

**Ministry of Livestock, Fisheries and Rural Development**  
**Department of Rural Development**  
**National Community Driven Development Project**  
**IDA Grant: H813-MM**  
**Terms of Reference (C23.1/2014, and C23.2/2014)**  
**Union Level – National Procurement Assistants, – 24 months each**

## **Background**

The Union Government of Myanmar has received a Grant of US\$ 80 million from the World Bank to implement a Community Driven Development Project. Department of Rural Development under the Ministry of Livestock, Fisheries and Rural Development (MLF&RD) has been mandated to implement a multi-year, multi-state community development project entitled National Community Driven Development Project (NCDDP) that would be supported through the grant from the World Bank. The development objective of the NCDDP is to support the Government's strategy to promote the Community Based Rural Development. For detail, please visit [www.cddrdmyanmar.org](http://www.cddrdmyanmar.org)

NCDDP intends to recruit two National Procurement Assistants with experience in contract management, and procurement of goods, small works in community and consulting services. One consultant will be mainly work for procurement of goods at Union level and assist townships and villages for procurement of small works and goods at township and community level. The other consultant will be mainly work for procurement of consulting services at union level. The consultants may back up each other when needed. The procurement assistants will work under supervision of International Procurement Expert under Union TA and DRD procurement unit following World Bank's Procurement Guidelines for Procurement of Goods, Works and Non-Consulting Services (red cover Guidelines) and Consultant Services (green cover Guidelines) under IBRD Loans and IDA Credits & Grants by World Bank Borrowers [January 2011]. The consultants having experience in community procurement practices are preferable.

## **Implementation Arrangements**

The Consultant shall provide his/her services to the NCDDP and will be based in the CDD Secretariat Office of DRD at Naypyitaw with travels to the project Townships and villages when project needs. The Consultant shall be contracted for **24 months subject** to a review after 3 months' probation period. The expected commencement date for this consultancy position is **Mid February 2015**.

The Consultant's contract may be extended beyond 24 months, subject to the needs and availability of funds, as well as the performance of the consultants. The Consultants shall observe the Government regulations and official working hours (Monday to Friday, 9:00 am to 12:30 am and 1.30 pm to 4:30 pm). The services are expected to start in February, 2015.

## **Detailed Duties**

The Procurement assistants shall provide support to the DRD procurement Unit for effective and efficient implementation, management and coordination of procurement

activities of the Project and in ensure the core principles of the World Bank's Procurement Guidelines are adhered to the following duties and responsibilities of the individual:

1. Assist DRD in carrying out day-to-day procurement activities at union level according to the project's procurement plan.
2. Manage procurement file packages of Goods and consulting services at union level, and assist Township DRD at township level for project operation needs.
3. Prepare Invitation for Quotation (IFQ) and bidding document for purchasing of goods under shopping and ICB methods.
4. Assist the recruitment process of the consultancy services, prepare Request for Express of Interest (REOI) and advertise, prepare Request for Proposal (RFP)
5. Assist developing Terms of Reference for Firms and Individual Consultants.
6. Assist evaluating Quotations for procuring goods and CVs, EOI, and Technical Proposal and Financial Proposal for consultant selection.
7. Assist preparing Evaluation Report for both procurement of Goods and consultancy services.
8. Assist managing and participate contractual activities of consultancy services and purchasing goods at Union Level, including arranging advertisement for Invitation For Bids(IFB), REOI, and contract award information, bid/proposal opening, contract negotiation etc.
9. Provide on-the-job procurement training to DRD staff at union and township level.
10. Together with DRD procurement officers, provide procurement training for community facilitators(CF), Technical Facilitators (TF), village tract project support committees, village committees and village volunteers
11. Prepare relevant inputs into the procurement progress reports
12. Any other duties with relevant to the procurement activities that may be assigned by DRD

### **Required Qualifications**

- Academic degree in engineering, management, business administration or related field.
- At least 5 year working experience in public procurement, preferably under development projects, financed by international agencies including World Bank, Asia Development Bank etc. The experience on the World Bank's Procurement Guidelines is a plus.
- Strong knowledge in managing and procurement of consulting services and logistic goods and services.
- Having good command in English writing and speaking.
- Good computer skills on MS Word, Excel and Power Point, internet searching etc. .