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**Ministry of Agriculture, Livestock and Irrigation, Department of Rural Development**  
**National Community Driven Development Project**  
**IDA Grant: H814-MM**  
**Terms of Reference(C101)**

**Community Procurement Resource Officer**  
**(18 months Contract with extendable condition)**

**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). Apart from assisting the DRD procurement staff and the Community and Technical Facilitators (CF and TF) in day-to-day procurement, the TTA team is also recruited to provide with the necessary multi-disciplinary technical assistance in the project including trainings and close guidance to the village project committees.

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. In addition the Procurement Unit is taking a role in the identification of areas for improvement leading to modifications and upgrading of the NCDDP Operational Manual, the delivering of the startup and refresher trainings for the procurement staff from the various townships and monitoring of all the procurement activities across all the townships.

The Procurement Resource Officer (PRO) will be part of the Procurement Unit at the Union Level based in Office No. (36) in Nay Pyi Taw and he/she shall oversee all township and community level procurement with consultation of the Union Procurement Unit to have effective and efficient management of project procurement and ensuring the core principles of the procurement guidelines of the Operational Manual. If required, the PRO shall also support and assist the procurement activities at Union and Townships.

**Detailed Duties**

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

**1. Procurement Guidelines in the Operational Manual**

If required, the Procurement Guidelines in the Operational Manual are usually revised and reworked annually on basis of the results of the Union Multi Stakeholder Meeting and suggestions made by the township officers. The consultant will;

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- a. Facilitate or collect to receive feedbacks, suggestions and findings from the township procurement officers, township DRD Counterparts, community procurement members and other stakeholders.
  - b. When necessary, formulate proposals to update the procurement guidelines and the related forms in both English and Myanmar and after formal validation, facilitate to incorporate the changes into the Operational Manual and make these also known and understood by all actors involved in especially township and community level procurement

## **2. Trainings**

- a. Provide the procurement part of Start Up trainings for new townships and/or new procurement staff as well as refresher trainings. (Refresher training should be arranged at least once per year but in line with the schedule of union training)
- b. Does training needs assessment not necessarily limited to procurement at township and community level and provide casual procurement trainings for the targeted groups.
- c. Prepare a specific procurement training schedule and estimated cost on a year by year basis including some room for ad hoc training sessions where and when required.
- d. Coordinate with the Union training team for all required aspects of procurement trainings.

## **3. Program Monitoring**

- a. Frequent Procurement Monitoring Missions (at least one 5 to 7 days- trip per month) to the townships/ Sub-projects to find the strengths and weaknesses of the community procurement implementation and share his/her findings and the best knowledge in the procurement related to the procurement staff/CF/TF and committee members.
- b. Assess whether the procurement implementation follows the procedures and the forms as per the Operational Manual at both the township and the community level.
- c. 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
- d. Facilitate and participate in Fact Finding missions and the Audit of the community procurement when asked by the Director.
- e. Assist and facilitate the procurement staff and CF/TF to have correct data of the community procurement for MIS system and reports.

## **4. Staff Performance Assessment (CF/TF and Village Committee Member)**

- a. Does performance assessment in terms of community procurement of the CF/TF and village Procurement Sub Committee members contracted by DRD directly and

verifies the performance assessments performed by the TTA for the CF/TF contracted by the TTA.

- b. 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.

## 5. Reports and Deliverables

The consultant shall prepare and submit a Procurement Monitoring Mission report (PMMR) for every township trip to the Director and share copy to the Union Procurement team within 5 days of arrival back to the duty station. Apart from the findings, the PMMR 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 PMMR or any other action based on the Director/ 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.	Develop Report Template of procurement monitoring trip	Before the first month end
2.	Develop Performance assessment template of CF/TF and Village Committee for their participation in project procurement implementation with performance indicators.	Before the second month end
3.	Recommended modifications to the procurement part of the OM	Before the second month end, need to timely modify
4.	Develop Annual Procurement Schedule and Standard Section Plan for Start Up training and Refresher Training with specification to the township to township needs.	Before the third month end, need to timely modify
5	Develop Template for procurement training assessment for village committee members and CF/TF	Before the third month end
6	Template for procurement Training Assessment (to be extended/ detailed to the current training evaluation template)	Before the third month end, need to timely modify
7	Regular Monitoring Trip report (PMMR)	5 days of arrival to duty station
8	Procurement Training Need Assessment Report	Every three months
9	Assessment Report for community Procurement implementation	Mid Term and cycle end
10	Contract execution report	One month before every 12 months or end of contract.

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## 6. Other Tasks

- a. Assist and participate in the project events, quarterly meetings, union MSR and all other project activities.
- b. Any other duties with relevant to the procurement and project activities that may be assigned by DRD.

### Required Qualifications

- Academic degree in social sciences, public administration or related field.
- At least 5 year working experience in public and community level procurement in community based projects similar to the NCDDP.
- Preferably with over 2 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.
- Additional skills in project assessment, staff performance evaluation and project evaluation.
- Good command in Both English and Myanmar writing and speaking, Report writing and presentation skills.

### Contract and Payment

The consultant shall be contract for the first 18 months fulltime with extendable condition and payment shall be monthly based.

Interested Candidates must provide their updated curriculum vitae, indicating personal and technical skills, qualifications and experience in similar assignments. A copy of the draft Terms of Reference (TOR) may be obtained from the following contact (by email) or the project website: <https://cdd.drdmyanmar.org/>

Expressions of Interest must be submitted in a written form (mailing to: [procurement@ncddpmyanmar.org](mailto:procurement@ncddpmyanmar.org)) in attention to the address below by **THU 09 MAY 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](mailto:procurement@ncddpmyanmar.org)