

Ministry of Agriculture, Livestock and Irrigation
Department of Rural Development
National Community Driven Development Project
IDA Grant: H814-MM
Terms of Reference (C 58.1/2016 and C58.2/2016)
Union Level – National Procurement Specialists (2 positions)
24 person months each

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.cddrdmyanmar.org

NCDDP intends to recruit two National Procurement Specialists with experience in contract management, small works in community, selection of consulting services and procurement of goods. Both Procurement Specialist will work on similar scope but may on different responsible townships. The consultants may back up each other when needed. The procurement 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 project 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 Procurement Specialists shall provide support to the DRD Procurement Unit for selection of consultants and provide effective and efficient implementation, management and coordination of consultants' activities for the Project, following principles of the World Bank's Consultants' Guidelines. The Procurement Specialists are adhered to the duties and

responsibilities, including but not limited to the followings :

Main Tasks

1. 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 [i.e.18 Township Technical Assistants (TTA) under year 3 implementation for which contracts have already been signed; 20 TTAs under year 4 implementation for which contracts will be signed in November 2016 and 19 TTAs for which activities will start in year 5 of implementation (2017-2018)].
2. The Procurement Specialists shall be responsible for all necessary selection process of consultants before awarding the contracts for individual consultants (international/ national long term and short term).
3. Assist in evaluation, negotiation and prepare all contracts for item 1.
4. 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.
5. After signing the contracts, the Procurement Specialist shall be responsible for all necessary activities of contract administration/contract 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.)
6. Assist and supervise DRD junior procurement staff in all aspects of necessary selection processes under item 1 & 2 above, 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.
8. Review payment requests 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.
9. Conduct and prepare Performance Appraisal Report for TTA staff and individual consultants.

Additional Tasks, if necessary

10. Assist in procurement training to the TTA staff at township and procurement staff at union office.
- 11 . Assist in procurement of goods and materials, if needed.
- 12 . Assist in the selection and contracting processes for individuals under DRD deployment agreement in the townships where there is no Township Technical Assistants (TTA).
13. 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 are increased.

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, 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 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.
- Strong knowledge in 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. .