

**KINGDOM OF CAMBODIA
NATION RELIGION KING**

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

TERMS OF REFERENCE

National Procurement Consultant (Intermittent)

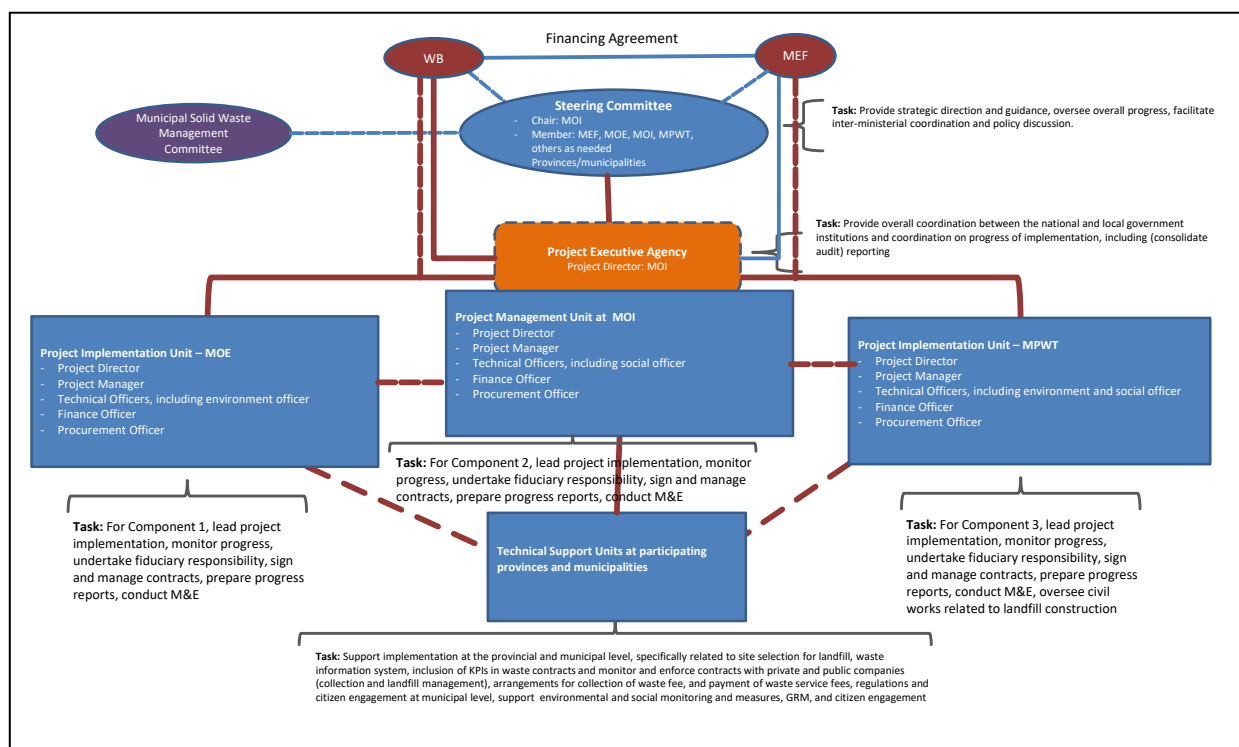
Institution: Ministry of Interior
Recruitment type: Local Based Recruitment
Hire/Procurement type: Intermittent / Output-Based
Working Days: Approximately 90 working days (with possible extension)
Term Duration: 2026

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. Implementation of Component 2 requires the procurement of consulting services (firms and individual consultants), goods, and non-consulting services in accordance with:

- The World Bank Procurement Regulations for IPF Borrowers
 - The approved Project Procurement Strategy for Development (PPSD);
 - The approved Procurement Plan (as updated from time to time); and
 - The Royal Government of Cambodia Standard Operating Procedures (SOP) for Externally Financed Projects.
10. While the procurement activities under Component 2 involve technically complex assignments — including selection of consulting firms for specialized technical, social, and digital system development services — the volume and timing of these procurement packages are periodic rather than continuous. The majority of procurement processes are concentrated at specific stages of project implementation, particularly during preparation of bidding documents, evaluation, and contract award phases.
 11. The PMU maintains an internal procurement team responsible for routine procurement administration and contract management. However, additional specialized support is required at critical stages to ensure timely preparation of compliant procurement documentation and proper processing of evaluation reports and PRC submissions.
 12. Given that procurement activities under Component 2 are not evenly distributed throughout the implementation period and do not require continuous full-time engagement, the assignment is structured as an intermittent, output-based consultancy.

III. Objective of the Assignment, Tasks and Deliverables

13. The objective of this assignment is to provide technical procurement support to the PMU-MOI for specific packages under Component 2 to ensure successful and timely completion of procurement activities. The Consultant shall prepare required procurement documents, evaluation reports, and PRC meeting minutes for identified packages in accordance with (i) World Bank Procurement Regulations, (ii) Approved Procurement Plan, and (iii) Royal Government of Cambodia SOP for Externally Financed Projects. 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".

IV. SCOPE OF WORK

14. The National Procurement Consultant shall assist Project Management Unit (PMU) in preceding procurement packages remaining in the project procurement plan and shall help in accordance with the World Bank's Procurement Guideline/Regulations and the Royal Government of Cambodia's Standard Operating Procedures.

The tasks of the Consultant shall include, but not be limited to:

- a) Assist the PMU in preparation of necessary documentation for procurement of goods and services including the preparation of Request for Expression of Interest (EOI) documents, Request for Proposal (RFP) documents, Bidding documents and Bid Evaluation Reports (BED) document, Contract Signing documents, etc. in accordance with the World Bank's Guideline/Regulations and the Royal Government of Cambodia's Standard Operating Procedures.
- b) Support in responding to all clarification requests received during the bidding period.
- c) Support PMU in monitoring the procurement progress in accordance with the approved Procurement Plan, Procurement Monitoring/Tracking, and the Project Implementation Plan.
- d) Support PMU in resolving contract extensions or any disputes/conflicts/claims etc. arising out of the procurement process.

V. DELIVERABLES/SPECIFIC OUTPUTS EXPECTED FROM CONSULTANT

The Consultant needs to coordinate the work closely with the MOI team to achieve the above objectives of the assignment. The main tasks of the consultant are included as follows:

No.	Package Reference	Task Output	Procurement Method	Working Days
1	MOI-G1-07	Office Equipment (supply and installation for - MOI, Municipalities/Districts and MPTC)	NCB	20
2	MOI-G2-07	Generic enterprise and desktop system for the software plus training and maintenance	Single Source	10
2	MOI-CS-03	Pilot Municipal geospatial (GIS) system for municipal government (waste) fee payments and urban/environment planning (5 cities) - creating platform for broader solid waste, urban and environmental planning and revenue generating activities which require integrated location-based information, as part of the spatial data infrastructure:	QCBS	60
Total=				90

VI. Nature of Engagement and Payment Modality

The Consultant shall be engaged as a National Individual Consultant on an intermittent and output-based basis.

The Consultant shall be mobilized upon written request by the PMU for specific procurement assignments as identified in the approved Procurement Plan.

Payment shall be made based on the agreed daily rate and the number of working days certified by the PMU upon satisfactory completion and acceptance of the agreed deliverables for each assignment.

The Consultant shall ensure that all procurement documentation is complete, accurate, and ready for submission in STEP, where applicable, and compliant with World Bank prior or post review requirements.

VII. Reporting and Coordination

The consultant will work very closely with the Procurement Team and will report to the Project Manager and Project Director.

The Consultant shall work closely with PMU Procurement Team, Technical team and FM team under Component 2 and other project consultants. The Consultant will be based in Phnom Penh.

VIII. Minimum Qualification Requirement

- At least Bachelor degree in Business Administration, Commerce 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, Bidding Documents and Proposals 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.

IX. Location, Duration and Other Matters

- The duty station will be in the project office at the Ministry of Interior and home office.
- The Consultants are expected to start the work as soon as conveniently possible.