

Ministry of Agriculture, Livestock and Irrigation, Department of Rural Development
National Community Driven Development Project
IDA Grant: H814-MM
Terms of Reference (C98/2019) [Draft]
National Procurement Assistants for Townships
(17 Posts ^(*) in 12 months full time contract)

Background and Rationale

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).

Procurement at community level is one of the main activities in the use of block grants for the implementation of the numerous NCDDP sub projects. The Procurement at community level is assisted and monitored at Township level by DRD's procurement staff and the procurement officer (PO) of the township level technical assistance team (TTA). In the 20 townships of the 4th cycle where PO engagement have now ended, DRD intends to replace the vacant key expert (PO) positions with the national procurement assistants, including by drawing on strong CF/TFs with a track record of outstanding performance.

The National Procurement Assistant, under supervision of Union Procurement Unit, shall take place the PO of TTA in performing all disciplines of the project procurement activities including providing necessary trainings and close guidance to the Community and Technical Facilitators (CF and TF) and to the village project committees. The National Procurement Assistant shall be working in communicating with the Union Level Procurement Resource Person (the consultant) who is recruited by the DRD for a purpose of overseeing all township and community Level Procurement with consultation of the Union Procurement.

If required, the PRO shall also support and assist the procurement activities at Union and Townships.

The national procurement assistant will be contracted for full time one-year agreement and performing all duties/ tasks specified as below for each position at all times faithfully, industriously, and to the best of their skill, ability, experience and talents.

Detailed Duties

The Procurement Assistant is adhered to the duties and responsibilities, including but not limited to the followings;

Community/ Township Level Procurement Management

1. Assist TDRD/ CF/TF in carrying out day-to-day procurement activities at the township and community level according to the project's procurement procedures.
2. Support and monitor the procurement sub-committees of the village development support committees in undertaking their duties.

3. Assess whether the procurement implementation follows the procedures and the forms as per the Operational Manual at both the township and the community level.
4. Check the community procurement implementation files and give guidance to the committee members and CF/TFs to have well-prepared and complete documentation for each procurement file Assist and facilitate the procurement staff and CF/TF to have correct data of the community procurement for MIS system and reports.
5. Facilitate or collect to receive feedbacks, suggestions and findings from the township DRD Counterparts, community procurement members and other stakeholders.
6. Support TDRD/CF/TF in the day-to-day administration, filing, record keeping and archiving of all documents related to procurement.
7. Following to the guidelines from Union Level, manage inventory list and management of fixed assets for goods and equipment delivered to the township office.
8. Assist TDRD in preparing and submission of the monthly report for the updates of fixed assets.

Trainings

9. Provide on-the-job procurement training to the community facilitators and technical facilitators
10. Together with DRD procurement officers, organize and monitor procurement training for village tract project support committees, village sub-committees and village volunteers.
11. Coordinate with the Union training team for all required aspects of procurement trainings.

Others

12. Prepare relevant inputs into the quarterly township progress reports
13. Support the township DRD staff during procurement reviews and Bank implementation support missions.
14. Does training needs assessment not necessarily limited to procurement at township and community level and provide casual procurement trainings for the targeted groups.
15. If needed, explore the ways to extra motivate the committee members and CF/TF in terms of delivering high standard procurement through specific capacity building efforts and consult with the Union Procurement team for feasible programs of the staff capacity building and motivation.
16. Any other duties with relevant to the procurement and project activities that may be assigned by DRD.

Reports and Deliverables

The consultant shall prepare and submit a **Monthly PERFORMANCE REPORT** to the Union Procurement Unit within 7 days of each and every month serviced. (Report template and contact person will be provided in the contract) Apart from the findings, the PERFORMANCE REPORT will also include suggested corrective measures and ways to upgrade procurement service delivery as a

whole. If so required, the consultant shall follow up any challenges/issues and corrective measures resulting from the report or any other action based on the Union team's recommendation.

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

Sr	Deliverables (In English but in Myanmar Later)	Due
1	Performance assessment Report for CF/TF and Village Committee for their participation in project procurement implementation union the template and indicator provided.	Within 10 days of every quarter month
2	Monthly Report for Fixed Asset Management following to the template provided by Union Level. (The Assistants shall assist to TDRD to complete this report)	Within 28 days of every month
3	Recommended modifications to the procurement part of the OM	When Requested
4	Procurement training assessment for village committee members and CF/TF using the template and indicators provided.	For every trainings/ events

Required Qualifications

- Academic Bachelor degree, Bachelor of Technology (in Engineering).
- At least 3 year working experience in community based projects similar to the NCDDP (OR) At least 2 years (24 months) working experience in the NCDDP
- Preferably with over 1 years working experience as in similar position for this assignment or Procurement Officer in NCDDP.
- Strong knowledge in social and/or technical facilitation skills, community mobilization and managing of procurement activities in community level.
- Communicable in English writing, speaking, Report writing and presentation skills.

(*) Name of Townships

SR	TSP	V	VT	Remarks
1	Pyawbwe	318	75	
2	Yamethin	258	63	
3	Kun Chan Kone	148	43	
4	Kyauk Tan	96	45	
5	Pyinmana	150	30	
6	Nathogyi	190	64	
7	Hparsaung	57	8	One Cluster, One Consultant
	Bawlakhe	29	8	
	Maisae	24	6	
8	Loikaw	180	13	One Cluster, One Consultant
	Shartaw	107	4	

9	Matupi	145	63	
10	Saw	118	63	
11	Hteelin	95	71	
12	Pauk	235	67	
13	Ngaputaw	435	83	
14	Pandaung	210	39	
15	Paung	167	50	
16	Moekaung	104	40	
17	Hsesi	337	13	