

**TERMS OF REFERENCE (TOR)**  
**Project Manager**  
**Project Coordination and Management Unit (PCMU), MEF (EA),**  
**Cash for Work Program for Rural Development**  
**And Livelihood Enhancement Project**

***12 person months (Intermittent Basis)***

**Objective and Scope of the Assignment**

The Project Manager (Head of the PCMU) through the effective leadership over the Project management and technical teams of staff members at national and sub-national level; and effective coordination with all agencies involved will be responsible for the professional oversight and handling of the overall aspects of the implementation activities within the whole scope of the Project. Under the supervision and overall guidance of the Project Director the Project Manager will work closely with the PCMU teams of specialists in Financial and Accounting management; in Procurement and Contracts management; in Engineering and Administrative Management support, coordinating all project activities with PIUs and PDs/ PPIUs, along with other agencies involved, following the Project procedures. The Project Manager will report to the Project Director.

**Minimum Qualification Requirements**

The Project Manager (PM) will have at least a Master's post-graduate degree (or equivalent) in business administration/ economics/ agriculture or in other related field; and at least 10 (ten) years of relevant professional experience. The PM Consultant is required to have at least 7 (seven) years of work experience on public sector projects in the relevant professional areas and with similar responsibilities, as mentioned below. Substantial working experience in project management of the Government programs at national and sub-national levels; and/or experience with the RGC Implementing Agencies/ Ministries in a professional support capacity, especially in agriculture and rural development sectors, will be an advantage. The specialist will be familiar with the Royal Government guidelines, regulations and procedures relevant to the area of his responsibility. Demonstrated advanced computer skills related to the MIS/ databases, spreadsheets and project planning tools are required. Fluent English language skills, and ability to maintain work communication with both international and Cambodian staff, are preferable.

The position will be based at the MEF/ PCMU office in Phnom Penh with periodic field supervision visits to the targeted provinces under the Project Components. The input will be for 12 months, from August 2017 to October 2018.

He/she will be responsible for:

- (i) ensuring provision to PIUs and PDs/ PPIUs and other agencies involved support, advice, guidance, all documents along with a proper handling of the Project signs and other activities necessary for the successful implementation of all Project components;
- (ii) assisting in planning/ scheduling of procurement actions;
- (iii) preparation of bidding and contract documents;
- (iv) assistance, as required, for procurement process under the Project, which includes technical as well as financial evaluation of bids/proposals in accordance with given evaluation criteria;
- (v) preparation standard agreement and contract documents;
- (vi) review, as required, agreements and contracts prepared by others; and facilitate, as required, award of contracts.

- (vii) coordinating efficient management of the endorsement process, including reviewing and recommending approval of proposed Sub-Projects' Lists, as well as the Project requirements and contracting parameters under the Project Components; comments, reports and all other relevant project documentation due following the requests submitted from PDs/ PPIUs through the PIUs under the overall project scope; ensuring timely preparation, communication and further implementation of all directives and decisions required;
- (viii) ensuring efficient preparation and coordinating regular update of detailed project implementation plans, including Operations Plan, Financial Plan and Procurement Plan; showing all of the processes to be adhered to and all time schedules properly integrated, so that the process is entirely defined and provided also with guidance on what must not be done, to mitigate risks and potential negative impacts to the Project implementation process.
- (ix) conducting day to day management and coordination, problem-solving, monitoring and control of the Project activities implementation and progress in accordance with the Project plans and budgets. This will entail establishing and effective operating a tracking system for project management monitoring, performance evaluation and timely reporting in cooperation with the PIUs, PDs/ PPIUs and other agencies involved. The Project Manager will have the key role to linking M&E; progress reporting and organization of activities, due inputs and outputs from all participants.
- (x) ensuring coordination of the efficient support leading to the successful conduct of operations, including the management of regulatory, financial, administrative, procurement, engineering and all other aspects of the overall scope of the Project at the national and sub-national levels;
- (xi) providing guidance and supervision in the establishment and efficient operation under the Project components of the procurement system cycle and contracting activities for civil works, goods and services packages in accordance with the appropriate procedures;
- (xii) ensuring the efficient functioning of sound finance and accounting systems throughout the Project; the implementation of all financial commitments and timely funds flow in relation to the Project activities; overseeing the appropriate endorsements and processing of all payments due following the requests submitted under the Project activities;
- (xiii) guiding the effective coordination of all engineering technical support activities in close cooperation with the Project components implementing agencies and organisations involved; in conduct of field visits, site inspections and spot-checks in targeted provinces, as necessary, in order to supervise and induce the implementation process;
- (xiv) guiding and overseeing the conduct of investigations of the irregularities, variations, delay and Force Majeure cases reported in the implementation of activities contracted under the Project; in processing the possible claims; in evaluating the situation, and undertaking appropriate remedy measures;
- (xv) ensuring the establishment and proper functioning of the Project reporting systems and coordinating the timely preparation and issuance of the Consolidated Project Progress Reports, the Project Completion and Outcome Evaluation Report; along with the preparation and delivery of all other necessary reporting under the Project on a regular and as required basis, as defined subsequently;
- (xvi) ensuring provision of assistance to the EA and the IAs with the updating the respective aspects, as necessary, and implementing use of its manuals and guides for the Project planning, implementation and management; ensuring these are all in line with the RGC guidelines on these subjects;

- (xvii) maintaining records, correspondence, and diaries; and provide the Client/ Employer with complete records and reports within the area of responsibility;
- (xviii) ensuring efficient provision of on the job training to the staff members of PCMU, PIUs, PDs/ PPIUs in all relevant aspects of the efficient management and implementation of the Project procedures; and
- (xix) undertaking any other project management activities, as necessary, and assigned by the Project Director.