

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

Terms of Reference (C 75/2016)

Union Level – National Logistics 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.cddrdmyanmar.org

NCDDP intends to recruit one National Logistics and Procurement Specialist with experience in logistics management related to procurement of goods in public and private entities. The Logistics and 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 consultant having experience in wide knowledge of the sources of suppliers for purchasing of goods and equipment and in dealing with the costumers will be advantaged.**

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 Logistics and Procurement Specialist shall provide support to the DRD Procurement Unit for procurement of goods and provide effective and efficient implementation, management and coordination of procurement activities for the Project, following principles of the World Bank's Procurement Guidelines. The Logistics and Procurement Specialist is adhered to the duties and responsibilities, including but not limited to the followings:

Main Tasks

1. The Logistics and Procurement Specialist shall be responsible for all necessary procurement process in a timely manner for goods supply in the Union and Township Level according to the Procurement Plan.
2. Assist and supervise DRD junior staff in carrying out day-to-day procurement activities for purchasing of goods for union and township levels, according to Procurement Plan and following the World Bank's Guidelines.
3. Prepare Invitation to Quote (ITQ) and bidding document for purchasing of goods under shopping and ICB methods.
4. Assist in evaluation, negotiation and prepare contracts for procurement of goods.
5. After signing the contracts, the Logistics and Procurement Specialist shall be responsible or assist DRD for all contract administration/ contract management activities, the scope shall include but not limited to : contract modification (revision of specification, revision of delivery period etc.), inform suppliers of deficiency of goods received, withhold acceptance certificate when necessary, request corrective actions from suppliers, evaluate action taken by suppliers, conduct follow up review, exercise contract remedies (such as delay penalty for late delivery, withhold payment, dispute, termination of contract).
6. Create and manage inventory list and management of fixed assets for the goods and equipment delivered to the union and township offices.
7. Manage procurement filing for each respective procurement conformity with Government's requirement and meet requirement for post review by the WB and for review by the Auditor.
8. Building capacity of DRD procurement staff on good practices and hand on experience in the procurement field.

Additional Tasks, if necessary

9. Assist in procurement training to the TTA staff at township and procurement staff at union office .
- 10 . Assist in selection of consultants, if needed.
11. 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 and procurement of goods and consulting services.
- Experience of supply 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. .