

REQUEST FOR PROPOSALS

Cambodia Australia Partnership for Resilient Economic Development (CAPRED) Program	
RFP Number	RFP24-023
Project Name	Management consulting services for contract administration for “Provincial Investment Plan Study for Piped Water Supply in Cambodia”
Domain Name	Infrastructure
Application Closing Date	5pm (Phnom Penh Time), 23 February 2024
Assignment Duration	March to May 2024 with a possible extension for another 3 months

1. Background

1.1 CAPRED

The CAPRED Facility is Australia’s key bilateral economic development program in Cambodia, focusing on economic recovery and resilience over the next four years, with a possible three-year extension.

The Facility supports Cambodia in implementing a range of necessary economic interventions and reforms to maintain the country’s economic transition. These interventions and reforms are primarily aimed at encouraging more productive and inclusive public and private investment, which promotes resilient, inclusive, and sustainable growth (RISE).

CAPRED interventions fall under three technical components including: Agriculture and Agro-processing; Trade, Investment and Enterprise Development and Infrastructure Development; and one Cross-Cutting component comprising: Gender Equality, Disability and Social Inclusion (GEDSI); Climate Resilient initiatives, and policy support. GEDSI is at the heart of all that CAPRED does.

1.2 Provincial Investment Plan context

Following the achievements of Provincial Investment Plan Study for Piped Water Supply in Cambodia (PIP) in 2020, the Ministry of Industry, Science, Technology, and Innovation (MISTI) will collaborate with CAPRED to update and expand the scope of the study to inform the sector financing and master plan development.

The main objectives of the Inclusive and Resilient PIP study (2024) are:

- Updating the licensing status and pipe coverage of each village.
- Mainstreaming Gender Equality, Disability, and Social Inclusion (GEDSI) and climate resilience into the development of the PIP study (2024)
- Estimating the investment needed to improve the existing infrastructure for existing covered areas and expand to non-covered areas to reach universal access to piped water supply.
- Conducting financial analysis for return on investment of each designed system and determine appropriate support measures.

2. Purpose

CAPRED seeks to engage a service provider that specialises in contract management / project management / management consulting to provide comprehensive contract administration services. The selected service provider will support CAPRED in managing various contracts, ensuring efficient operations for the delivery of the PIP study works.



3. Scope of Works

The selected firm will manage the following contracts on behalf of CAPRED:

1. **Consultant Contracts:** Management of contracts with 22 consultants.
2. **Car Rental Service Contract:** Administration of a contract for 4 rental cars.
3. **Office Rental Service Contract:** Oversight of an office rental service contract.
4. **Logistics support:** organisation of transportation, including fuel, vehicle logs and drivers of hired vehicles to support 22 consultants travel to the provinces of Cambodia.
5. **General office management:** Ensuring the office and logistics support for the 22 consultants.
6. **Communication:** Administration of a contract or supports to consultants on communication including internet or prepaid top up for phone.

3.1 Key Tasks and Activities

The selected service provider will work closely with CAPRED and will be responsible for the following tasks.

- **Cash Advance Requests and Payments:** Submitting cash advance requests to CAPRED and settling payments to consultants and suppliers.
- **Contract Management:** Managing contracts of consultants and car rental services for the PIP project. This includes timesheet management, bi-weekly or monthly compensation, and bi-weekly or monthly per-diem and accommodation clearance, all in compliance with CAPRED's Operation Manual.
- **Logistics and Communication Support:** Providing logistics arrangement and communication support to consultants for travel, including vehicle arrangements.
- **Office Management:** Managing an office rental service contract, internet services and other office arrangements in compliance with CAPRED's Operation Manual.
- **Invoice Verification:** Verifying the invoices, timesheets, and claims submitted by consultants or suppliers.
- **Financial Reporting:** Submitting a monthly financial report and all supporting documents to CAPRED.
- **Tax compliance:** Ensuring that all financial claims and reporting adhere to the tax regulations of Cambodia.
- **Labor compliance:** Ensuring that all consultants are properly documented in adherence to the labor regulations of Cambodia.

4. Qualifications or Specialised knowledge/experience required

These tasks require multidisciplinary skillsets, expertise, and experience. The service provider shall have personnel within the team with the following qualifications and experience.

Education:

- At least a bachelor's degree in Finance, Human Resources, Management, Economics, or related fields.

Accreditation:

- Registered with the Cambodian Ministry of Commerce and General Department of Taxation.

Technical competencies and Experience:

- Familiar with financial reporting requirements.
- Proficient in documenting receipts and invoices.
- Experienced in administration, logistics, office support, and/or management consultancy.
- Knowledgeable about Cambodian tax and labor regulations and their compliance requirements.



Other Competencies:

- Demonstrated high ethical standards.
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treat all people fairly without favouritism.
- Fulfil obligations to GEDSI sensitivity and zero tolerance for sexual harassment.
- Strictly comply with DFAT Child Protection Code of Conduct and policy (<https://www.dfat.gov.au/sites/default/files/child-protection-policy.pdf>).

5. Evaluation

CAPRED will use an objective and reliable process to evaluate each proposal. The proposals and responses will be evaluated based on (in no particular order):

- a. Compliance with this Request for Proposal (RFP).
- b. Understanding of and ability to meet the requirements and deadlines as specified.
- c. Expertise and experience with delivery of similar projects.
- d. Expertise of individuals and the overall team nominated to deliver the services and equipment.
CAPRED reserves the right to reject any individual being proposed and to ask the supplier to provide an alternative.
- e. Past performance relevant to this RFP (as determined by referee checks).
- f. Relevant examples of previous work.
- g. Proposed fee charged for the services.

Note: While price is a factor, it is more important that the applicant can demonstrate value for money. CAPRED reserves the right to contract more than one supplier for these services and may actively seek to contract more than one supplier to ensure supply of technical services. CAPRED reserves the right to vary the contract terms, and to exercise the option period at its sole discretion. The evaluation criteria will be 70% on technical and 30% on financial proposals.

Due diligence checks will be conducted on the organisation/s and individuals nominated in the RFP prior to awarding contract/s.

6. How to Apply

Interested consulting firm shall submit CVs of key persons and a financial proposal for 3 months and 6 months of service if there is an extension. The proposals including the Response Form must be submitted no later than **5 pm (Phnom Penh time), 23 February 2024** by email to procurement@capred.org with “Management Consulting Services – RFP” in the subject line. Any proposals submitted after this time and date will not be considered.

For further information:

Further information about this RFP can be obtained from Ratanak Hoeun, CAPRED Investment Manager, at email: ratanak.hoeun@capred.org

Cowater International is an equal opportunity employer, basing employment on merit and qualifications as they relate to the professional experience and position expectations. Cowater does not discriminate against any employee or applicants on the basis of race, religion, sex, gender identity, disability, age, or any other basis protected by law. CAPRED aims to have a diverse workforce and a workplace that is supportive of gender equality, disability and social inclusion. Women, people with disabilities and other minorities are highly encouraged to apply.

