

Department of Rural Development
National Community Driven Development Project
IDA Grant: H814-MM
Terms of Reference
National Procurement Assistant and Trainer (Ref: C23)

Background

The Republic of the Union of Myanmar has received financing from the World Bank to implement a Community Driven Development Project. Department of Rural Development under the Ministry of Agriculture, Livestock and Irrigation 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.cdd.drdmyanmar.org

NCDDP intends to recruit Procurement Assistant/Trainer with specified experience in both conducting of community training and procurement practices under the development project. The consultant will be mainly working for project procurement unit for providing his/her input to assist townships and villages for procurement of small works and goods at township and community level under the project operational manual.

Detailed Duties

The Procurement assistant/trainer shall provide support to the DRD procurement Unit for effective and efficient planning, implementation, management and coordination of procurement activities following to the project operational manual:

- 1. Assist DRD in carrying out day-to-day procurement activities at union office.**
- 2. Manage all training activities of community level procurement practices following to the guidelines in project operational manual. Start Up training for new townships and refresher training for old townships are provided once per year.**
 - a. Prepare and Plan the training for township procurement staff
 - b. Provide training to the township procurement staff and if needed, project facilitators.
 - c. Together with township procurement staff, design and/or modify the standard template for training activities (Training Strategy, action plan, training schedule and training need assessment etc.)
 - d. Collect data for training need assessment and fulfill the needs of procurement training in township.
 - e. Prepare training evaluation report after each training organized by union

procurement unit.

- f. Prepare summary training evaluation report for trainings completed by township procurement staff at township and community level.
- 3. Assist in performance evaluation of township procurement staff, community and technical facilitators and procurement sub committee (PSC) in understanding of procurement practices.**
 - a. Standardize forms for assessment of capacity level of procurement staff and facilitators in procurement practices.
 - b. Evaluate and prepare assessment report for the capacity of procurement staff and community in procurement activities.
- 4. Assist in modifying of township and community procurement Guidelines if necessary, to be apart of the project operation Manual.**
- 5. Help in recruitment processes of CF/TF and project experts and manage the direct contract with project staff in the townships where TTA services are ended.**
- 6. Review and analysis the progress of community and township procurement activities and report to the procurement director.**
- 7. Together with union procurement team, conduct the procurement assessment trips to the project townships and prepare feedback report to be submitted to the project director.**
8. Any other duties with relevant to the procurement activities that may be assigned by DRD

Required Qualifications

- Any academic degree preferably in procurement, engineering, management, business administration or related field.
- At least 3 year working experience in public procurement and/or community procurement practices under community development projects, financed by international agencies including World Bank, Asia Development Bank etc.
- The experience on the World Bank's Procurement Guidelines in procurement of goods, small work is a plus.
- Previous experience in planning, scheduling, managing, delivering and evaluation of community procurement trainings is advantage.
- Having good command in English writing and speaking.
- Good computer skills on MS Word, Excel and Power Point, internet searching etc. .

DURATION OF WORK

- **12 months full time assignment starting from September, 2017** and extending base on the needs of project and satisfactory qualifications of the consultant.

