

TERMS OF REFERENCE

Professional Service

1. Assignment Information

Assignment Title	Technical Consultant – Formulating Procurement Guideline
Organization	UNDP Cambodia
Post Level	Local Consultant, Individual Contract
Cluster/Project	Programme Unit
Duty Station	Phnom Penh, Cambodia
Duration	10 working days From 2 nd Week of July 2022 to 2 nd Week of September 2022

2. Project Description

Before the Covid 19 pandemic, Cambodia is undergoing many transitions – an emergent Middle-Income Country, with a growing middle class supported by a rapidly growing economy and deeper level changes given by societal modernization and the twin processes of industrialization and urbanization. Its development transformation from a near-history of conflict and social dislocation is dramatic. With economic growth topping 7% per year and a relatively equitable income distribution, poverty has declined dramatically to just 13.5% in 2014, and is likely to be below 10% today.

The outbreak of the Covid 19 in the world and in country has reversed development trend in Cambodia as the poverty rate has been double and the economic growth has contracted by -3.1% in 2020. The government in cooperation with development partners and various key actors have been working with great endeavor to contain the virus and return to normalcy as well as building back better.

As such, this is a time of opportunity, but also one of turbulence. Two key social policy challenges are the emergence of: (1) a large group of near-poor and vulnerable households, with incomes just above the poverty line; and (2) a remaining group of hard-to-reach extreme poor, often living in remote areas. The Royal Government of Cambodia (RGC) has recognized these issues with the launch of the National Social Protection Policy Framework (NSPPF).

With the government's support, UNDP has been implementing the Graduation Based Social Protection Project in Rovieng District of Preah Vihear Province and Tuek Phos District of Kampong Chang Province. The project is implementing a large operational pilot under which a Cambodian graduation package would be field-tested, and a rigorous Randomized Control Trial (RCT) methodology is applied to measure development impacts (treatment effects). RCT results and operational learnings will be used to enable and inform the adoption of a similar approach by RGC at scale.

UNDP has cooperated with the Ministry of Social Affairs, Veterans and Youth Rehabilitation to transfer cash to project beneficiaries. Capitalizing from the successful experiences of the current cash transfer program, UNDP and MoSVY has innovated a new digital system which enables for both cash transfer and promoting financial inclusion of those poor households at the same time. With the intertwined goals of social assistance and livelihood improvement, the ministry needs to upgrade their capacity to work on this multi-purpose scheme.

3. Scope of Work

The main objective of this assignment is to develop a procurement guideline which MoSVY can use to implement the GBSP project effectively and efficiently in compliance with UNDP's rules, regulations, and

policies. The guideline should be developed by using existing procedures via improving weaknesses/shortcomings and adding aspects which should be available based on UNDP's required standards or expectation.

Through the review of the Ministry's procurement policies and procedures, and in reference to the Harmonized Approach to Cash Transfer (HACT) and spot check's findings, key aspects should be identified, and solutions are provided. With the approval of UNDP and MoSVY on key contents, the guideline is fully developed. In case of substantial works are found, only key aspects are selected to address in line with the nature of the project activities.

The Technical Consultant will perform roles and duties as the followings:

- Consult with UNDP team about the guideline, standard requirements, and key working aspects;
- Work with MoSVY to develop workflow, concept, and design of the guideline;
- Collect the government's existing documents and assess their relevance and standard consistency;
- Use or amend existing standard procedure as well as develop new ones as needed
- Draft the procurement guideline;
- Present to UNDP and MoSVY, and address/improve based on comments;
- Hand over the project operational manual to MoSVY to review and feedback;
- Finalize the procurement guideline; and
- Provide training to MoSVY, especially assigned staff members

4. Expected Outputs and Outputs

Outputs/Outputs	Estimated Duration	Target Due Dates	Review and Approvals Required
Output 1: Inception report including a workflow and detailed workplan to complete the outputs is developed.	1 day	2 nd Week of July 2022	MoSVY project team, UNDP Project Management Specialist, Programme Analyst and Head of Programme and Results Unit
Output 2: The conceptual framework, contents, and outline of the procurement guideline is presented to MoSVY and endorsed.	2 days	4 th Week of July 2022	
Output 3: the full fledged guideline is drafted and submitted to MoSVY for review and feedback.	5 days	4 th week of August 2022	
Output 4: the procurement guideline is finalized based on comments	1 day	1 st week of September 2022	
Output 5: Training is delivered to MoSVY and assigned implementers/users.	1 day	2 nd week of September 2022	
Total working days	10 days		

5. Institutional Arrangement

The Technical Consultant will be working under the direct supervision of Project Management specialist in close consultation with Programme analyst and in cooperation with the MoSVY's project team. The consultant will be responsible to deliver all outputs stated above at the expected quality and timelines. Each output will be subsequently approved by the Head of Programme and Results Unit (to release the payment) upon satisfactory confirmation of the MoSVY project team, Project Management Specialist and

Programme Analyst. The consultant is responsible to provide technical expertise, facilitate with local stakeholders and build partnership as necessary, and train and supervise local agents as assigned to produce the outputs. The consultant needs to inform, consult, and maintain communication with UNDP Project Management Specialist and when problems emerge during the assignment period, especially if they affect the scope of the work.

6. Duration of the Work

The Technical Consultant will work from 2nd week of July 2022 to 2nd Week of September 2022. The consultant is expected to be on board on 2nd week of July 2022 and deliver all outputs no later than 4th week of September 2022.

7. Duty Station

Given the nature of the assignment, the Technical Consultant should have their own workplace at their own expense or homebased. The consultant may require working at the MoSVY office as needed.

8. Minimum Qualifications of the Individual Contractor

Education	Degree or certificate in procurement or related knowledge gaining from performing procurement works,
Professional Experience	<ul style="list-style-type: none"> • Five-year work experience as procurement specialist or consultant • Have substantial experiences on capacity building/training and institutional building for public and/or private sector, preferable on procurement • Have done previous assignments on producing procurement guideline or similar works
Other Competencies	<ul style="list-style-type: none"> • Time management (in managing outputs) • Team management • Professionalism, courtesy, patience • Outstanding inter-cultural communication, networking, and coordination skills. • Ability to work with people from different backgrounds to deliver quality products within short timeframe. • Be flexible and responsive to changes and demands. • Be client oriented and open to feedback.
Language Requirement	Fluency of English language and Khmer is essential. Ability to moderate a high-level meeting in English and Khmer.

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Degree or certificate in procurement or knowledge gaining from performing procurement works	20
Five-year work experience as procurement specialist or consultant	30
Have substantial experiences on capacity building/training and institutional building for public and/or private sector, preferable on procurement	20
Have done previous assignments on producing procurement guideline or similar works	30
Total Obtainable Score	100

Only candidates obtaining a minimum of 70 points (70% of the total technical points) would be considered for the Financial Evaluation.

10. Payment Milestone

The Technical Consultant will be paid on a lump sum basis (all-inclusive of expense relate to the above assignment including travels outside and inside the duty station and any tax obligation) under the following installments.

No	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of Output 1 and 2	4 th week of July 2022	50%
2	Upon satisfactory completion of Output 3, 4 and 5	4 th week of September 2022	50%