

**KINGDOM OF CAMBODIA
NATION RELIGION KING**

**LAND ALLOCATION FOR SOCIAL AND ECONOMIC Development PHASE III (LASED III)
IDA Credit No. 6706-KH**

**REQUEST FOR EXPRESS OF INTEREST (REOI)
National Procurement and Contract Management Consultant (Intermittent) (MAFF-CS-48)**

Duty station:	Ministry of Agriculture, Forestry and Fisheries (MAFF)
Issuance Date:	24 January, 2025
Closing Date:	10 February, 2025 at 5:00 pm. (Local Time)
Expected Contract Start:	Marc, 2025
Contract Duration:	152 working days spanning over 24 consecutive months (Intermittent Contract) with the possibility of extension depending on the project needs.

1. The Royal Government of Cambodia has received a loan from the World Bank for supporting the Land Allocation for Social and Economic Development Project III (LASED III). The project development objective is to provide access to land tenure security, agriculture and social services, and selected Infrastructure to small farmers and communities in the project areas.
2. The LASED III Project is now inviting eligible individual qualified applicants for National Procurement and Contract Management Consultant (Intermittent) (MAFF-CS-48) for the LASEDIII project. The applicant is instructed to submit Letter of Expression of Interest (EOI) and detail CV by or before **10 February, 2025**. In their Letter of Expression of Interest, the applicant must dedicate the preference target province they want to apply.
3. Main Tasks and Responsible:
 - Assist the project team to identify procurement requirements and provide necessary inputs for the ongoing development, monitoring, implementation and achievement of the project procurement plan. Work on the Procurement Plan will include contract packaging, cost estimates and delivery time (of goods, works and consultant services), procurement methods, prior/post review arrangements, key procurement processing dates and contract management.
 - Liaise with the technical team on the preparation of terms of reference for consultant services, technical specifications for goods and works, requests for proposal documents, proposal evaluations and preparation of draft contracts.
 - Ensure that all procurement is carried out in accordance with the agreed procedures, including the project Financing Agreement, the World Bank/IDA Procurement and Consultants Guidelines, Government Standard Operating Procedures and the Procurement Manual for Externally Assisted Program/Project, as applicable.
 - Prepare the necessary documentation for procurement of goods, works and services, including the preparation of Invitations for Bids, advertisements, Requests for Quotation documents and Request for Proposal documents.
 - Organize bid openings and evaluation meetings and prepare bid-opening reports and evaluation reports.
 - Obtain clearances from the Procurement Review Committee (PRC) as required.
 - Prepare the contracts and arrange for contract signing, and distribution to appropriate authorities.
 - 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.
 - Ensure that an effective filing/record keeping system is established for all procurement activities. Maintain a contract register and procurement tracking Assist Procurement Officer to prepare Contract Variation Orders, handle procurement monitoring, record keeping procurement process both in paperwork and system (STEP) and all correspondences relating to procurement process, bidding, bid evaluation, and contract arrangement.
 - Assist the Project Procurement Unit in regular reviews of the procurement system (STEP and MS Excel spreadsheet). Identify gaps and shortcomings in the system. Recommend specific improvements for increasing efficiency, transparency and accountability in the administration, management and monitoring of procurement within the Project.
 - Assist the project manager to manage all contracts of goods, works and services for project implementation;
 - Fulfil other duties requested by the Project Procurement Officer, Project Coordinator Manager/Project Director
4. Minimum Skills and Qualifications:
 - At least master's degree in business administration & management/civil engineering, Law or relevant field.
 - At least 5 years of relevant experience in carrying out procurement of goods, works and consultant services under bilateral/multilateral funded projects/programs including World Bank, Asian Development Bank, EU and other development donors.
 - Experience of procurement with the Royal Government of Cambodia's Standard Procurement Manual and Bidding Documents for Externally financed Projects will be an advantage.
 - Experience working with Government's Public Services/Projects / Programs is an advantage.
 - Ability and demonstrated experience in providing procurement training is giving an advantage.
 - Fluency in written and spoken English and Khmer.
 - Comprehensive computer skills with minimum in use of Microsoft Office and access.
5. For more detail information of tasks and responsibilities of the Agriculture Development Facilitator are detail described in the TOR, which can be obtained via the link below:

https://drive.google.com/file/d/19Ppi_jUnG24j4tj4yBEQhooMoCP-ViCH/view?usp=sharing (Link TOR Upload)

6. Further information can be obtained in writing at the address below during office hours from 8:00am. To 5:00 pm.
7. **How and Where to Apply:** The interested consultants are required to submit in writing a Letter of Expression of Interest including an outline understanding of the necessary assignment and expected work program, curriculum vitae, nominated referees (with contact details), by hard or soft to Ms. Thun Somanin, Procurement Officer, MAFF/LASEDIII via e-mail: somaninthun@gmail.com and copy to the email: chansengbou@yahoo.com, or hard copies to the address: Ministry of Agriculture, Forestry and Fisheries, Land Allocation for Social and Economic Development Project III (LASED III), Ground Floor of Techo Santepheap Building, #200, Preah Norodom Blvd., Phnom Penh, Cambodia.