Ministry of Agriculture, Livestock and Irrigation
Department of Rural Development
National Community Driven Development Project
IDA Grant: H814-MM
Terms of Reference (C106)

Union Level –Senior Procurement Assistant (Local Consultant- 1 position)
12 person months

Background

The Republic of the Union of Myanmar has received financing from the World Bank towards the cost of its NCDD Project (NCDDP); website: (http://cdd.drdmyanmar.org), which is being implemented by the Department of Rural Development (DRD) of the Ministry of Agriculture, Livestock, and Irrigation (MOALI).

The procurement processes of the NCDDP follows the procurement guidelines of the World Bank which is categorized into two: procurement guidelines for Employment of consultant and procurement guidelines for goods, works and non-consulting services. The Procurement Unit at the Union Level of the NCDDP Project Management handles the regrouped procurement of goods and items that are distributed to all the townships covered by the NCDDP. The same Procurement Unit is also responsible for the selection of the TTA service providers and individual consultants needed to provide technical assistance in various areas.

The Senior Procurement Assistant will be part of the Procurement Unit at the Union Level with a specified responsibility for the regrouped procurement of goods and non-consultancy services and will be based in Office No. (36) in Nay Pyi Taw to have effective and efficient management of procurement of goods for the project. The senior procurement assistant will work under supervision of the Deputy Director and Director of Procurement and Logistics, following World Bank’s Guidelines for Procurement of Goods, Works and Non-Consulting Services under IBRD Loans and IDA Credits & Grants by World Bank Borrowers. The consultant having experience in wide knowledge of the sources of suppliers for purchasing of goods and equipment and in dealing with the costumers will be advantaged.

Main Tasks
The senior procurement assistant is adhered to the duties and responsibilities, including but not limited to the followings:

**Procurement of Goods**

1. Shall be responsible for all necessary procurement process in a timely manner for goods supply in the Union and Township Level according to the Procurement Plan.
2. Assist DRD staff in carrying out day-to-day procurement activities for purchasing of goods for union and township levels, according to Procurement Plan and following the World Bank’s Guidelines.
3. Prepare Invitation to Quote (ITQ) and bidding document for purchasing of goods under shopping and ICB methods.

TOR for Senior Procurement Assistant (Local Person-1 position)
4. Assist in evaluation, negotiation and prepare contracts for procurement of goods and prepare evaluation note to be presented to the Director for his acceptance.

5. After signing the contracts, the senior procurement assistant shall be responsible or assist DRD for all contract administration/contract management activities, the scope shall include but not limited to: contract modification (revision of specification, revision of delivery period etc.), inform suppliers of deficiency of goods received, withhold acceptance certificate when necessary, request corrective actions from suppliers, evaluate action taken by suppliers, conduct follow up review, exercise contract remedies (such as delay penalty for late delivery, withhold payment, dispute, termination of contract).

Fixed Asset Management

6. Create and manage inventory list and management of fixed assets for the goods and equipment delivered to the union and township offices.

7. Conduct field visit to the phasing out townships and prepare the Phasing Out Report following the already prepared report format for fixed asset and inventory management.

8. Organize and receive the monthly fixed asset report from the townships and summarize the key factors of the township reports.

9. Facilitate or assist Union and Township teams in repairing of damaged equipment.

10. Manage procurement filing for each respective procurement conformity with Government’s requirement and meet requirement for post review by the WB and for review by the Auditor.

Additional Tasks, if necessary

11. Assist in procurement training to the TTA staff at township and procurement staff at union office.

12. Any other duties with relevant to the procurement activities that may be assigned by DRD.

Reporting

The Senior Procurement Assistant shall report to the Director. The following deliverables are expected to be completed in due time and submit to the Director/Union Procurement.

- Fixed Asset Management Report (Monthly)
- Township Phasing out Report (As required)
- Quarterly IFR Report, and Annual Summary Report.

Duty Station

- At Union DRD Office in Nay Pyi Taw with travel to the townships when necessary and authorized by DRD.

Qualification Requirement

- Academic degree in management, business administration or related field. Professional certificated diploma in public procurement/logistics or related field will be desirable.

- At least 3 years working experience in public procurement, preferably under development projects, financed by international agencies including World Bank, Asian Development Bank etc.
- Experience or well understanding on the World Bank’s Procurement Guidelines and Myanmar Government tender procedures is an advantage.
- Strong knowledge in managing and procurement of goods, works and non-consulting services.
- Experience of supply contract management is an advantage.
- Having good command in English, Report Writing (both in English and Myanmar) and Presentation Skills
- Good computer skills on MS Word, Excel and Power Point, internet searching etc.

Interested Candidates must provide their updated curriculum vitae, indicating personal and technical skills, qualifications and experience in similar assignments. Expressions of Interest must be submitted in a written form (mailing to: procurement@ncddpmyanmar.org) in attention to the address below by **31 October 2019**.

**Attn:**  U Kyaw Swa Aung (Director),  NCDD Project Secretariat Office, Department of Rural Development, Ministry of Agriculture, Livestock, and Irrigation  Office No. 36, Nay Pyi Taw, Myanmar.  Tel & Fax: +95 67418637  Email addresses: procurement@ncddpmyanmar.org