

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 Infrastructure Engineer (CfWRDLEP-PCMU-IE-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 Electricité 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 infrastructure engineer will be recruited in addition to the existing one Senior Infrastructure Engineer. The Infrastructure Engineer, through the effective support to and coordination with the Project technical teams at national and sub-national level; as well as with all Implementing Agencies involved will be responsible for the professional oversight of engineering aspects of quality, cost, quantity and scope, time and safety control of the Sub-Projects' work at the target provinces contracted under the Project. The Consultant will work closely with other PCMU consultants and the staff of PCMU (MEF), along with respective teams. The Consultant will report to the PCMU Senior Engineer, the Team Leader of the PCMU consultants, the Project Manager and the Project Director.

Minimum Qualification Requirements

Qualified civil engineer having a minimum of Bachelor's Degree in civil engineering or its equivalent and at least 8 (eight) years of professional experience. The Consultant is required to have at least 3 (three) years of public sector project experience in the design; managing construction and supervision of small and medium infrastructure and rehabilitation with similar responsibilities, as mentioned below. Working experience with the Government Implementing Agencies/ Ministries in a professional support capacity and with rural communities, will be an advantage.

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

He/she will be responsible for:

- (i) Reviewing proposed Sub- Projects from IAs;
- (ii) Reviewing reports submitted from IAs;
- (iii) Supporting respective aspects of preparation and update of the Project Operations Plan; Financial and Procurement Plans; conducting coordination, problems-solving, monitoring and control of subprojects implementation and progress in contracted Sub-Projects' works in accordance with the Project plans;

- (iv) In close cooperation with the PIUs, coordinating and conducting field visits, site inspections and spot-checks at the Sub-Projects and Civil Works contracted in targeted provinces, as necessary;
- (v) Coordinating activities in supervision and verification of completed works of part or all of the contracted Sub-Projects' works;
- (vi) Supporting respective aspects in the review and recommendation of approval of the cash payment release from PCMU Project Account due following the requests submitted from PDs/ PPIUs through the PIUs, as appropriate;
- (vii) Coordinating investigation of construction works, variations/ changes, delay and Force Majeure cases reported in contracted Sub-Projects' works;
- (viii) Coordinating and supporting IAs in preparation of designs, cost estimates, bills of quantities and contracting documents for the procurement of Sub-Projects.
- (ix) Reviewing the Requests for Payments, Invoices and Interim Payment Certificates (IPC) due under the Contract Agreements submitted from PDs/ PPIUs through the PIUs;
- (x) Supporting respective aspects in the preparation and issuance of the Consolidated Project Progress Reports; the Project Completion and Outcome Evaluation Report; and providing other necessary reports to as defined subsequently;
- (xi) Maintaining records, correspondence, and diaries; and provide the Client/ Employer with complete records and reports within the area of responsibility;
- (xii) Assisting the PCMU and the IAs with the updating as necessary and using manuals and guidelines for project planning, implementation and procurement and ensuring these are all in line with RGC guidelines;
- (xiii) Providing on the job training to the staff members of PIU and PDs/ PPIUs on infrastructure construction and rehabilitation, along with other aspects of professional engineering skills;

Undertaking any other activities, as necessary within the area of responsibility, following the instructions from the PCMU Senior Engineer, the Team Leader, the Project Manager and the Project Director.

TERMS OF REFERENCE (TOR)

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

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

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 Electricité 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 2, two irrigation engineers will be recruited in addition to the existing one Engineer. The irrigation Engineers, through the effective support to and coordination with the Project technical teams at national and sub-national level; as well as with all Implementing Agencies involved will be responsible for the professional oversight of engineering aspects of quality, cost, quantity and scope, time and safety control of the Sub-Projects' work at the target provinces contracted under the Project Component 2, following the Project procedures. The Consultant will work closely with the staff of PCMU (MEF), along with respective teams of PIU (MoWRAM) and of PPIUs at Provincial Departments of Water Resources and Meteorology (PDoWRAM). The Consultant will report to the PCMU Senior Engineer; to the Project Manager and the Project Director.

Minimum Qualification Requirements

Qualified civil engineer having a minimum of Bachelor's Degree in civil engineering or its equivalent and at least 5 (five) years of professional experience. The Consultant is required to have at least 2 (two) years of public sector project experience in the design; managing construction and supervision of small and medium scale irrigation system and rehabilitation with similar responsibilities, as mentioned below. Working experience with the Government Implementing Agencies/ Ministries in a professional support capacity and with rural communities, will be an advantage.

The position will be based at the PIU/MoWRAM office in Phnom Penh with periodic field supervision visits to the Sub-Projects implemented in targeted provinces under the Project Component 2. The input will be for 12 months over 14 months, intermittently.

He/she will be responsible for:

- (i) Providing to IAs, including the PIU (MoWRAM) and PDs/ PPIUs support, advice, guidance and all documents necessary for the successful Component 2 project implementation;
- (ii) Supporting the preparation of recommendation for the approval of proposed Sub-Projects Lists under the Project Component 2; reviewing comments and reports submitted from PDs/ PPIUs and the PIU (MoWRAM);
- (iii) Supporting respective aspects of preparation and update of the Project Operations Plan; Financial and Procurement Plans; conducting coordination, problems-solving, monitoring and control of the Component 2 project implementation and progress in contracted Sub-Projects' works in accordance with the Project plans;

- (iv) In close cooperation with the PIU (MoWRAM) and PDs/ PPIUs coordinating the conduct of field visits, site inspections and spot-checks at the Sub-Projects and Civil Works contracted in targeted provinces, as necessary in order to supervise and induce the Project Component 2 implementation process;
- (v) Coordinating activities in supervision and verification of certifying completion of part or all of the contracted Sub-Projects' works under the Project Component 2; as well as in assistance with the Work Contracts and the Variation Orders reviews and timely preparation of recommendations and decisions required to avoid delays in the approval process;
- (vi) Supporting respective aspects in the review and recommendation of approval of the cash payment release from PCMU Project Account due following the requests submitted from PDs/ PPIUs through the PIU (MoWRAM), as appropriate;
- (vii) Coordinating investigation of irregularities, variations/ changes, delay and Force Majeure cases reported in contracted Sub-Projects' works under the Project Component 2;
- (viii) Coordinating and supporting preparation of designs, cost estimates, bills of quantities and contracting documents for the procurement of Sub-Projects' irrigation structure identified for implementation under the Project Component 2.
- (ix) Supporting respective aspects in the review and recommendation of approval of the Requests for Payments, Invoices and Interim Payment Certificates (IPC) due under the Contract Agreements submitted from PDs/ PPIUs and the PIU (MoWRAM);
- (x) Supporting respective aspects in the preparation and issuance of the Consolidated Project Progress Reports; the Project Completion and Outcome Evaluation Report; and providing other necessary reports to as defined subsequently;
- (xi) Maintaining records, correspondence, and diaries; and provide the Client/ Employer with complete records and reports within the area of responsibility;
- (xii) Assisting the EA and the IAs with the updating as necessary and implementing use of its manuals and guidelines for project planning, implementation and procurement and ensuring these are all in line with RGC guidelines on these subjects;
- (xiii) Providing on the job training to the staff members of PIU (MoWRAM) and PDs/ PPIUs in irrigation works for small irrigation system construction and rehabilitation, along with other aspects of professional engineering skills;

Undertaking any other activities, as necessary within the area of responsibility, following the instructions from the PCMU Senior Engineer, the Project Manager and the Project Director.