

MINISTRY OF ECONOMY AND FINANCE
Cash for Work Program for Rural Development and
Livelihood Enhancement Project

REQUEST FOR EXPRESSION OF INTEREST (National)

RE-ADVERTISEMENT

1 Position of Infrastructure Engineer – (CfWRDLEP-PCMU-IE-1)

2 Positions of Irrigation Engineers – (CfWRDLEP-MOWRAM-PIU-IE-4/5)

1 Position of Finance Assistant – (CfWRDLEP-PCMU-FA-1)

1 Position of Administrative Assistant – (CfWRDLEP-MRD-PIU-AA-1)

1. The Royal Government of Cambodia has approved the Cash for Work Program for Rural Development and Livelihood Enhancement Project (CFWRDLEP). The Project requires the services of qualified and experienced five National Consultants for **one position of Infrastructure Engineer** (CfWRDLEP-PCMU-IE-1) and **one position of Finance Assistant** (CfWRDLEP-PCMU-FA-1) based at PCMU/Ministry of Economy and Finance, **two positions of Irrigation Engineers** (CfWRDLEP-MOWRAM-PIU-IE-4/5) based at Ministry of Water Resources and Meteorology (MoWRAM) and **one position of Administrative Assistant** (CfWRDLEP-MRD-PIU-AA-1) based at Ministry of Rural development (MRD).
2. The CWPRDLEP Project now invites expressions of interest from qualified and experienced individual national consultants to undertake the above-mentioned services, for which the detailed Terms of Reference (TOR) can be found at: <http://mef.gov.kh/gdicdm-cfwprdle-2020-1.html> and <https://mef.gov.kh/gdicdm-cfwprdle-2020-2.html> or can be obtained at the address given below. The consultant will be selected in accordance with the Government Standard Operation Procedures (revised December 2019).
3. In submitting their expressions of interest, national consultants are kindly requested to indicate the relevant reference “CfWRDLEP-PCMU-IE-1” for Infrastructure Engineer, “CfWRDLEP-MoWRAM-PIU-IE-4/5” for Irrigation Engineer, “CfWRDLEP-PCMU-FA-1” for Finance Assistant and “CfWRDLEP-MRD-PIU-AA-1” for Administrative Assistant and provide with cover letter and their updated Curriculum Vitae with recent photo, indicating personal and technical skills, education qualifications, experience in similar assignments, along with the names of three (3) referees with contact information (e-mail address, and telephone numbers).
4. The duration of the contract is 14 months with 12 months intermittent input (possible yearly extension).
5. Additional Information in a written form can be obtained at the address below during office hours from 8:00AM to 5:00PM at Office of Multilateral Cooperation 2, Department of Multilateral Cooperation, General Department of International Cooperation and Debt Management, Ministry of Economy and Finance, St.92, Sangkat Wat Phnom, Khan Daun Penh, Phnom Penh, E-mail: gdicdm@mef.gov.kh and copy to saman_meas@mef.gov.kh.
6. Expressions of Interest (CV and Cover Letter) may be submitted in electronic copy followed by the submission of a hard copy if possible and must be submitted to the address below on or before **24-March-2020** (before 17:00 hours, Phnom Penh Time). Only short-listed candidates will be contacted.

Attn: H.E. Pen Thirong, CWPRDLEP Project Manager
Director General, General Department of International Cooperation and Debt
Management, Ministry of Economy and Finance, St.92, Sangkat Wat Phnom, Khan
Daun Penh, Phnom Penh, E-mail: gdicdm@mef.gov.kh and copy to
saman_meas@mef.gov.kh.

TERMS OF REFERENCE (TOR)

Ministry of Economy and Finance Cash for Work Program for Rural Development and Livelihood Enhancement Project

1 Position of Finance Assistant (CfWRDLEP-PCMU-FA-1)

14 months with 12 months intermittent input (possible yearly extension)

Objective and Scope of the Assignment

The Royal Government of Cambodia has approved the Cash for Work Program for Rural Development and Livelihood Enhancement Project. The project coordination and monitoring unit (PCMU) is within the Ministry of Economy and Finance (MEF) as the executing agency for the project. Ministry of Rural Development (MRD), Ministry of Water Resources and Meteorology (MOWRAM) and Eletricité Du Cambodge (EDC) are the implementing agencies (IAs).

The Project has four components: Component 1-rural road construction under cash for work program and civil works; Component 2- quaternary canals construction under cash for works program; Component 3-providing low-cost electricity for supporting irrigation system and Component 4-Project coordination and monitoring.

Under component 4, one Finance Assistant will be recruited to assist Project Coordination and Management Unit (PCMU) team. At project implementation stage, the Finance Assistant will assist the Project Coordination and Management Unit its day-to-day operations, coordination within and oversight the EA's financial operation and ensure that the project is implemented as planned and within the time schedule.

The Finance Assistant will work closely with Financial Management Specialist, with Financial consultant, with the Engineers team and with the PCMU, coordinating project activities with PIUs and PPIUs (IAs) to manage project accounts and financial reporting following the Project procedures.

The Finance Assistant will have strong interpersonal skills, be able to manage a wide variety of financial tasks, and be proficient with computers and the use of Microsoft Office software, including Word, Excel and PowerPoint.

Minimum Qualification Requirements

The Finance Assistant will have a graduate qualification in accounting/ economics or other related field, with at least 3 years relevant background and experience in Financial tasks and with similar responsibilities, as mentioned below.

The position will be based at the PCMU office at MEF in Phnom Penh with periodic field supervision visits to the targeted provinces under the Project Components. The input will be for 12 months over 14 months, intermittently.

He/she will be responsible for:

- (i) Maintain a petty cash system and various budgets;
- (ii) Update all payments into petty cash Book and cash book;
- (iii) Prepare and Process travel requests of government staff and national consultants;
- (iv) Prepare monthly payrolls;

- (v) Prepares and follows-up on payments and other expenses;
- (vi) Maintain offline records and documentation as necessary for monitoring of payment/advance/replenishment requests against budgets;
- (vii) Maintain the project bank accounts, including the preparation of monthly bank reconciliations;
- (viii) Prepare the financial statements of the project account;
- (ix) Preparation of request for Advance/Replenishment of special accounts/counterpart fund accounts, project accounts;
- (x) Review of reports reconciliation;
- (xi) Day to day accounting records;
- (xii) Perform other duties as determined by the PCMU.

TERMS OF REFERENCE (TOR)

Ministry of Economy and Finance Cash for Work Program for Rural Development and Livelihood Enhancement Project

1 Position of Administrative Assistant (CfWRDLEP-MRD-PIU-AA-1)

14 months with 12 months intermittent input (possible yearly extension)

Objective and Scope of the Assignment

The Royal Government of Cambodia has approved the Cash for Work Program for Rural Development and Livelihood Enhancement Project. The project coordination and monitoring unit (PCMU) is within the Ministry of Economy and Finance (MEF) as the executing agency for the project. Ministry of Rural Development (MRD), Ministry of Water Resources and Meteorology (MOWRAM) and Eletricité Du Cambodge (EDC) are the implementing agencies (IAs).

The Project has four components: Component 1-rural road construction under cash for work program and civil works; Component 2- quaternary canals construction under cash for works program; Component 3-providing low-cost electricity for supporting irrigation system and Component 4-Project coordination and monitoring.

Under component 1, one Administrative Assistant will be recruited to assist Project Implementation Unit (PIU) at Ministry of Rural Development (MRD). At project implementation stage, the Administrative Assistant will assist the Project Implementation Unit (PIU) its day-to-day operations, coordination of the administrative support to the Project implementation activities within the PIU/MRD; in coordination with all PDs/ PPIUs and with other agencies involved and ensure that the project is implemented as planned and within the time schedule.

The Administrative Assistant will have strong interpersonal skills, be able to manage a wide variety of administrative tasks, and be proficient with computers and the use of Microsoft Office software, including Word, Excel and PowerPoint.

Minimum Qualification Requirements

The Administrative Assistant will have a graduate qualification in business administration or other related field, with at least 3 years relevant background and experience in office administrative and with similar responsibilities, as mentioned below.

The position will be based at the PIU office at PIU/MRD in Phnom Penh. The input will be for 12 months over 14 months, intermittently.

He/she will be responsible for:

- (i) Provide documents whenever requested by government staff or the consultant team;
- (ii) Perform general duties including, but not limited to, photocopying, scanning;
- (iii) Keeping soft copies all the projects-related documents;
- (iv) Manage records, file invoices, receipts;
- (v) Assist in collecting information from PPIUs for reports preparation;
- (vi) Order and maintain office supplies;

- (vii) Liaise with implementing agencies (IAs) project staff on day-to-day implementation of project activities;
- (viii) Manage office equipment and provide general support to other consultants;
- (ix) Prepare and Process travel requests of government staff and national consultants;
- (x) Set up and coordinate meetings;
- (xi) Perform other duties as determined by the PIU.