

Terms of Reference (TOR)

Title	Individual National Consultant – Consultant on Environmental & Social Impact Mitigation and Capacity Building
Contractual arrangement	Local recruitment
Expected start date	February 2, 2026
Contract duration	1 year (with possibility of extension)
Employment type	Part-time
Level of input	Up to 70 days
Project sponsor	Financed by the World Bank's Grant Facility for Project Preparation under the Cambodia Sustainable Energy Transition (CSET)
Hiring Organization	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 Outdated equipment, limited energy management, aging infrastructure, and grid constraints further undermine competitiveness and hinder the integration of renewable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–ESF requirements and national regulations.

3. Scope of work

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

a. Preparation of World Bank–Required Environmental & Social (E&S) Documentation

- Support MME in drafting, reviewing, and finalizing all environmental and social documentation required for CSET project preparation, including but not limited to the Environmental and Social Commitment Plan (ESCP), Stakeholder Engagement Plan (SEP), and Environmental and Social Management Framework (ESMF) and Labor Management Plan (LMP).
- Ensure all documents are aligned with World Bank Environmental and Social Framework (ESF) requirements and relevant national regulations.
- Coordinate inputs from MME technical departments, the policy bank, PFIs, and other stakeholders to ensure technical accuracy and completeness.
- Prepare any additional E&S notes, annexes, or technical justifications needed to support the clearance process.

b. Support to Policy Bank on the Development of Environmental and Social Management System (ESMS)

- Update the existing Environmental and Social Management System (ESMS) for Foreign Trade Bank-FTB and draft Environmental and Social Management System (ESMS) respectively in order to align with the World Bank ESF Standards – especially ESS9 – and with Cambodia’s relevant legal requirements.
- Help define screening procedures, exclusion lists, risk categorization, information disclosure and consultation, GRM procedures, reporting templates, and monitoring arrangements for EE subprojects financed under the credit line.
- Coordinate among MME, the policy bank, PFIs, and the World Bank team during ESMS development.

c. Technical Inputs on E&S Risk Management and Safeguard Studies

- Provide expert input on identification, assessment, and mitigation of environmental and social risks and impacts associated with industrial EE investments,
- Contribute to any required risk assessments, gap analyses, due diligence reviews, or environmental and social studies relevant to the project.
- Review contractor, supplier, and partner E&S documentation to ensure alignment with the developed ESMS and the World Bank’s ESF principles.

d. Stakeholder Engagement and Consultation Support

- Assist MME in planning, disclosing information, organizing, and documenting stakeholder engagement activities as per the SEP.
- Participate in consultations with government agencies, industry representatives, financial institutions, civil society, and affected communities.
- Prepare summaries, consultation minutes, and feedback matrices for incorporation into final E&S instruments.
- Develop GRM database (Excel sheet/Template/Logbook) linked with every GRM intake channels and update the status of all GRM cases as per resolution status.

- Provide technical advice during consultations on risk management and safeguard requirements.

e. Capacity Building and Training

- Develop and deliver training modules for MME, MISTI, policy banks, PFIs, and relevant stakeholders on ESF requirements, risk identification, mitigation measures, stakeholder engagement, and monitoring.
- Build MME's capacity to oversee and monitor E&S compliance during project implementation, including for EE subprojects.
- Provide coaching/mentoring to PMU staff to internalize E&S procedures and integrate them into day-to-day operations.

f. Coordination and Reporting

- Work closely with the MME PMU, the World Bank E&S specialists, and other international consultants to ensure consistency across all ESF deliverables.
- Prepare progress updates, technical notes, and inputs for internal PMU reporting as needed.
- Support the PMU in preparing regular project progress report and in responding to World Bank comments and revising documents in a timely manner.
- Document lessons learned and provided recommendations for institutionalizing E&S management within MME.

g. Other E&S-Related Tasks

- Support any additional E&S tasks required by the Project Director or Project Manager to ensure that all ESF obligations are met prior to project appraisal and implementation.

4. Expected Outputs

- Finalize World Bank-compliant ESCP, SEP, LMP, and ESMF, including supporting annexes and revision notes.
- Draft and update Environmental and Social Management System (ESMS) for the policy bank, with screening tools, risk procedures, information disclosure and consultation process, GRM procedures, and monitoring/reporting templates.
- Technical inputs and written contributions to E&S risk assessment, mitigation measures, and safeguard-related reviews.
- Documentation of stakeholder engagement activities, including consultation minutes, summaries, feedback and updated SEP materials.
- Capacity-building materials and training sessions delivered for MME, EDC, policy banks, PFIs, and other stakeholders.
- Regular project progress updates, technical notes, and final summary report for 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). 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 completed within 12 months from the date of contract effectiveness, also subject to the grant timeline. Consultants may propose an appropriate payment modality—lump sum, monthly payments, or milestone-based—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).

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 Profile

Education

- The consultant should have an advanced degree in environmental science, environmental engineering, social sciences, natural resource management, or a related field, with at least 5 years of experience in environmental and social risk management.

Experience

- Prior working experience in Cambodia is essential.
- Demonstrated experience working with the Government of Cambodia; experience with MME or other infrastructure/energy-related ministries is an advantage.
- Proven track record in preparing and implementing World Bank Environmental and Social Framework (ESF) instruments (e.g., ESCP, LMP, SEP, ESMF) or safeguards frameworks of similar development partners.
- Experience supporting financial intermediaries on Environmental and Social Management Systems (ESMS) is highly desirable.
- Familiarity with stakeholder engagement processes, consultation methodologies, and grievance redress mechanisms.
- Experience collaborating with development partners, NGOs, and community groups.
- Background in climate or energy-related projects is an added benefit.

Technical Competencies

- Strong understanding of environmental and social risk identification, assessment, mitigation, and monitoring, aligned with ESF and Cambodian regulations.
- Ability to develop and review ESMS, screening tools, risk categorization procedures, and monitoring/reporting templates.
- Strong skills in conducting and documenting stakeholder consultations and preparing consultation materials.
- Proven ability to design and deliver capacity-building and training programs on E&S requirements.
- 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 and stakeholder consultations as needed.

8. Guidelines for applying:

A CV and cover letter including the consultant's monthly fee, and starting date should be submitted to below contact, stating the tile: "Application for IC MME: Consultant on Environmental & Social Impact Mitigation and Capacity Building: Your Name"

Mrs. Nov Rathtana

Position: Official, Department of Cooperation and ASEAN Affairs,
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Copy:

H.E. Chhe Lidin

Position: Under Secretary of State and Project Director
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H.E. Heng Kunleang

Position: Director General and Project Manager
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