

**Ministry of Agriculture, Forestry and Fisheries  
Cambodia Agriculture Sector Diversification Project (CASDP)  
IDA Credit No. 6366 KH**

**TERMS OF REFERENCE**

**National Procurement Assistant Consultant (NPAC)**

<b>Project:</b>	<b>Cambodia Agriculture Sector Diversification (CASDP)</b>
<b>Duty station:</b>	Ministry of Agriculture, Forestry and Fisheries, Project Coordination Office (MAFF-CASDP), Phnom Penh, Cambodia
<b>Section/Unit:</b>	MAFF - CASDP
<b>Contract/Level:</b>	Individual National Consultant
<b>Reference No:</b>	MAFF-CS-29
<b>Supervisor:</b>	MAFF-CASDP, Project Director and Project Manager of MAFF - CASDP
<b>Mode of Contract:</b>	Rolling annual contract with a probation period of three months. The annual contract will be extendable based on satisfactory performance in the preceding contract assessed by the project.

## **1. General Background**

The CASDP is a project to support the implementation of the Royal Government of Cambodia's to enhance market opportunities through an inclusive, beneficiary-led, market-driven approach leading to enhanced competitiveness and increased capacity to manage climate risks and to be implemented over 6 years. The Project Development Objectives are to facilitate the development of diversified agriculture value chains in selected geographical areas in Cambodia and to provide immediate and effective response in case of an eligible crisis or emergency. The Project has five components, including (a) Enabling Agriculture Diversification; (b) Supporting Public Infrastructure; (c) Improving Agriculture Information Systems and Quality Control Management; (d) Project Management, Coordination, and Monitoring and Evaluation; and (e) Contingent Emergency Response. The main beneficiaries of the project are: (i) farmers in selected project regions, both rural and peri-urban; (ii) agribusinesses (entrepreneurs and workers) participating in identified value chain development; (iii) general population in rural project areas; and (iv) project implementing agencies (IAs) at national and sub-national level. The project will operate within the targeted 12 provinces, plus in Phnom Penh, including Kampong Chhnang Battambang, Siem Reap, Preah Vihear, Stung Treng, Ratanakiri, Mondulakiri, Kratie, Tboung Khmum, Kampong Cham, Kandal, Kampong Speu. The provinces have been chosen for their suitable agroecological conditions for high-value products, with Phnom Penh as the location of many potentially participating Small and Medium Agribusinesses (SMAs).

## **2. Overall Project Management**

The Ministry of Agriculture, Forestry and Fisheries (MAFF) is leading the overall project management and coordination as Executing Agency (EA) and will include Ministry of Rural Development (MRD) and Ministry of Water Resources and Meteorology (MoWRAM) as Implementing Agencies (IAs) for the related public infrastructure support. The Ministry of Economy and Finance (MEF) will oversee the financial services support. Support will be provided for the establishment of a Project Coordination Office (PCO), chairs by CASDP's Project Director, and consists of MAFF, MRD, MoWRAM and MEF core team and management team, and the Secretariat of the Technical Working Group on Agriculture and Water (TWGAW).

### **3. Objective of the Assignment**

The objective of the National Procurement Assistant Consultant (NPAC) is to provide procurement related supports to the Procurement Unit at MAFF-CASDP. It is expected that the selected consultant will at all times observe the highest standard of professional ethics and integrity, and promote a results-oriented approach in the area of his/her responsibility and accountability.

### **4. Term of References and Scope of Work:**

Detailed tasks will include but not be limited to the following:

- a. Assist Procurement Team to ensure the approved annual procurement plan is implemented as planned and the procurement plan is updated regularly;
- b. Ensure that an effective filing and record keeping system is established for the procurement to be done, maintain a contract register with updated key procurement information of all contracts procured under the Project;
- c. Assist Procurement Team to prepare bidding documents, Evaluation report, RFP documents, as and when required;
- d. Prepare procurement document for goods and service of project operation included preparation of request for quotation, purchase order, quote evaluation and contracting.
- e. Search specification of equipment and materials to be purchased;
- f. Deliver equipment and materials to the project sites;
- g. Check the payment due under the procurement contracts and submit to Finance Unit.
- h. Facilitate the flow of the relevant procurement documents for PRC, CEC, and BEC signing.
- i. Facilitate the flow of the relevant procurement documents with MEF
- j. Regular update on the procurement tracking into Systematic Tracking of Exchanges in Procurement (STEP) and Maintain procurement records and files.
- k. Perform other tasks required by Chief of Procurement Unit, Project Manager and Project Director of MAFF-CASDP.

### **5. Reporting**

The NPAC will work with the Project's Procurement Team at CASDP-MAFF under the direct supervision and guidance of Chief Procurement Officer, and reporting to Project Director and Project Manager.

### **6. Qualification and Experience Requirements**

- a) Bachelor's degree in Business Administration, Accounting or related field.
- b) At least two (2) years previous experience with procurement procedures using the Procurement Guideline as indicated in the Updated Standard Operating Procedure issued by RGC' Sub Decree No. 74, dated 22 May 2012
- c) Knowledge of World Bank or ADB procurement guideline is an advantage.
- d) Fluency in written and spoken English and Khmer, as a most Khmer Unicode.
- e) Computer literate with a, thorough knowledge of the standard computer programs such as MS-Word, MS-Excel, Ms-PowerPoint, Email and Internet etc.