

KINGDOM OF CAMBODIA
NATION RELIGION KING
Solid Waste and Plastic Management Improvement Project
IDA Credit No. 7292-KH

TERMS OF REFERENCE

Administrative and Contract Management Assistant

Institution:	Ministry of Interior
Recruitment type:	Local Based Recruitment
Hire/Procurement type:	National Individual Contract (NIC)
Term Duration:	Two year of contract services with possible extension and based on performance evaluation

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).

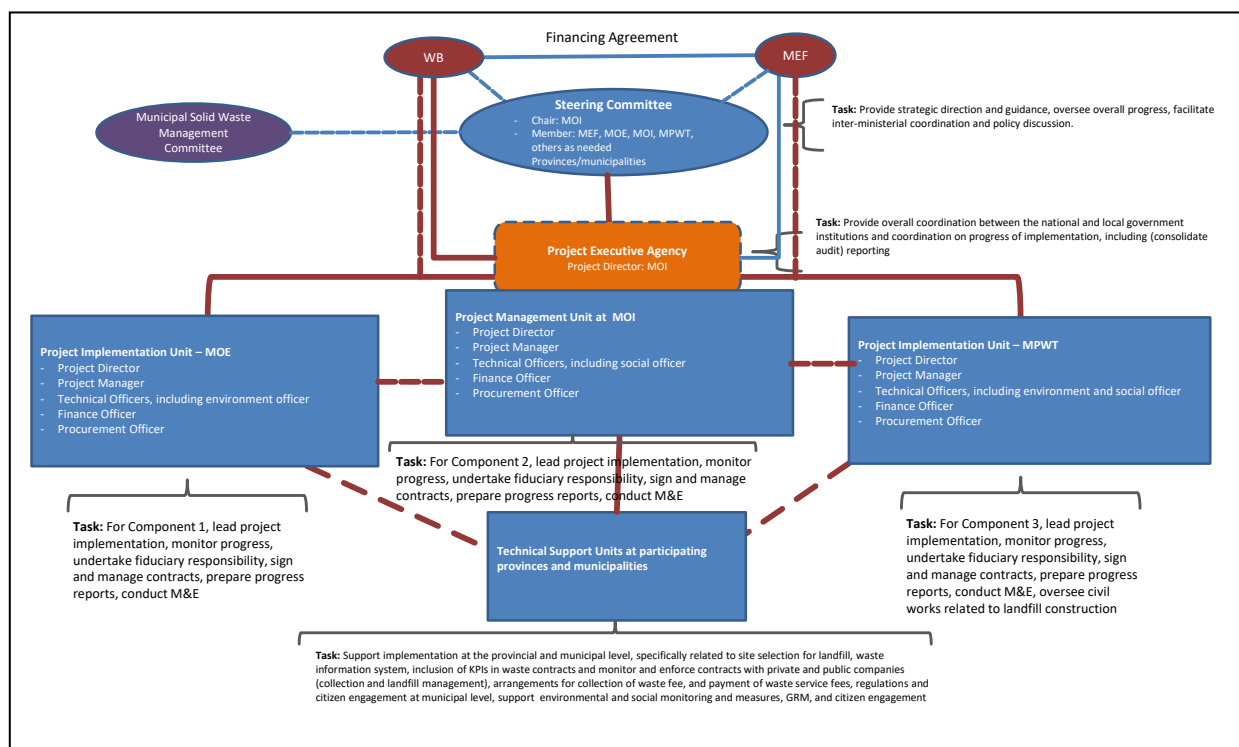
3. Component 2 will finance activities in eligible provinces, municipalities and districts including Siem Reap, Kampong Speu, Kandal, Battambang and Sihanoukville. Specifically: sub-component 2A: Strengthening the capacity of participating provinces, municipalities and districts in managing and monitoring 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 implementation of Component 2 involves the recruitment and management of consulting firms and other service providers to support various project activities, including transaction advisory services, waste information systems, needs assessments, capacity building and other technical assignments. The Project Management Unit (PMU) of the Ministry of Interior, as the Executing Agency (EA) for Component 2, is responsible for coordinating and monitoring the implementation of these assignments, including tracking contractual timelines, deliverables, progress and outstanding issues.

9. The PMU also coordinates closely with the World Bank, participating provinces and municipalities, Technical Support Units (TSUs), consultants and other relevant stakeholders to facilitate implementation, respond to implementation issues and support World Bank implementation support missions, technical missions, review meetings and other project-related activities. Given the number of contracts, consultants, meetings, missions and implementation activities under Component 2, the PMU requires dedicated administrative and contract management support to maintain systematic records, facilitate coordination and ensure timely follow-up of administrative and contractual matters.

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 overall objective of the position is to provide practical and timely administrative and contract management supports to PMU to facilitate smooth project implementation. The Assistant will support the arrangement and documentation of official letters, meetings, training and workshops, and will maintain an up-to-date overview of contracts and agreements managed by the PMU, including key timelines, deliverables, progress, pending actions and issues.

12. **Main Tasks.** The Administrative and Contract Management Assistant will work closely with the PMU administrative officer, other PMU staff and consultants. The main tasks are divided into two areas:

A. Administrative Support

- Assist in preparing requests and arrangements for meetings, including preparation of meeting requests, invitations, agenda, participant lists, meeting materials and related administrative documents as requested.
- Support the PMU in tracking administrative actions and ensuring that requested documents and arrangements are followed up in a timely manner.
- Assist in organizing and coordinating training, workshops, consultations and other project events, including venue arrangements, invitations, participant registration, materials, logistics and supporting documentation.
- Maintain organized electronic and hard-copy filing systems for administrative correspondence, meeting documents, training/workshop records and other PMU documents, in coordination with relevant PMU staff.
- Assist in preparing meeting minutes, attendance records, action points and follow-up list
- Assist with routine coordination and communication among PMU staff, consultants, contractors, service providers and relevant government counterparts, as assigned.

B. Contract Management Support

- Maintain a contract tracking matrix to monitor the submission of deliverables, milestones, implementation progress, payment milestones, deadlines, pending actions, and responsible persons for contracts managed by the PMU.
- Monitor the upcoming and overdue deliverables and contractual deadlines by providing reminders and follow up with responsible PMU staff, consultants, contractors, and service providers.
- Assist in reviewing contract progress reports and participating in monitoring meetings or field visits; record key progress, delays, issues, risks, and agreed actions.

- Coordinate with Procurement, Finance, and technical officers to keep contract information consistent and prepare periodic contract status summaries for PMU review and project reporting.

V. Location, Duration And Other Matters

- The duty station will be the Project Management Unit at the Ministry of Interior in Phnom Penh. The Assistant may be required to participate in meetings, monitoring activities, training/workshops and field visits in project provinces and municipalities when necessary.
- The initial engagement will be for one-year contract, with possible extension subject to project needs, availability of funds and satisfactory performance.
- The Assistant is expected to commence work as soon as reasonably possible following completion of the recruitment and contracting process.

VI. Reporting

- The Administrative and Contract Management Assistant will be required to work full-time in accordance with the agreed project working arrangements.
- The Assistant will report directly to the Project Manager, under the overall direction of the Project Director, and will work closely with the PMU Administrative officer, technical officers, Social and M&E Consultant and other PMU staff.

VII. 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 administrative services under bilateral/multilateral funded projects/programmes including WB, ADB, EU and other development donors;
- Experience in office management, project operation and procurement will be an advantage;
- Ability to work independently, provide trainings and work as a team, manage multiple tasks, and meet deadlines under pressure;
- 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.

VIII. How and where to apply.

Interested candidates are required to submit a cover letter and CV to the address mentioned below:

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