

**Kingdom of Cambodia**  
**Nation Religion King**



**Ministry of Land Management, Urban Planning and Construction, LASED III (IDA Credit No.: 67060-KH)**  
**REQUEST FOR EXPRESSIONS OF INTEREST**

**National Procurement and Contract Management Assistant**

1. The Royal Government of Cambodia (RGC) through the Ministry of Land Management, Urban Planning and Construction (MLMUPC) as Executing Agency (EA) and Ministry of Agriculture, Forestry and Fisheries (MAFF) as Implementing Agency (IA), have received financing from the World Bank for Land Allocation for Social and Economic Development Project III (LASED III) and intend to apply part of the proceeds of this credit to payments for consultant for **National Procurement and Contract Management Assistant**, (Ref No. MLMUPC-CS-48R).
2. The objective of the National Procurement and Contract Management Assistant is to assist Procurement Officers of the project and National Procurement and Contract Management Consultant to maintain sound procurement and contract management controls and records in a timely, efficient and transparent manner in line with the Project Implementation Manual (PIM) and to assist to prepare appropriate Procurement Plan and Strategic Development (PPSD) and procurement tracking.
3. **Main Tasks and Responsible:**
  - In collaboration with the Procurement Officer to ensure that all procurement packages in procurement plan are carried out in accordance with the agreed procedures of WB Procurement Guidelines, Government SOP and Procurement Manual for Externally Assisted Program/Project in Cambodia;
  - Assist to undertake the preparation of draft bidding documents for Goods and Civil Works, bid advertisements, evaluation reports, and contract documentations etc., in accordance with the agreed procurement procedures of the development partner (DP);
  - Assist to undertake the draft documents for selection of consultants, such as terms of reference, requests for expressions of interest, short-list reports, requests for proposals, evaluation reports, and contracts etc.
  - Assist in preparing minutes of meetings, or record of proceedings for the Procurement Unit, as necessary;
  - Assist to monitor the procurement cycles of each of the procurement packages undertaken, and update the procurement plan for every quarter/semi-annual/annual as required;
  - Assist in the preparation of quarterly progress reports by updating all required procurement related information;
  - Assist in coordination and facilitation with relevant departments to develop specifications or technical inputs for the tender documents/proposals;
  - Assist the Procurement Officer in maintaining the proper and effective filing/record keeping system of the project procurement documents,
  - Assist to 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;
  - Assist to conduct occasional checks or monitoring visits specifically on the contract reporting status;
  - Assist to support contract management and procurement activities and verify conformity and good condition of equipment purchased;
  - Assist in updating the contract register for all contracts procured under the project;
  - Assist in preparation of Annual Work Plan and Budget (AWPB) in collaboration other Units; and
  - Other tasks as may be assigned and/ or delegated by the Procurement Unit.
4. **Minimum Skills and Qualifications:**
  - At least Bachelor degree in Business Administration or other relevant fields;
  - At least 3 years of relevant experience in procurement for the projects funded by Multilateral Banks;
  - Familiarity with WB/ADB Procurement Procedures, Policy and Guidelines for Goods, Works and Consultants' Services;
  - Familiarity with the Royal Government of Cambodia's Standard Procurement Manual and Bidding Documents for Externally financed Projects will be an advantage;
  - Comprehensive computer skills such as Microsoft Office; and
  - Good in written and spoken English and Khmer;
5. The selection process will be carried out in accordance with provisions set forth in the Government Procurement Manual for Externally Financed Projects/Programs in Cambodia and Approved Selection Method for Individual Consultant - Section VII. Approved Selection Methods: Consulting Services of the World Bank Procurement Regulations for IPF Borrowers, dated July 2016, revised November 2017 and August 2018.
6. The duty station will be based at the office of LASED III at The Ministry of Land Management, Urban Planning, and Construction (MLMUPC).
7. Further information can be obtained at the address below during office hours from 8:00 AM to 5:00 PM.
8. Interested consultants are required to submit consultant background including detailed Curriculum Vitae supported with previous experience on a similar assignment, current photograph (passport size) and three referees (names, positions and contact details), Letter of interest, and Expected fees for the services with the support of previous contract experiences, and nominated referees (with contact detail) to Office of LASED III-MLMUPC, Room 708, 7th Floor, # 2005, Street 307, Sen Sok, Phnom Penh or by email to **Mr. Rithy Ratanakcheyseth**, [rcheyseth@gmail.com](mailto:rcheyseth@gmail.com) and copy to [tholdinajp@gmail.com](mailto:tholdinajp@gmail.com) and [ungnareth@yahoo.com](mailto:ungnareth@yahoo.com) no later than **17:00 hours on September 08, 2023**.