

TERMS OF REFERENCE

Position:	COMMUNITY PROCUREMENT OFFICER
Number of Position:	1
Supervisor:	Executive Director, Head of Procurement Unit
Location:	PRF Central Office in Vientiane with regular site missions to selected targeted provinces and districts
Technical Counsellor:	World Bank Procurement Specialists, PRF International Consultant
Close coordination with:	Head of Divisions, Provincial Managers, and Provincial Procurement Officers
Duration:	A one-year contract renewal subject to annual performance review and budget, with an initial probation period of 3 months

DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES

1. Comprehend and comply with all key project documents, in particular the Operations Manual and the Procurement Manual and the Community Procurement Guideline.
2. Prepare and update the yearly Community Procurement Plan and submit to the Word Bank
3. Prepare and maintain a record for tracking community procurement status for goods, works and consultants and submit to the Word Bank
4. Produce and develop the community training tools
5. Organize training to Provincial Procurement Officers, PRF staff at district, and district line department concerned to strengthen and enhance the knowledge regarding community procurement procedures especially the process of bid opening and evaluation and how the evaluation reports should be prepared to assist the Village Procurement Team in the sub-project
6. Monitor, follow up and record the procurement training provided by Provincial Procurement Officer to Village Procurement Team
7. Regularly attend the trainings for village team, as well as the bid opening and evaluation meetings at village as observer
8. Closely monitor, supervise and inspect all community procurement process and ensure all community procurement processes are done in accordance with the timeframe detailed in the Community Procurement Plan and within the PRF Community Procurement Guideline
9. Provide support for sub-project related, community contract management, including contracts/ amendments/change orders between PRF and communities and between communities and contractors/suppliers/consultants.
10. Maintain a record of names and addresses of contractors, suppliers and consultants to whom requests for bidding or quotations have been sent
11. Maintain a record of black-listed contractors, suppliers, and consultants with the supporting documentation clearly identifying the reasons for their rating
12. Oversee filing of all relevant community procurement documentation on file and ensure that all necessary documents and contracts for all the sub-projects are filed in order categorized by each sub-project. Copies of these relevant documents should also be provided to the Kumban for their reference in following up and inspecting the works when completed

13. Oversee and collect the unit cost information from Provincial Procurement Office and provide it to the National Engineering Division for preparing sub-project estimated costs each year before commencing the bid process.
14. Prepare monthly, quarterly and annual community procurement reports
15. Check and certify the payment for sub-project requested from village level, as well as the training budgets for village procurement team from PRF provincial office
16. Accompany World Bank missions for post review of community procurement process in the PRF target districts and provinces as requested
17. Other relevant tasks as required from time to time by the Project.

QUALIFICATIONS AND EXPERIENCE

- A University degree in fields related to Business Administration, or Civil Engineering, or Communications Development or other related fields
- At least 5 years relevant working experience directly with the community in the field of Community Procurement in remote areas
- Experience or knowledge about governmental, international project or World Bank procurement guidelines is an advantage
- Experience in training of trainers and community procurement training tools development and providing training on community procurement issues
- Ability to coordinate and work with ethnic minority group
- Good communication and social skills and strong teamwork/teambuilding capacity
- Good practical and problem solving skills
- Ability to work independently, but within the framework of the project's requirements.
- Good computer skills including MS Office
- Good typing skills in both Lao and English languages
- Willingness to travel to and work in provinces/districts for extended period of time
- Analytical judgement and ability to work under pressure and meet deadlines
- Well-developed organizational and task prioritization skills
- Fluency in English and Lao (writing, editing, reporting and speaking)
- Women and small ethnic group members are encouraged to apply