**Kingdom of Cambodia**

**Nation Religion King**

**Ministry of Rural Development**

**Project Management Unit (PMU)**

**National Restoration of Rural Productive Capacity Project (NRRPCP) (under the Covid-19 Crisis Recovery Facility)**

**AIIB Loan No L0446A**

**Project Management Specialist**

Position : International Project Management Specialist (Consultant)

Reports to : Project Director, PMU

Key Tasks : Project Management with core functions of Procurement and Contract

Administration

Duty Station : Ministry or Rural Development, Phnom Penh

Duration : 12 months with option for renewal based on performance and Project

Need.

1. **Background**

The Royal Government of Cambodia (RGC) has received financing from Asian Infrastructure Investment Bank (AIIB) in the form of a loan toward the cost of National Restoration of Rural Productive Capacity Project (NRRPCP).

**Objective:** To sustain the rural economy and livelihood of vulnerable rural population and returning migrants affected by the COVID-19 pandemic.

**Expected Results.** The Project objective will be achieved by maintaining and accelerating rural infrastructure spending; creating short term employment and income generation for the local residents and returning migrants; re-skilling and building capacity of local labor and national contractors to ensure quality infrastructure delivery building on the national standards established with the development partners; establishing foundations for learning and knowledge sharing among key project stakeholders to scale up rural infrastructure and rural basic services delivery in future programs.

The Project will also support the Government’s communications effort to: (i) enhance awareness of targeted rural population about social distancing and hygiene to help contain the spread of the current pandemic; and (ii) build their preparedness and resilience during COVID-19 and beyond. The Project is expected to generate the following key results in the targeted rural areas in five provinces, namely, Koh Kong, Pailin, Kampong Chhnang, Prey Veng and Tboung Khmum as an emergency response to the COVID-19 pandemic:

The Project has two components; namely, A) Component A - ***Investing in Rural Economic Development -*** Rural Road Infrastructure and Water Sanitation and Hygiene (WASH); and, Component B -- ***Strengthening capacity development and Project Management Support***.

It has been identified as immediate priority of the government’s COVID-19 response and carved out from the proposed comprehensive rural infrastructure program for funding under AIIB’s COVID-19 Crisis Response Facility (the Facility) - to support the government stretched fiscal space worsened by the COVID-19 pandemic; quickly restore rural productive capacity; and maintain rural infrastructure spending to sustain the rural economy and livelihood highly affected by the COVID-19 pandemic, especially local residents and returning migrants who lost their jobs due to the COVID-19 outbreak.

The types and approximate quantities of rural infrastructure to be constructed/ rehabilitated under this project is shown in the following table:

|  |  |
| --- | --- |
| **Types of Rural Infrastructure** | **Planned Quantity** |
| Rural roads with Double Bituminous Surface Treatment (DBST) | 260 Km |
| Rural roads with reinforced concrete pavement | 50 Km |

**Table 1 Types of Rural Infrastructures**

The Executing Agency for NRRPCP is the Ministry of Rural Development (MRD). The MRD is responsible for overall project coordination, planning, financial management, procurement and monitoring and evaluation (M&E).

The Project implementation period is from January 2021 to December 31, 2023.

1. **Objective of the Assignment**
2. Project Management Specialist (Consultant) will support the PMU in ensuring the effective implementation of all aspects of the Project and the facilitation of close coordination between the Project Management Unit (PMU) in MRD and Project Implementation Units in MRD Provincial Departments (MRD/PIU). One the core functions of the Consultant will be the administration of the all the civil works contracts under the Project. The Consultant will work with the Project Manager and staff of the PMU to ensure that the implementation complies with the provisions of the Standard Operating Procedures of RGC and the financing agreements between the Kingdom of Cambodia and AIIB.
3. The Consultant will report to the Project Director and his/her day-to-day activities will be coordinated and supervised by the Project Manager.
4. **Scope of Work**

The Consultant will assist the PMU in carrying out the following responsibilities:

* Support the overall management, facilitation, and supervision of project implementation;
* Assist in the preparation of the Project Implementation Manual consistent with the requirements of the AIIB and in compliance with the Government’s Standard Operating Procedures on Project Management; Procurement; and Financial Management and ensure implementation of the Project complies with them;
* Assist in undertaking the procurement of civil works, consulting firms and goods under the Project;
* Monitor the progress of civil works contracts; carry out contract administration functions to ensure civil works contacts are executed in accordance with the terms and conditions of the contracts; ensure that the civil work targets are achieved; and prepare brief monthly reports on progress versus targets;
* Overall supervision and performance monitoring of the construction supervision consultants;
* Assist in the preparation of the Annual Work Plans and Budget (AWPB) during Q4 of each year for timely submission to MEF and the AIIB;
* Prepare updated project implementation schedules based upon physical progress achieved;
* Conduct quarterly meeting in the PMU to assess the progress of the Project and discuss and prepare action plans to remedy any bottlenecks causing delays in implementation;
* Assist the Procurement Specialist of the PMU in updating the project Procurement Plan is regularly and that procurement activities remain on track;
* Assist the M&E specialist of the PMU to develop an effective Management Information System (MIS) to monitor physical progress against the annual work plans and the overall targets in the project log-frame;
* Prepare consolidated six-month and annual progress reports to report on physical and financial progress of the project including the identification and resolution of issues arising;
* Ensure submission in a timely manner of all reports to RGC, MEF and AIIB; and
* Other tasks related to the management and implementation of the Project.

1. **Supervision and Reporting**
   1. The Consultant will report to the Project Director of the PMU.
   2. The day-to-day supervision of the Consultant will be the responsibility of the Project Manager of the PMU. The Project Manager will prioritize the tasks and work plan of the Consultant on a monthly basis.
   3. The Consultant will prepare and submit a brief summary of the tasks undertaken together with the Time Sheet on a monthly basis to the Project Director through the Project Manager.
2. **Location, Timing and Duration**

* The Consultant will be based at PMU located at MRD in Phnom Penh, with regular travel to project sites in the provinces as required.
* The Contract will be initially for 12 months with a probationary period of six months. The Contract may be extended on an annual basis based on the requirements of the Project and performance satisfactory to the MRD and MEF.

1. **Qualification and Experience Requirements**

* At least a Bachelor’s Degree in engineering or related discipline relevant to the project scope from a reputable university;
* At least 20 years of experience in providing project management services in development projects funded by multinational development banks with at least 10 years of experience in contract management or supervision of civil works contracts;
* Experience in carrying out procurement of civil works and on the use of Government’s SOP on Procurement is desirable;
* Experience of working in Cambodia for on projects concerned with road infrastructure improvement is desirable;
* Demonstrated experience of successful establishment and management of all aspect of project management systems, procedures, and implementation;
* Proven track record in practical evidenced-based management practice in the efficient achievement of project results;
* Possession of high-quality attributes on leadership, facilitation, mentoring and coaching;
* Excellent spoken and written English and demonstrated abilities in the preparation of high-quality reports; and
* Good interpersonal skills and capacity to work effectively as part of the project team.