

## Terms of Reference (TOR)

<b>Title</b>	Individual National Consultant – Procurement Support Services
<b>Contractual arrangement</b>	Local recruitment
<b>Expected start date</b>	February 2, 2026
<b>Contract duration</b>	1 year (with possibility of extension)
<b>Employment type</b>	Part-time
<b>Level of input</b>	Up to 50 days
<b>Project sponsor</b>	Financed by the World Bank’s Grant Facility for Project Preparation under the Cambodia Sustainable Energy Transition (CSET)
<b>Hiring Organization</b>	Ministry of Mines and Energy (MME)

### 1. Project Context

Cambodia’s energy sector has expanded rapidly over the past two decades, driven by strong economic growth, urbanization, and rising industrial demand. The country has achieved near-universal electrification, diversified its energy mix, and made significant investments in generation and transmission infrastructure. Yet, demand continues to grow faster than supply, resulting in high costs, inefficiencies, and dependence on imported fuels. To address these challenges and enhance competitiveness, the Royal Government of Cambodia adopted the National Energy Efficiency Policy (NEEP) 2022–2030, which sets clear targets to reduce energy intensity, improve industrial performance, and promote efficient technologies across key sectors including industry, transport, and buildings. NEEP provides the strategic framework for ensuring that future energy development supports sustainable growth, energy security, and climate resilience.

The industrial sector, a key growth driver, is highly energy-intensive and inefficient, while the power system faces rising demand, high costs, and dependence on imports. Outdated equipment, limited energy management, aging infrastructure, and grid constraints further undermine competitiveness and hinder the integration of renewable energy, underscoring the urgent need for efficiency improvements and system modernization.

The Ministry of Mines and Energy (MME) of the Kingdom of Cambodia has been working with the World Bank to prepare Cambodia Sustainable Energy Transition (CSET) project, supporting the country’s priorities of strengthening the grid and advancing energy efficiency through an integrated approach that improves demand-side energy efficiency—especially in industry and residential cooking—while modernizing power infrastructure to accommodate more renewable energy uptake. For energy efficiency, the proposed project will focus on investing in industrial energy efficiency, promotion of efficient and clean cooking – both are supported by targeted capacity building, safeguards and monitoring and verification of progress.

### 2. Objectives

As part of project preparation, the Ministry of Mines and Energy (MME) is expected to deliver a range of technical studies, safeguard instruments, and operational documents required by the World Bank to advance the proposed Project. These include preparation of environmental and social frameworks, procurement and financial reporting documentation, and sector-specific technical inputs.

To meet these requirements, MME wishes to engage **one (01) national individual consultant** to support the ministry in preparation of technical inputs, analysis and coordination as part of the project preparation exercise to meet the World Bank–compliant documentation.

### **3. Scope of work**

Upon commencement of the assignment, the consultant shall inter alia:

#### **a. Review and Finalization of the Project Procurement Strategy for Development (PPSD)**

- Review the draft PPCSD prepared under the Project and provide detailed comments, revisions, and recommendations to ensure alignment with World Bank Procurement Regulations.
- Work closely with MME PMU, EDC, and the World Bank procurement team to finalize the PPCSD for approval.
- Ensure the PPCSD reflects MME’s institutional arrangements, market analysis, procurement risks, and mitigation measures.

#### **b. Preparation of Procurement Documentation for Early Procurement Packages**

- Support the drafting of Terms of Reference (TORs), technical specifications, cost estimates, and other procurement documents for early procurement activities—particularly the Management Information System (MIS) to be established for monitoring EE and clean cooking subprojects.
- Provide technical guidance on procurement packaging, evaluation criteria, and contract management considerations for the MIS and related IT/technical services.
- Ensure that all documentation complies with World Bank requirements and MME’s internal approval processes.

#### **c. Procurement Planning and Management**

- Prepare a draft Procurement Plan for the first two years of project implementation, including sequencing, procurement methods, timelines, and risk mitigation.
- Update the procurement plan as needed to reflect evolving project needs, budget allocations, and feedback from MME, EDC, and the World Bank.
- Provide procurement inputs to the Annual Work Plan and Budget (AWPB) and ensure consistency with the PPCSD.

#### **d. Capacity Building and Targeted Training for MME PMU**

- Deliver targeted training to MME PMU staff on procurement procedures, including World Bank procurement methods, STEP system use, input to POM, TOR/specification drafting, and contract management.
- Provide hands-on coaching during preparation of procurement documents to build long-term institutional capacity.
- Prepare training materials, guidance notes, and checklists for PMU use.

#### **e. Support to PMU Operations and Coordination**

- Assist the Project Director / Project Manager in key procurement activities.
- Participate in PMU and World Bank mission meetings and prepare summaries, action points, and follow-up items.
- Support other procurement, coordination, and documentation tasks assigned by the Project Director or Project Manager to ensure smooth and timely project preparation.

## 4. Expected Outputs

- Revised and finalized Project Procurement Strategy for Development (PPSD), including annotated revision notes and alignment with World Bank Procurement Regulations.
- Complete early-procurement documentation for the Management Information System (MIS), including TORs, technical specifications, cost estimates, and evaluation criteria.
- Draft Procurement Plan for the first two years of project implementation, with updates reflecting sequencing, procurement methods, and budget allocations.
- Training materials and targeted capacity-building sessions delivered for MME PMU on procurement procedures, TOR/specification drafting, and STEP requirements.
- Procurement working tools, including templates, checklists, and guidance notes for use by MME PMU during project preparation and implementation.
- Regular progress updates and technical notes, culminating in a final summary report to MME PMU and the World Bank.

## 5. Work Supervision

The consultant will work under the Project Director and Project Manager of the MME Project Management Unit (PMU), especially the Procurement Focal Point. The consultant will also be with members of the PMU and related World Bank specialists and international consultants, to ensure that project deliverables meet the necessary technical standards, safeguard requirements, and institutional objectives.

## 6. Contract Term and Location of the Assignment

The Assignment will be conducted intermittently during 12 months from the date of contract signing and should be within the implementation timeline of the GFPP Grant P182080. Consultants may propose an appropriate payment modality—lump sum, or milestone-based over a certain period—for consideration and approval by the PMU Director. The fee should cover all consultant costs, including travel within Phnom Penh, and activities outlined in the TOR (excluding conference organization costs). Initially estimated number of man-day is up to 50 days in total and may be subject to consideration for extension if additional workload is required.

The Consultant will review the TOR at the beginning and during the undertaking of the Consultancy and if it considers the content or structure should be changed to improve the output in anyway propose this to Project Director for its consideration.

The General Department of Energy will provide office space for the Consultant within MME premises. The consultant will provide his own computer(s) and materials. MME will undertake copying of any documents during the study and documents for distribution at meetings etc as requested by the Consultant.

## 7. Consultant Qualifications

### Education

- The consultant should have an advanced degree in procurement, public administration, engineering, economics, business administration, or a related field, with at least 5 years of experience in public procurement or project implementation under development partner-financed projects.

### Experience

- Prior working experience in Cambodia is essential for at least 5 years
- Demonstrated experience working with the Government of Cambodia; experience with MME, EDC, or other infrastructure/energy-sector agencies is an advantage. for at least 3 years

- Proven experience preparing or reviewing World Bank procurement documents, including PPSD, procurement plans, TORs, technical specifications, and bid documents.
- Familiarity with World Bank Procurement Regulations, STEP system, or procurement frameworks of similar development partners is highly desirable.
- Experience supporting early procurement for technical systems such as Management Information Systems (MIS) is an advantage.
- Experience in coordinating with government PMUs, consulting firms, and development partners on procurement and contract management matters.
- Background in energy, infrastructure, or climate-related projects is an added benefit.

### **Technical Competencies**

- Strong understanding of procurement planning, market analysis, risk identification, and mitigation measures aligned with World Bank procurement requirements.
- Ability to draft and review TORs, technical specifications, cost estimates, and procurement evaluation criteria.
- Competence in developing procurement templates, checklists, and tools for government PMUs.
- Proven ability to deliver targeted procurement training and provide hands-on coaching to strengthen institutional capacity.
- Excellent analytical, organizational, and coordination skills relevant to the scope of work.
- Ability to work independently and diplomatically with government officials, financial institutions, and development partners.
- Fluency in Khmer and English, with strong writing and communication skills in both languages.

### **Other Considerations**

- Women are strongly encouraged to apply.
- Part-time engagement is expected, with flexibility to join meetings, missions, and stakeholder consultations as required.

## **8. Guidelines for applying:**

A CV and cover letter clearly demonstrating consultant's qualifications and experience, and including the consultant's proposed payment plan, and starting date should be submitted to below contact, stating the title: "Application for IC MME: Individual National Consultant – Procurement Support Services: Your Name"

### **Mrs. Nov Rathtana**

Position: Official, Department of Cooperation and ASEAN Affairs,  
General Department of General Affaire, Ministry of Mines and Energy  
#1, Preah Norodom Blvd, Sangkat Wat Phnom, Khan Daun Penh, Phnom Penh  
E-mail: [rathtananov@gmail.com](mailto:rathtananov@gmail.com)

### **Copy:**

### **H.E. Chhe Lidin**

Position: Under Secretary of State and Project Director  
Ministry of Mines and Energy  
#1, Preah Norodom Blvd, Sangkat Wat Phnom, Khan Daun Penh, Phnom Penh  
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### **H.E. Heng Kunleang**

Position: Director General and Project Manager  
General Department of Energy  
Ministry of Mines and Energy  
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