

**Ministry of Agriculture, Livestock and Irrigation**  
**Department of Rural Development**  
**National Community Driven Development Project**  
**IDA Grant: H814-MM**  
**Terms of Reference (C 58)**  
**Union Level – National Procurement Specialist (24 person months)**

## **Background**

The Union Government of Myanmar has received a Grant of US\$ 80 million and an Additional Financing of US\$ 400 million from the World Bank to implement a Community Driven Development Project. Department of Rural Development (DRD) 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 and additional financing from the World Bank. The **NCDDP's objective** is to enable poor rural communities to benefit from improved access to and use of basic infrastructure and services through a people-centred approach and to enhance the government's capacity to respond promptly and effectively to an eligible crisis or emergency. For detail, please visit [www.cddrdmyanmar.org](http://www.cddrdmyanmar.org)

From its launch in 2013 to 2016, the project has been implemented in 47 townships and will be gradually expanded to cover at least 63 townships across the country by next years. In each township, the NCDDP was originally implemented with the support of a township level technical assistance team (TTA), which are hired by DRD under four year's agreement to provide technical assistance and capacity building support to the township DRD team. These TTA teams are comprised of five (5) key experts as permanent field staff, a number of community and technical facilitators (CFs/TFs) proportional to the size of the township, one intermittent National Program Advisor and International CDD Expert per township cluster. From the client's role, DRD is responsible, with the World Bank's technical advice, for recruitment, contract management and payment for those TTA and Project Individual Staff.

NCDDP intends to recruit one or two National Procurement Specialist with specified experience in selection of consulting services, contract management and monitoring, and performance assessment of project staff. The procurement specialist will work together with the project Procurement team under supervision of the Director of Procurement and Logistics, following World Bank's Guidelines for Selection of Consultant Services, under IBRD Loans and IDA Credits & Grants by World Bank Borrowers [January 2011]

(If two consultants recruited, both will work on similar scope but may on different responsible townships. The consultants may back up each other when needed.)

## **Main Tasks**

With following to the principles of the World Bank's Consultants' Guidelines, the Procurement Specialists shall provide support to the DRD Procurement Unit in the following main areas:

**1) Selection of township level project technical assistant team and monitoring and managing the contracts.**

- a. The Procurement Specialists shall be responsible for all necessary selection process of Township Technical Assistants (TTAs) (consulting firms/NGOs/ Organizations) before awarding the contracts, and after contract signing, provide services for contract administration/ management. Contract administration/ management activities are including but not limited to: contract modification, resolve performance problem, follow up of consultants' activities, exercise contractual remedies whenever there is a dispute etc.) [ i.e.38 (TTA) have already been signed by 2016-2017 and further TTA for expansion townships will be recruited in year 5 of implementation (2017-2018)].
- b. Assist in evaluation, negotiation and prepare all contracts of consultant servicing firm for the project.
- c. Evaluate and prepare recommendation to DRD's Procurement Committee on selection of individual consultants (comparison of Cvs), both on new recruitment and replacement as requested by TTAs.

**2) Selection, contract preparation and management for Project Individual Consultants.**

- a. The Procurement Specialists shall be responsible for all necessary selection process of Project Individual consultants for Union, Regional and township levels (international/ national long term and short term) before awarding the contracts, and after contract signing, provide services for contract administration/ management which are including but not limited to: contract modification, resolve performance problem, follow up of consultants' activities, exercise contractual remedies whenever there is a dispute etc.)

**3) Responsible for Recruitment, Contract Preparation and management of Project Consultant Staff and Facilitators in the townships where TTA agreements are end and project staff are hired under director contracts with DRD.**

- 4) Review payment requests made by TTA and Individual Consultants against the conditions in contracts before sending for approval from Director of Procurement and Logistics and further sending to Finance Department.
- 5) Conduct and prepare Performance Appraisal Report for TTA staff and individual consultants.
- 6) Assist and supervise DRD junior procurement staff in all aspects of necessary procurement processes, to ensure compliant with the WB Consultants' Guidelines.
- 7) Manage procurement filing for each respective procurement conformity with Government's requirement and meet requirement for post review by the WB.

**Additional Tasks, if necessary**

- 8) Assist in procurement training to the township procurement staff.
- 9) Any other duties with relevant to the procurement activities that may be assigned by DRD.

### Expected Output

- Well-prepared filing documents and references ready for WB to conduct post review in each year and for auditing.
- Complete all procurement activities as planned and in a timely manner.
- Capacity of DRD staff on understanding of procurement and to carry on day-to-day works is increased.
- Complete all recruitment activities and contracting as planned and in a timely manner for the township IC, CF and TF.

### Reporting requirement and Deliverables

- Report to Director of Procurement and Logistics (through or with approval of DRD Procurement Officer/Deputy Director)
- Provide brief monthly Progress Report, 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 engineering, management, business administration or related field.
- At least 5 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 and Consultant's Guidelines is an advantage.
- Strong knowledge in selection of project staff and managing consulting services.
- Experience of staff contract management is an advantage.
- Having good command in English writing and speaking.
- Good computer skills on MS Word, Excel and Power Point, internet searching etc. .