

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

**TERMS OF REFERENCE**

**National Community Procurement Consultant**

<b>Position(s):</b>	National Community Procurement Consultants (2 Positions)
<b>Project name:</b>	Cambodia Agricultural Sector Diversification Project (CASDP)
<b>Duty station:</b>	Ministry of Agriculture, Forestry and Fisheries, Phnom Penh, Cambodia
<b>Section/Unit:</b>	CASDP
<b>Contract/Level:</b>	Individual National Consultants
<b>Reference No:</b>	MAFF-CS-43-R1
<b>Supervisor:</b>	Project Director
<b>Mode of Contract:</b>	12 months and subject to renewal based on the project needs and satisfactory performance.

**I. General Background**

1. 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 of the CASDP 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 aims to support (i) facilitating integrated agribusiness investment; (ii) investing in farm-level organizations and farm productivity; (iii) expanding value chain linkages; (iv) stimulating agribusiness innovation; (v) investing in critical public goods which provide the supportive environment; and (vi) identification and provision of key economic infrastructure to remove constraints to diversified agriculture development.

2. The project has five components, including (i) Enabling Agriculture Diversification; (ii) Supporting Public Infrastructure; (iii) Improving Agriculture Information Systems and Quality Control Management; (iv) Project Management, Coordination, and Monitoring and Evaluation; and (v) Contingent Emergency Response. The key results the project expects to achieve are (i) Increase in the volume and value of gross sales at benefitting farms (percentage); (ii) Increase in the value of gross sales of benefitting agribusinesses (percentage); (iii) Share of the non-rice production area of participating farmers.

3. 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 operates in 12 provinces, plus in Phnom Penh, including Kampong Chhnang Battambang, Siem Reap, Preah Vihear, Stung Treng, Ratanakiri, Mondulhiri, Kratie, Tboung Khmum, Kampong Cham, Kandal, Kampong Speu, and other provinces that CASDP may operate. 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).

**4. *Implementation of CASDP respects the following principles.***

- a) Promote good governance and the rule of law;
- b) Support and strengthen the government rectangular strategy and the industrial development policy, related agriculture and agribusiness reform agenda of the Government, and support the poverty reduction agenda of the Government;
- c) Encourage civic engagement;
- d) Prevent environmental degradation;
- e) Promote transparency and accountability; and
- f) Ensure sustainable growth.

## II. Overall Project Management

5. The Ministry of Agriculture, Forestry and Fisheries (MAFF) is leading the overall project management and coordination as Executing Agency (EA). The Ministry of Rural Development (MRD) and Ministry of Water Resources and Meteorology (MoWRAM) are Implementing Agencies (IAs) for public infrastructure activities. The Ministry of Economy and Finance (MEF) oversee the financial services support. A Project Coordination Office (PCO) has been established, chaired by CASDP's Project Director, and consists of MAFF, MRD, MoWRAM and MEF core team and management team, and supported by the Secretariat of the Technical Working Group on Agriculture and Water (TWGAW).

6. **Reporting.** The Consultants is reporting to the Project Director with day-to-day work with the Project Managers at the MAFF, including units/specialized procurement team.

7. **Liaison and Cooperation.** The Consultants assisted the Procurement Teams of the CASDP and cooperates closely with other Firms and/or NGOs, international and national consultants, officers at MAFF as well as those team members at sub-national level, development partners, and other relevant stakeholders to support the CASDP implementation activities.

## III. Objective of the Assignment, Task, and Deliverables

8. The objective of the National Community Procurement Consultants is to support Agricultural Cooperatives (AC) to implement of the endorsed DPLs/BPLs (by the Advisory and Endorsement Committee) and focus on improving procurement process during the implementation of DPLs/BPLs. The Consultants are expected to provide advice and coaching supports to beneficiary ACs and to ensure that ACs implement the procedures as outlined in the AC Procurement Manual of CASDP. It is expected that the selected consultants will at all times undertake the highest standard of professional ethics and integrity, and promote a results-oriented approach in the area of their responsibility and accountability.

9. **Specific tasks and Scope of Work.** Detailed tasks will include but not be limited to the following:

- (a) Assist ACs to ensure that the approved procurement plan is implemented as planned and the procurement plan is updated regularly;
- (b) Advise and coach ACs over an extended time period in order to ensure proper processing and conducting for procurement of works, and goods on time.
- (c) Assist AC Procurement Committee to ensure that procurement activities under the endorsed DPLs/BPLs are in compliant with the Agricultural Cooperative Procurement Manual;
- (d) Assist ACs to prepare bidding documents of goods, works, bid advertisement/request quotation and bid evaluation reports in accordance with provisions of the Matching Grant Agreement and AC Procurement Regulations;
- (e) Provide technical support to AC Procurement Committees in conducting bid opening, preparation of the minutes of bid opening, evaluation of the bids, and preparation of bid evaluation report with recommendations for the award of contract of goods and works;
- (f) Assist ACs to handle procurement monitoring, record keeping and all correspondences related to bidding, bid evaluation, and contract arrangement;
- (g) Assist ACs to prepare quarterly procurement monitoring reports and provide recommendations on procurement implementation;
- (h) Provide on-the-job training and coaching on AC procurement to ACs to build their capacity and enable them to carry out procurement activities;
- (i) Prepare regular reports on AC procurement and contract management to submit to relevant stockholders within the project;
- (j) Provide assistance, guidance, and reports on AC procurement implementation;
- (k) Travel frequently to ACs's venues of operations to assure that adequate advice and supports to AC Procurement Committees are provided; and
- (l) Perform any other duties as required by the CASDP Project Director.

10. The project's results framework and monitoring (RFM) (attached to these ToRs) is a key guide for implementation progress and achievement of results.

11. **Duty Station:** The consultants will be based at MAFF/CASDP Office in Phnom Penh with frequent travel to the fields to support ACs implementing their procurement plans.

12. ***Experiences, Skills and Qualification Required.*** To be qualified for the position the candidates must meet to the minimum required qualifications as follows:

- (a) Bachelor's degree in Business Administration & Management/Civil Engineering, Law or relevant field.
- (b) At least 5 years of relevant experience in carrying out procurement of goods, works and consultant services under bilateral/multilateral funded projects/programs including WB, ADB, EU and other development donors. Have demonstrated professional experience with RGC's Standard Operating Procedures, Procurement Manual and Standard Bidding Documents for Externally financed Projects is an advantage.
- (c) Ability and demonstrated experience in providing procurement training is an advantage.
- (d) Fluency in written and spoken English and Khmer,
- (e) Flexibility and willingness to undertake frequent field missions in different provinces in order to provide support to ACs.
- (f) Comprehensive computer skills with minimum in use of Microsoft Office including familiar with Khmer Unicode.