

**KINGDOM OF CAMBODIA**  
**NATION RELIGION KING**

**Solid Waste and Plastic Management Improvement Project**  
IDA Credit No. 7292-KH

**TERMS OF REFERENCE**

*National Procurement and Contract Management Consultant*

Institution: Ministry of Interior  
Recruitment type: Local Based Recruitment  
Hire/Procurement type: National Individual Consultant (NIC)  
Term Duration: Two years of contract services with possible extension and based on performance evaluation  
Closing date: September **X**, 2023  
Starting date: October **X**, 2024

**I. Introduction**

1. The objective of the solid waste and plastic management improvement project (the Project) is to improve solid waste and plastic management in selected areas. The project will be implemented over a period of 6 years (2023-2029), and budget of US\$67.3 million will be allocated for the following four components: Component 1 – Institutional Strengthening for Solid Waste and Plastic Management (US\$ 4.32 million, implemented by Ministry of Environment), Component 2 – Integrated Solid Waste and Plastic Management, Planning, Monitoring, and Capacity Building for Participating Provinces, Municipalities and Districts (US\$8.42 million, implemented by Ministry of Interior). Component 3 – Solid Waste and Plastic Management Infrastructure (US\$54.56, implemented by Ministry of Public Works and Transport) and Component 4 – emergency response with zero allocation has been provisioned for the Bank to provide emergency support in the event of a natural disaster, emergency and/or catastrophic event.

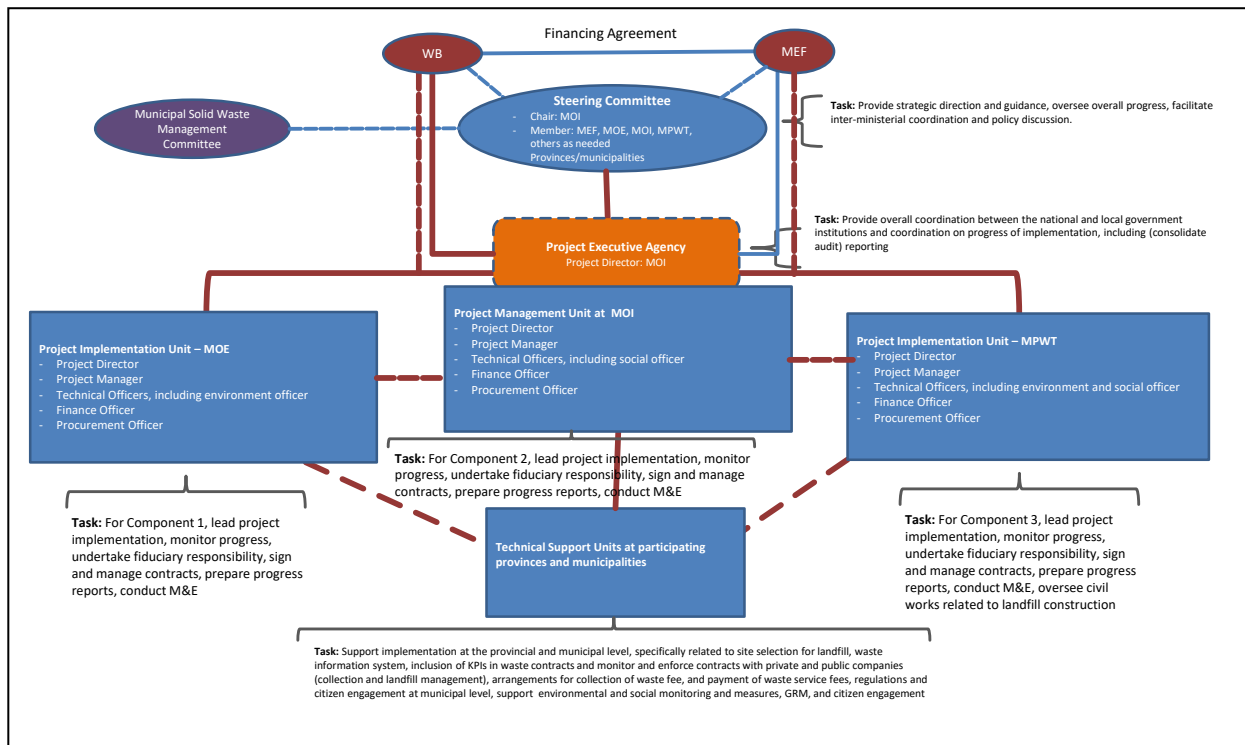
2. Components 1 and 2 are divided into sub-components for which component A is financed from the PROBLUE Trust Fund and Component B from IDA. There are separate legal agreements for the two financing sources. Specifically, sub-component 1A: Strengthening of institutions, legislation, policies, and regulations for solid waste and plastic management (PROBLUE TF US\$2.1 million) and sub-component 1B: Strengthening of waste information, cost calculations of solid waste services, and reporting systems (IDA US\$1.42 million).

3. Component 2 will finance activities in eligible provinces, municipalities and districts including Siem Reap, Kampong Speu, Kandal, Battambang and Sihanoukville. Specifically: sub-component 2A: Strengthening the capacity of participating provinces, municipalities and districts in managing and monitoring waste services and improving solid waste and cleanliness conditions (PROBLUE TF US\$0.9 million); and sub-component 2B: Providing transaction advisory services and developing geospatial waste information systems to enable improved waste collection and disposal services (IDA US\$5.52 million).

4. Component 3 supports reducing waste (including plastic) leakage to the environment, improving resource efficiency and reducing environmental pollution in participating provinces, municipalities and districts. It focuses on: (a) increasing landfill disposal capacities; (b) reducing environment and social impacts of waste disposal and disposal sites; (c) reducing the volume of greenhouse gas emissions from the solid waste sector due to staged introduction of segregated collection, material recovery and recycling, as well as disposal with landfill gas collection and abatement; and (d) increasing the quantity of waste and plastic recovered, recycled, and composted.

5. Provinces that are envisaged to receive investment financing under component 3 are: (a) Siem Reap, (b) Kampong Speu, and (c) Kandal. Battambang and Sihanoukville have existing constructed sanitary landfills, but the project could support other infrastructure including transfer stations and materials recovery facilities (MRFs) in these two provinces.

6. The implementation arrangements are presented in the figure below



## II. The Project Development Objective (PDO) and Key Results Indicators

7. Provinces that are envisaged to The PDO is to provide access to land tenure security, agricultural and social services, and selected infrastructure to small scale farmers and communities in the project areas. There are three PDO level indicators that will be measured through the following indicators: (i) tenure security provided to beneficiary farmers and community groups, to be measured by the number of registered land titles and by the size of related area covered (ha). Data would be disaggregated by gender, individual, and communal land rights; (ii) Infrastructure and service provision in the project areas to be measured by the access to agriculture services, clean water, connecting roads, schools and health posts; and (iii) Sustainable, agriculture-based livelihood development for individuals and groups in the project communities to be measured by improvements in the poverty status of beneficiaries. Citizen engagement is measured through the satisfaction of beneficiaries with the land titling process and the provision of agriculture services.

8. The World Bank’s Environmental and Social Framework (ESF) apply to the project, including the following Environmental and Social Standards (ESSs):

- ESS1: Assessment and Management of Environmental and Social Risks and Impacts;
- ESS2: Labour and Working Conditions;
- ESS3: Resource Efficiency and Pollution Prevention and Management;
- ESS4: Community Health and Safety;
- ESS5: Land Acquisition, Restrictions on Land Use and Involuntary Resettlement;
- ESS6: Biodiversity Conservation and Sustainable Management of Living Natural Resources;
- ESS7: Indigenous Peoples/Sub-Saharan African Historically Underserved Traditional Local Communities;
- ESS8: Cultural Heritage; and
- ESS10: Stakeholder Engagement and Information Disclosure

9. Key documents to address environmental and social (E&S) risks include an Environmental and Social Management Framework (ESMF), Labor Management Procedures (LMP), Indigenous People Planning Framework (IPPF), Resettlement Policy Framework (RPF) and Environmental and Social Commitment Plan (ESCP).

### **III. The Project Components**

10. The project has four components as follows:

- (a) Component 1: Component 1. Institutional Strengthening for Solid Waste and Plastic Management
- (b) Component 2: Integrated Solid Waste and Plastic Management, Planning, Monitoring, and Capacity Building for Participating Provinces, Municipalities, and Districts
- (c) Component 3: Solid Waste and Plastic Management Infrastructure
- (d) Component 4: Contingent Emergency Response

### **IV. Objective of the Assignment, Tasks and Deliverables**

11. The consultant will assist the Ministry of Interior to undertake procurement activities following WB's Guidelines and those specified requirements by the Government and assist the project team to implement the approved Procurement Plan, and procurement tracking. The Ministry of Interior requires the services of a qualified and experienced national procurement and contract management consultant to assume responsibility for the Solid Waste and Plastic Management Improvement Project".

1. **Main Tasks.** The National Procurement and Contract Management Consultant needs to coordinate the work closely with the Ministry X team to achieve the above objectives of the assignment. The main tasks of the consultant are included as follows:

- Work closely with project team to ensure project staff are properly recruited, when required;
- Assist in preparation of Annual Work Plan and Budget (AWPB)
- Assist procurement officer to Develop and update the Procurement Plan as part of the Project Operations Manual.
- Assist in preparation of efficient packaging for the procurement of goods, works, and services;
- Receive and register procurement requests; and prepare bidding documents for procurement of goods and works following International Competition Bidding (ICB), National competition Bidding (NCB) and shopping procedures based on the threshold indicated in the procurement plan;
- Assist in procurement process and evaluation of bids, the preparation of contracts and negotiations with contractors and suppliers;
- Assist in the preparation of invitation for Expression of Interests (EOIs) for recruitment of consulting service packages, and preparation of shortlist;
- Request for Proposals and evaluation of proposals for consulting services following QCBS, QBS or CQS procedures based on threshold outlined in the Procurement Plan;
- Support contract management and procurement activities and verify conformity and good condition of equipment purchased;
- Provide on job-training and technical support procurement team on day-to-day operation in procurement of goods, works and consulting services in accordance with the procedures of the Government and WB;
- Conduct occasional checks or monitoring visits specifically on the contract reporting status;
- Prepare work plans and reports as required;
- Liaise with the external auditors during the execution of the external audit and provide copies of all internal audit reports to the external auditors, when required;
- Maintain a database of procurement activities to ensure the timely delivery of items and services procured and recruited by the project in accordance with the WB and the RGC procedures;
- Carry out any additional duties necessary to enable the Ministry of Interior to perform efficient procurement activities linked to the program, and others as required; and

- Perform ad hoc tasks as requested by procurement team, Project Director and Project Manager.
- Prepare and promptly update Procurement Monitoring and Tracking Form (PMTF) in weekly basis and submit to Project's procurement officer, Project Manager for review.

## **V. Reporting**

The consultant will work very closely with the Procurement Team and will report to the Project Director. The Consultant will be based in Phnom Penh.

## **VI. Minimum Qualification Requirement**

- At least Bachelor degree in Business Administration, Commerce, Law, Engineering, or other relevant field;
- At least 5 years of relevant experience in carrying out procurement of goods, works and consultant services under bilateral/multilateral funded projects/programmes including WB, ADB, EU and other development donors;
- Experience of procurement with the Royal Government of Cambodia's Standard Procurement Manual and Bidding Documents for Externally financed Projects will be an advantage;
- Have ability to work independently and provide trainings to other staffs when needed;
- Demonstrated ability to consult and work cooperatively with others as a team; and
- Fluency in written and spoken English and Khmer and good report writing skill.

### **2. Location, Duration and Other Matters**

The duty station will be in the project office at the Ministry of Interior.

The Consultants are expected to start the work as soon as conveniently possible.

3. **How and where to apply.** Interested consultants are required to submit a Letter of Expression of Interests, including the firm's qualifications and experience to the address mentioned below:

- The Ministry of Interior.
- Solid Waste and Plastic Improvement Project,
- Street: Norodom Boulevard, Khan Chamcar Mon, Phnom Penh, Cambodia. Email: dst.sovannarithimoi@gmail.com;