

Terms of Reference (TOR)

Title	Individual National Consultant – MME PMU Technical Support
Contractual arrangement	Local recruitment
Expected start date	February 2, 2026
Contract duration	1 year (with possibility of extension)
Employment type	Full-time (open to negotiate)
Level of input	-
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 Outdated equipment, limited energy management, aging infrastructure, and grid constraints further undermine competitiveness and hinder the integration of renewable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–compliant documentation.

3. Scope of work

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

a. Preparation of World Bank–Required Documentation

- Review, coordinate and update project documentation in line with World Bank requirements, including the Environmental and Social Management Framework (ESMF), FM documentation, procurement documentation, financial management, and project operations manual (POM) and Management of Information System (MIS) for credit line implementation.
- Coordinate inputs from government counterparts, consultants, and development partners to ensure alignment and completeness.
- Ensure that all submissions meet World Bank safeguard standards, fiduciary requirements, and reporting formats.

b. Technical and Policy Support

- Provide high-quality technical inputs to industrial energy efficiency, infrastructure for e-mobility, efficient cookstoves to feed into the designs of the EE component.
- Support policy and gap analyses, barriers assessment, and stakeholder mapping
- Contribute to the development of an updated industrial energy efficiency project pipeline, including collaboration with commercial banks and energy audits.
- Support workshops, consultations, and translation of project documents and recommendations

c. Coordination and Reporting

- Support overall project implementation and day-to-day coordination with stakeholders, including MME, EDC, policy banks, PFIs, and development partners.
- Prepare consolidated progress reports, meeting minutes, and documentation for the Project Preparation Unit (PPU).
- Develop and review Terms of Reference (TORs) for technical studies, capacity building, and advisory services of related activities.
- Collaborate with the World Bank and /or other consultants to provide training on environmental and social risk identification, mitigation, and compliance with World Bank safeguard standards.
- Support procurement training and contribute to the preparation of the Project Procurement Strategy for Development (PPSD).
- Document and synthesize key lessons/insights from stakeholder engagement.
- The consultant will report to the Project Director or Project Manager for MME PMU. Bimonthly reports will be provided to MME.
- Other related tasks assigned by the Project Director or Project Manager.

4. Expected Outputs

- Reviewed World Bank–compliant documentation (ESMF, PPSD, FM reporting, POM), with support from other consultants (where applicable).
- Progress and coordination reports for MME PMU and World Bank.
- Updated and broadened EE project pipeline, with support from other consultants (where applicable).
- Consolidated lessons and recommendations from stakeholder engagement.
- Training materials and workshops contributed to safeguards, procurement, and FM, with support from other consultants (where applicable).
- Other tasks as assigned by the Project Director or Project Manager.

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. The consultant shall propose a **monthly fee** for approval by the Project Director and submit it within two weeks of commencing the assignment. 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 energy, environment, economics or other relevant fields and at least 5 years of experience in the relevant areas.

Experience

- Prior working experience in Cambodia is a must.
- Experience liaising and working with the Government of Cambodia; existing experience working with MME would be an added benefit.
- Good understanding of the Government's standard operating procedures (SOP) for all externally financed projects and programs is a merit.
- Good knowledge of and connections to Development Organizations working in Cambodia.
- Demonstrated experience in public policy analysis, and in climate-responsive planning, budgeting, and execution.
- Experience working in cross-sectoral areas.

Technical competencies

- The consultant should have proven data analysis and organizational skills relevant to scope of work
- Ability to work independently and work diplomatically with government officials and development partners.
- Excellent organizational skills and the ability to effectively communicate, work in a team, and provide clear and actionable guidance to clients.
- The consultant shall be fluent in English and Khmer and possess strong writing skills.

Other considerations:

- Women are encouraged to apply.
- Full-time engagement is ideal but open to negotiate.

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 title: "Application for IC MME: Individual National Consultant – MME PMU Technical Support: Your Name"

Mrs. Nov Rathtana

Position: Official, Department of Cooperation and ASEAN Affairs,
General Department of General Affairs, Ministry of Mines and Energy
#1, Preah Norodom Blvd, Sangkat Wat Phnom, Khan Daun Penh, Phnom Penh
E-mail: rathtanovanov@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
E-mail: chhe.lidin@gmail.com

H.E. Heng Kunleang

Position: Director General and Project Manager
General Department of Energy
Ministry of Mines and Energy
#1, Preah Norodom Blvd, Sangkat Wat Phnom, Khan Daun Penh, Phnom Penh
E-mail: hengkunleang@gmail.com