

## Terms of Reference (TOR)

<b>Title</b>	Consulting Firm / Individual National Consultant – Energy Efficiency (EE) Subproject Pipeline & Energy Auditor Pool Development
<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 75 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 Outdated equipment, limited energy management, aging infrastructure, and grid constraints further undermine competitiveness and hinder the integration of renewable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 consultant or Cambodia-based consulting firm** 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. Development and Updating of the EE Subproject Pipeline

- Review existing pipeline inputs from participating banks, and industries, and assess completeness, quality, and alignment with NEEP priorities and EE credit line eligibility criteria.
- Identify gaps and additional pipeline opportunities through outreach to industrial enterprises, sector associations, chambers of commerce, and provincial industry groups.
- Design a systematic pipeline development methodology, with templates for screening, assessment, eligibility verification, and prioritization based on energy-saving potential and investment readiness.
- Conduct rapid energy assessments or walk-through audits, where needed, to validate opportunities and collect baseline consumption and equipment data.
- Develop a consolidated EE subproject pipeline database, including estimated investment size, expected energy savings, emission reductions, technology types, and payback periods.
- Provide updates of the EE subproject pipeline for the PMU, highlighting new opportunities, sector trends, and key bottlenecks as necessary

#### Output integrated in this section:

- *EE Subproject Pipeline Database*
- *Screening tools, templates, and technical notes on pipeline development methodology.*

#### b. Establishment of a Qualified Energy Auditor & Energy Manager Pool

- Review existing national frameworks and requirements for energy auditors and managers under MME, MISTI, NEEP, and relevant sectoral regulations.
- Develop qualification criteria, selection processes, and competency standards aligned with international references (ISO 50001, IPMVP, ASHRAE) and Cambodia’s industrial context.
- Identify and screen potential Cambodia-based candidates (firms and individuals).
- Assess auditor capacity gaps and training needs through interviews, sample audit reports, and technical competence reviews.
- Prepare a qualification plan for auditors/managers covering audit methodologies, measurement & verification, reporting standards.
- Develop an official registry of qualified energy auditors and managers to support pipeline generation and verification of EE subprojects.
- Support MME in establishing processes for registering, monitoring, and renewing auditor qualifications under the IEEFP.

#### Output integrated in this section:

- *Registry of Qualified Energy Auditors and Energy Managers.*
- *Competency framework and selection criteria.*

#### c. Coordination, Consultation, MIS Integration, and Support to PMU

- Work closely with MME PMU, the policy bank, PFIs, and industrial associations to ensure consistency between technical requirements and financial appraisal processes under the EE Credit Line.
- Organize and facilitate consultations and technical clinics with stakeholders to validate the pipeline structure, eligibility criteria, and the auditor/manager selection process.

- Prepare consultation documents, comments matrices, meeting minutes, and revised versions of tools/templates following feedback.
- Provide inputs to the Project Operations Manual (POM), including workflow for pipeline development, auditor/manager engagement, verification procedures, and documentation formats.
- Coordinate with the MIS development team to ensure pipeline data fields, auditor registry functions, eligibility checks, and reporting lines are incorporated into the MIS.
- Provide periodic progress updates, summaries for PMU meetings, and technical inputs for the World Bank's implementation support missions.
- Support PMU in other tasks relevant to EE pipeline creation, auditor pool development, or credit line readiness as assigned by the Project Director / Project Manager.

**Output integrated in this section:**

- *Stakeholder consultation materials, minutes, and consolidated comments.*
- *POM inputs related to EE pipeline workflows and auditor processes.*
- *MIS data-field specifications and process-flow integrations.*

**4. Expected Outputs**

The consultant shall deliver, inter alia:

1. Initial and updated EE subproject pipeline database.
2. Templates and tools for EE project screening, eligibility verification, and prioritization.
3. Technical note outlining the EE pipeline development methodology.
4. National registry of qualified energy auditors and energy managers.
5. Stakeholder consultation materials, summaries, and consolidated comment matrices.
6. MIS input package, including data fields, process flows, and reporting requirements.
7. Inputs for the POM related to EE pipeline workflows and auditor engagement processes.
8. Additional analysis, documentation, and deliverables 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. 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

- Advanced degree in energy, engineering, economics, public policy, business administration, or another relevant field.

### Experience

- Minimum 5 years of professional experience in industrial energy efficiency, energy auditing, project screening, or pipeline development.
- Demonstrated experience conducting or supervising energy audits/ assessments, or EE project appraisals in industrial facilities.
- Prior working experience in Cambodia is required; experience working with MME, MISTI, policy banks, or PFIs is an advantage.
- Experience developing or managing registries, accreditation systems, or qualification frameworks for technical professionals is desirable.
- Familiarity with World Bank or other development partner procedures, especially related to EE project eligibility, safeguards, and reporting requirements.
- Proven experience coordinating with government agencies, industrial associations, development partners, and financial institutions.

### Technical Competencies

- Strong understanding of industrial EE technologies, baseline assessments, and measurement and verification (M&V) approaches.
- Ability to design screening tools, eligibility criteria, and pipeline development methodologies.
- Knowledge of international EE standards (ISO 50001, IPMVP, ASHRAE) is an advantage.
- Ability to assess auditor capacity, review technical reports, and recommend qualification or training needs.
- Excellent organizational, analytical, and communication skills in both English and Khmer.
- Ability to work independently while coordinating diplomatically with government officials, PFIs, and development partners.

### 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 including the consultant's monthly fee, and starting date should be submitted to below contact, stating the title: "Application for IC MME: Energy Efficiency (EE) Subproject Pipeline & Energy Auditor Pool Development: 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**

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