

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

**Terms of Reference (C 74/2016)**

**Union Level – National Contract Management and Procurement Specialist**  
**(1 position - 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 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 development objective of the NCDDP is to support the Government's strategy to promote the Community Based Rural Development. For detail, please visit [www.cdddrdmyanmar.org](http://www.cdddrdmyanmar.org)

NCDDP intends to recruit one National Contract Management and Procurement Specialist with experience in contract management, small works in community, selection of consulting services and procurement of goods. The Contract Management and Procurement Specialist will work in Union Office in Naypyitaw with frequently travel to townships. The Specialist will work under supervision of the Director of Procurement and Logistics/Deputy Director/DRD Procurement Officer, following World Bank's Guidelines for Procurement of Goods, Works and Non-Consulting Services and Guidelines for Selection of Consultant Services, under IBRD Loans and IDA Credits & Grants by World Bank Borrowers [January 2011]. **The consultants having experience in community development projects 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 mid-term review after 12 months. 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 (Performance Appraisal Report). The Consultants shall observe the Government regulations and official working hours (Monday to Friday, 9:00am to 12:30am and 1.30pm to 4:30pm). The services are expected to start in January 2017.

## **Detailed Duties**

The Contract Management and Procurement Specialists 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 and Consultant's Guidelines. The consultant shall take two main duties in (1) recruitment process and contractual management to fill the vacant position of consultant

staff and facilitators in the townships where Technical Assistant Provider (Firms') contract were expired and (2) leading community procurement trainings for TTA, DRD and project staff. The Contract Management and Procurement Specialist is adhered to the duties and responsibilities, including but not limited to the followings :

#### Main Tasks

1. Conduct all recruitment process to fill in the vacant positions of Individual Consultant (IC), Community Facilitator (CF) and Technical Facilitator (TF) in the townships where Township Technical Assistant (TTA) contracts were expired. (CF/TF will be managed by DRD after two (2) years of the total four (4) years' assignment with TTA).
2. Prepare and manage the deployment contracts with IC, CF and TF in the Townships.
3. Conduct and prepare Performance Appraisal Report of the township IC, CF and TF.
4. Assist (if required by DRD) in promoting of CF and TF. [CF and TF who meet the criteria in the DRD Guidelines (Internal Reference) will be promoted to Junior TAs in their respective fields].
5. Prepare track record of all staff in townships and management of all filing record of selection of staff.
6. Together with project training team and with consultancy supervision, prepare community procurement training plans, outlines, section plans, training assessment tools, evaluation and training report to submit to the procurement officer/ director.
7. Through the consultancy meetings with TTA procurement experts and DRD procurement staff, revise the operational manual as need as for the project.
8. Prepare the necessary tools for and conduct monitoring trips to the townships to evaluate the success of community procurement implementation as a part of project objectives and report to the procurement officer and Director with possible suggestion.

#### Additional Tasks

9. Provide capacity building to the township DRD staff on good practices and hand on experience in procurement field.
10. Assist in procurement of goods, equipment and materials in the township procurement, if needed.
11. Any other duties with relevant to the procurement activities that may be assigned by DRD.
12. Back up each other with other consultants while they are out of the work.

#### Expected Output

- Complete all recruitment activities and contracting as planned and in a timely manner for the township IC, CF and TF.
- Capacity of T-DRD staff on understanding of procurement and to carry on day-to-day works are increased

- Improve the understanding and applicable skills of community adapting from the procurement trainings.

#### 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 Report, Staff Update & Assessment and Performance Appraisal 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 management, business administration or related field.**
- At least **3 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.
- Experience of staff selection and 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. .