

Kingdom of Cambodia
Nation Religion King



Ministry of Land Management, Urban Planning and Construction
Land Allocation for Social and Economic Development Project III (IDA Credit No.: 67060-KH)

REQUEST FOR EXPRESSIONS OF INTEREST

Technical Secretariat Coordination Consultant
Reference No. MLMUPC-CS-27

1. The Royal Government of Cambodia (RGC) through the Ministry of Land Management, Urban Planning and Construction (MLMUPC) as Executing Agency and Ministry of Agriculture, Forestry and Fisheries (MAFF) as Implementing Agency, 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 Individual National Consultant for **“Technical Secretariat Coordination Consultant”** to payments under the Contract for **MLMUPC- CS-27**.
2. The Technical Secretariat Coordination Consultant’s primary role is to provide administrative support of the LASED III Project Technical Section. He/she will oversee office procedures and other tasks as assigned by the Technical Director.
3. **Main Tasks.** He/she is responsible for but not limited to the following tasks:
 - The consultant is expected to perform full range of office and administrative support work within the Technical Unit.
 - In addition to overall administrative work, a significant part of the job entails provision of some specialized support e.g. database collection, major event/course planning, interpreting various documents, etc.
 - Perform extensive coordination and maintain the office workflow with other units/departments within the ministry as well as other line ministries and development partners.
 - Maintain and ensure the project documents are properly filed, distribute incoming correspondences including hard copies and emails.
 - Liaise closely with the M&E/MIS Unit to maintain project records.
 - Coordinate meetings, workshops, draft minutes and ensure timely distribution of relevant documents.
 - Compile data and prepare documents for consideration and presentation to the management.
 - Maintain office inventory, equipment and supplies.
 - Participate in field work as required
 - Perform other assigned tasks by Technical Director
4. **Minimum Skills and Qualifications:**
 - Relevant Master’s Decree, preferably in Administration and/or relevant skills,
 - 3 year working experience in Administration or related field with public institutions or non-profit organizations,
 - Knowledge on LASED Projects, especially social land concession and ICLT,
 - Knowledge of computer use (Word, Excel, and Power Point),
 - Knowledge of quantitative and qualitative research skills and report writing skills,
 - Good proficiency of written and spoken English,
 - Fast learner and work well with the LASED team,
 - Ability to independently undertake diverse and complex assignments with minimal supervision,
 - Good communication skills, written and spoken in Khmer English, and
 - Willingness to do fieldwork with community people.
5. The selection process will be carried out in accordance with the provisions set forth in the Government Procurement Manual for Externally Financed Projects/Programs in Cambodia and Approved Selection Method for Individual Consultants - 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. Further information can be obtained at the address below during office hours from 8:00 AM to 5:00 PM.
7. Expressions of Interest must be submitted to the Office of LASED III-MLMUPC, # 2005, Street 307, Sen Sok, Phnom Penh, Cambodia or by email to Mr. Rithy Ratanakcheyseth, rcheyseth@yahoo.com and copied to tholdinajp@gmail.com and ungnareth@yahoo.com no later than **17:00 hours on 8th November 2021**