crisis or emergency. This would be achieved through the: (a) establishment of self-help groups (SHGs), savings and credit groups, producer groups, agricultural cooperatives and other peoples groups/organizations; (b) provision of capacity building and training to beneficiaries to improve their income generation opportunities; (c) establishment of private sector linkages to improve and expand market opportunities; and (d) identification and provision of community-based social and economic infrastructure to help improve livelihood and economic productivity of the poor.

The key beneficiaries of the project would be the ID Poor and vulnerable households in the target 47 communes and 13 Sangkats in Siem Reap Province and Phnom Penh Capital, respectively.

The project is divided into four components. These are:

- Component 1: Improving Livelihoods for Rural Poor and Vulnerable Households
- Component 2: Improving Livelihoods for Urban Poor and Vulnerable Households
- Component 3: Project Management, Coordination, and Monitoring & Evaluation
- Component 4: Contingent Emergency Response

The organizational structure of the project involves government implementing agencies oversight by a Project Coordination Office (PCO) located in the Ministry of Interior (MoI), and two Sub-Management Team (SMT) located at Siem Reap Provincial Administration and Phnom Penh Capital Hall with Khan and Commune/Sangkat level facilitators. MAFF/GDA will be the technical Implementing Agency (IA) responsible for the agriculture livelihood support for beneficiaries in Siem Reap Province.

The Project Coordination Office (PCO) supports and facilitates executing agencies in their component implementation, and is responsible for project management and coordination, procurement and finance, reporting and communicating with the World Bank and key stakeholders.

## **II- OBJECTIVE OF THE ASSIGNMENT**

The NPC will be based in Project Coordination Office (PCO), Ministry of Interior (MOI), and responsible for providing professional assistance to PCO of LEAP to implement, coordinate, and monitor project procurement activities under the project in accordance with the agreed and applicable procurement procedures, guidelines, and the financing agreement of the project. In doing so, he/she must work in close consultation and cooperation with PCO staff, and all concerned entities of LEAP. The NPC will work under the supervision and guidance of the Chief of procurement unit of PCO-LEAP.

## **III- SCOPE OF THE CONSULTING SERVICES**

National Procurement Consultant (NPC) will work closely with the Chief of Project Procurement /Procurement Officer and other relevant staff in all project, procurement and contract management aspects related to the project's operations. This will include, but not be limited to the following:

1. Assist PCO-MOI and SMTs in identifying the procurement requirement and provide necessary inputs for the procurement plan, including procurement to be done by PRC, BEC and CEC/LEAP. 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;
2. Assist PCO-MOI in updating the Procurement Plan and applying Systematic Tracking of Exchange in Procurement (STEP) for the project;
3. Assist PCO-MOI and SMTs in preparing the project's necessary procurement documents for goods and works including the preparation of Invitation for Bid advertisements, bidding/Request for Quotation documents, organizing and conducting bid openings, evaluation reports, obtaining the necessary clearances (from the Procurement Review Committee (PRC), BEC and CEC/LEAP, and No Objection Letters from the IDA where required, arranging for the contract signing, and distribution to appropriate authorities;
4. Assist PCO-MOI and SMTs in preparing procurement documents for consultant services including the preparation of requests for Expressions of interest (EOI) advertisements, evaluation of EOIs and shortlisting, 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/LEAP and the IDA where required, assisting in contract negotiations, arranging for the contract signing, and distribution to appropriate authorities;
5. Assist PCO-MOI and SMTs in ensuring that all procurement is carried out in accordance with the agreed procedures, including the Financing Agreement for the project; the World Bank/IDA Procurement and Consultants Guidelines; Government SOP and Procurement Manual for Externally Assisted Program/Project, as applicable;
6. Assist PCO-MOI and SMTs in monitoring the timeliness of the procurement and delivery of goods, works, and services in accordance with the approved Procurement Plan, the Project Implementation Action Plan, and contracts between PCO-MOI and

contractors, suppliers, and consultants; include field monitoring to check the actual status of each contract and prepare field report to LEAP management.

7. Assist PCO-MOI and SMTs in ensuring that a proper filing/record keeping system is established for the procurement to be done by PCO-MOI and SMTs. Maintain a contracts register with updated key procurement information of all contracts procured under the Project. For these purposes, the WB's Systematic Tracking in Exchanges of Procurement and the Procurement Tracking Form included in the government SOP/PM shall be used.
8. Provide guidance to involving Ministry staff to enable them to successfully carry out activities relating to procurement (i.e., preparation of technical specifications, terms of reference, among others);
9. 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;
10. Assist the LEAP project to translate the Procurement Document from English-Khmer-English when required.
11. Provision of assistance to the sub-national levels in the preparation of the procurement documents.
12. Assist the LEAP and technical staff in procurement process following the LEAP PIM, CSF PIM.
13. Collaborate with other concerned units where necessary to ensure smooth procurement process and contract management;
14. Other tasks as may be assigned and/ or delegated by the Chief of procurement unit and Director of the Project.

#### **IV- OUTPUTS**

The Consultant is expected to produce the following reports during the assignment period:

1. A report on procurement progress and contract management to be sent to the project management on a monthly basis and before each procurement review committee meeting;
2. The NPC will assist PCO-MOI in monitoring the procurement progress and updating procurement progress in STEP and Procurement Tracking Form on the weekly basis;
3. Updated monthly procurement progress reports and time sheet to be submitted to the Project Director and Project Manager and copy to the chief of procurement unit, detailing the tasks carried out by the Consultant, including achievements, constraints and next activities planned;
4. A Report identifying all outputs of the consultancy, lessons learned and recommendations for sustainability and further development in the future.

#### **V- CONTRACT TIMING/ DURATION**

The duration of the contract is 12 months from the contract signing date subject to the annual assessment of the consultant performance, availability of funds and the needs for project. The consultant performance assessment will be carried by MOI-LEAP for the first six months of the service and annually based on the *criteria for performance assessment* in annex 1 below.

#### **VI- SUPERVISION AND REPORTING LINE**

The NPC is overall direction of the Project Director, through the Project Manager under the daily supervision of the LEAP Chief of Procurement Unit, submitted the report to the Project Director and Project Manager and copy to the chief of procurement unit.

#### **VII- CAPACITY BUILDING AND KNOWLEDGE TRANSFER**

Develop and implement a procurement capacity building program for training of relevant government staff of the departments and ministries under the Project, particularly the PCO-MOI procurement unit, to enable them to successfully carry out procurement activities. Develop a 'learning culture', including regular learning opportunities and application of the learning and on-the-job training in the workplace. This will include, but not be limited to the following:

1. Conduct procurement training for relevant government staff of the departments and ministries under the Project.
2. Provide trainings/coaching on SOP Procurement and Community Procurement Guideline to national, sub-national and communities staffs.
3. Provide On-the-Job Training/Capacity Building and Transfer of Knowledge to assigned counterpart staff as required
4. Provide day-to-day active technical support and advice to the PCO,SMTs as related to procurement, contract management and their administration.

#### **VIII- SUPPORT FROM LEAP PROJECT**

1. The post holder will be based in the Ministry of Interior (MoI) with pre-approved visits to the provinces, Phnom Penh to monitor project progress as required;
2. The Leap Project shall make available office accommodation with air conditioning, administrative equipment (printer, photocopier, phone & fax machine, email and internet connection) and office supplies for the purpose of the assignment;
3. The Leap Project will meet all national communications costs associated with the assignment;
4. Make available copies of all files and documents relevant to the project and its proposed interventions ;
5. The Employer will provide official transportation for official travel/missions during the course of the assignment;
6. Where workshops or presentations are needed as part of the assignment, the Leap Project will provide a suitable venue and reproduce materials for distribution to participants.
7. Provide support staff to enable the effective and efficient operation of the services.

#### **IX- KEY MINIMUM QUALIFICATIONS REQUIRED**

1. Bachelor Degree in related fields such procurement, law, business/finance, administration or civil engineering etc.
2. At least 10 years of procurement experience in carrying out public procurement of goods, works and consultant services.
3. Have demonstrated professional experience with donor financed projects in the areas of procurement management. Experience with procurement under the World Bank-financed projects is given a preference.
4. Familiarity with World Bank Procurement Procedures, Policy and Guidelines for Consultants' Services, Goods and Civil Works will be an advantage.
5. Familiarity with RGC's SOP, Procurement Manual and Standard Bidding Documents for Externally financed Projects will be an advantage.
6. Proficiency in English (written and oral communication) skills to deliver complex technical documents, reports, papers and recommendations to the project;

7. Proven ability and experience in providing training and transferring procurement knowledge to project staff as needed to effectively manage the project procurement processes
8. Computer literate with a, thorough knowledge of the standard computer programs such as MS-Word, MS-Excel, Ms-PowerPoint, MS-Project, Email and Internet etc.

### **X- PAYMENT PROCESS**

Payment shall be made in United States Dollars to Consultant's bank account not later than 14 days following submission of invoices and time sheet.

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent subject to a maximum of eight hours per day in accordance with the rates agreed.

### ***Annex 1: criteria for performance assessment***

Performance assessment will be based on the following results areas agreed with the consultant. The below criteria for performance assessment that were developed based on the responsibilities included in the TOR.

#### **A- Technical Performance**

<b>No.</b>	<b>Description of Result Area</b>	<b>Result Indicator</b>	<b>Performance</b>
1	Implement the capacity building for LEAP staff in Section III. Scope of Services of the TOR	Assigned procurement staffs are trained according to agreed training plan.	
2	<b>Support for Procurement carried out by LEAP in points 1 to point 14 of Section III. Scope of Services of the TOR</b>	At least the key activities listed in point 1 to point 14 of the section III are implemented in satisfactory manner on the judgment of PCO-LEAP and the World Bank	
3	<i>Fulfill the performance report required in Section III. Scope of Services of the TOR</i>	All required reports are produced by the consultant and submitted to PCO-LEAP on time.	

#### **B- Behavioral Performance**

<b>No.</b>	<b>Description of performance area</b>	<b>Result Indicator</b>	<b>Performance</b>
1	Team work- collaborates with other consultants, and LEAP's staff	Positive performance feedback received other consultant and LEAP staff	
2	Learning and knowledge sharing-open to new ideas, transfer and share knowledge and applies knowledge in daily work	Positive performance feedback received other consultant and LEAP staff	