

ADB Loan No. 4143-CAM: Livable Cities Investment Project

TERMS OF REFERENCE

Procurement Specialist (National)

A. Background

1. The Royal Government of Cambodia (RGC) has received a loan from the Asian Development Bank (ADB) towards the cost of Livable Cities Investment Project. The Project was approved on 18 November 2021 by the ADB Board of Directors, signed on 08 December 2021 between RGC and ADB, and became effective on 24 February 2022.

2. The project will support the inclusive and sustainable development of the secondary cities of Bavet, Kampot and Poipet. It will support the Government to provide: (i) 26,850 people with access to improved wastewater services; (ii) 91,130 people with benefits from improved solid waste management services, (iii) 23,960 people with benefits from reduced flooding through improved urban stormwater and drainage systems; and (iv) capacity development to strengthen the institutional capacity of the municipal administration in the operations and maintenance of public services.

B. Purpose of the Assignment

3. The Procurement Specialist (Consultant) is required to assist the Project Director in procurement matters and all stages of the procurement cycle of goods, works and services for all procurement methods (open competitive bidding, consultants' qualification selection, quality-and cost-based selection, quality-base selection, nonconsulting services, and request for quotation) to ensure that procurement is undertaken in conformity with ADB Procurement Policy: Goods, Works, Nonconsulting and Consulting Services, 2017 (as amended from time to time), and Procurement Regulations for ADB Borrowers: Goods, Works, Nonconsulting and Consulting Services, 2017 (as amended from time to time), and the Standard Operating Procedures and Procurement Manual for All Externally Financed Projects/Programs in Cambodia (2019, as amended from time to time). He/she will be based in Phnom Penh at the PMU but may be required to travel frequently to the field to assist the project implementation units with procurement and contract administration issues.

C. Scope of Work

4. The Procurement Specialist's duties and responsibilities will include, but will not be limited to the following:

- (i) ensure that procurement is carried out in accordance with the agreed procedures, including the Financing Agreement; the ADB Procurement Policy: Goods, Works, Nonconsulting and Consulting Services, 2017 (as amended from time to time), and Procurement Regulations for ADB Borrowers: Goods, Works, Nonconsulting and Consulting Services, 2017 (as amended from time to time); and the Standard Operating Procedures and Procurement Manual for All Externally Financed Projects/Programs in Cambodia (2019, as amended from time to time);
- (ii) draft bidding documents (BD) including invitation for bid (IFB) for all procurement of goods and civil works
- (iii) draft Procurement Review Committee (PRC) meeting minutes for Bid Opening and Bid Evaluation Report for all procurement of goods, civil works and services
- (iv) draft bid evaluation report (BER) for all procurement of goods and civil works
- (v) coordinate with technical teams to draft the Variation Orders including PRC minutes of meeting for civil works and consultant packages
- (vi) coordinate with technical teams on the preparation of terms of reference, prepare request for proposal documents (RFP), proposal evaluations, draft contracts, get the necessary clearances from the PRC and ADB where required, assist project in contract negotiations, and arrange for the contract signing,
- (vii) assist project director to develop annual procurement plans, update procurement plan, and monitor the timeliness of the procurement and delivery of goods, works, and services in accordance with the approved Procurement Plan and the Project

- Implementation Action Plan,
- (viii) resolve all procurement issue that interfere the efficiency of project implementation, and ask for clarification from bidders
 - (ix) prepare Delivery Letter to recipients of goods and services, and Certificate Acceptances and Letter of Completion to Suppliers and Services Providers,
 - (x) assist PMU to prepare inventory management of the project (Quarterly/annually updated Asset List)
 - (xi) ensure that an effective filing/record keeping system is established for the procurement to be done by the project, and maintain a contract register with updated key procurement information of all contracts procured under the project, and
 - (xii) perform other tasks as may be assigned and/ or delegated by the Project Director.

D. Minimum Qualification Requirements

5. The consultant must be meet the following minimum requirements:
- (i) at least a Bachelor's degree in Business/Administration, Law, Civil Engineering, or another relevant field,
 - (ii) at least 8 years general working experience with 5 years of experience in procurement management for the projects funded by ADB or the World Bank.
 - (iii) have demonstrated professional experience in donor financed projects in the areas of procurement management. Experience on procurement with ADB or the World Bank financed projects is given a preference,
 - (iv) familiarity with ADB or the World Bank Procurement Procedures, Policy and Guidelines for Consultants' Services, Goods and Civil Works,
 - (v) familiarity with RGC's Standard Procurement Manual and Bidding Documents for Externally financed Projects will be an advantage,
 - (vi) comprehensive computer skills with minimum in Microsoft Office, and
 - (vii) fluency in written and spoken English and Khmer.

E. Period

6. The period of this assignment is 24 months as intermittent basis.

F. Deliverables

7. The consultant will produce Monthly, Quarterly and Annual Reports