

KINGDOM OF CAMBODIA

**MINISTRY OF COMMERCE, INTERNATIONAL TRADE DIRECTORATE
Department of International Cooperation (D/ICO)
Trade Development Support Program (TDSP)
(Program ID No: P109648)**

**REQUEST FOR EXPRESSION OF INTEREST FOR
A NATIONAL CONSULTANT TO ASSIST THE ROYAL SCHOOL OF ADMINISTRATION TO PROVIDE
HIGH QUALITY TRAINING TO OFFICIALS FROM TDSP IMPLEMENTING AGENCIES
(LONG TERM)
(REF: (TDSP/2011/069/3))**

1. The Royal Government of Cambodia (RGC) through the Ministry of Commerce (MOC) has received financing in the amount of approximately US\$ 12.60 million equivalent, from the Multi Donor Trust Fund, contributed by the European Commission, DANIDA and UNIDO. The fund will be managed by the World Bank as “trustee” to support the “*Trade Development Support Program (TDSP)*” with the Department of International Cooperation (D/ICO) of the Ministry of Commerce as implementing agency responsible for managing the overall implementation and coordination with other line ministries and stakeholders.
2. The TDSP has four components: (A) Trade Policy Formulation and Implementation, supporting trade policy formulation and implementation, (B) Performance Monitoring, supporting activities to develop a transparent, consistent and sustainable performance monitoring system, (C) Strengthening Institutional and Human Capacity and (D) Implementation Support to TDSP.
3. The RSA has applied for and received funding from the TDSP to implement a project called “Implementing Agencies – Capacity Enhancement Project.” The RSA now intends to apply part of this fund to payments under the contract for Consultants to assist the Royal School of Administration (RSA) to develop a curriculum for capacity enhancement in the public administration area.
4. The DICO, serving as Program Coordination Unit, on behalf Royal School of Administration (RSA), is recruiting a National Consultant, who will be based in the (RSA) and will work under the supervision and guidance of, and report to HE Mr. Chhiv Yiseang, Director of Studies and Training Courses.
5. The services to be provided will include, but are not limited to:
 - Support the work of all international consultants during their mission in Cambodia
 - Assist the project management team in RSA with all technical aspects of the project, including consultant output management, workshops, reporting
 - Assist in the development of training needs assessment methodology customized to the needs and situation of TDSP implementing agencies(IAs)
 - Participate in interviews, meetings and workshop with IAs
 - Support the development of assessment tools (questionnaires, guidelines, interviews) by the international consultant
 - Provide inputs for all reports from the international consultants
 - Provide translation and interpretation services from English to Khmer and vice versa
 - Provide inputs to all reports from national and international consultants before those are submitted to D/ICO
6. This position is part time with a total of 120 working days.
7. D/ICO invites expressions of interest from qualified and experienced national individual consultants to undertake the above mentioned services which are further detailed in the Terms of Reference for this assignment. The successful consultant will be selected in accordance with the provisions set forth

in the Guidelines for Selection and Employment of Consultants by World Bank Borrowers, issued January 2011.

8. In submitting their expressions of interest, consultants are kindly requested to indicate the following reference: TDSP/2011/069/3. Interested consultants must provide their updated curriculum vitae, indicating personal and technical skills, academic qualifications, experience in similar assignments, and experience in Cambodia and/or other developing countries along with the names of at least three (3) referees with contact information (e-mail address, telephone or fax numbers). Expressions of Interest shall be submitted in hard copy followed by an electronic copy.
9. Interested consultants may obtain copies of the detailed Terms of Reference (in English) for the assignment from the address below or by requesting via email during office hours from 8:30 to 12:00 and from 14:00 to 17:30 hours, Monday through Friday, except public holidays.
10. Expressions of interest must be submitted to the address below no later than **6th July 2012 (before 17:00 hours)**

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ROYAL GOVERNMENT OF CAMBODIA

MINISTRY OF COMMERCE

TRADE DEVELOPMENT SUPPORT PROJECT (TDSP)

IDA Grant No. TF 093573

TERMS OF REFERENCE

A National Consultant to Assist the Royal School of Administration to Provide High Quality Training to Officials from TDSP Implementing Agencies

(Ref: TDSP/2011/069/3)

1. BACKGROUND

The Royal Government of Cambodia (RGC) completed a Diagnostic for Trade Integration Strategy (DTIS) in 2007, which reviews developments in key trade-related policies, including tariff and other restrictions, trade facilitation, legal reform, Technical Barriers to Trade (TBT) and Sanitary and Phyto-Sanitary (SPS) measures, Intellectual Property Rights (IPR), and investment promotion, as well as the global environment for Cambodia. As a result, in view of the challenges of coordinating a significant number of Government agencies and Development Partners (DPs), the RGC has started to develop a Trade SWAp (Trade Sector Wide Approach) led by the Ministry of Commerce (MoC). As a vehicle to implement the DTIS, the Trade SWAp seeks to bring together activities in the trade area, around a common monitoring framework and with a consolidated three-year rolling reform plan. It is structured to address issues in three broad areas called strategic “pillars”:

- 1) Reforms and cross-cutting issues for trade development (legal reforms, trade facilitation, technical barriers to trade, improving sanitary and phyto-sanitary regulation and practice).
- 2) Product and service sector export development (sector-specific reforms, with a focus on the 19 products identified in the DTIS); and
- 3) Capacity building for trade development and for the management of trade development (building competencies, institutional functionality, and information and accountability systems).

Thanks to directions found in the DTIS and willingness of stakeholders to participate in Trade SWAp, Development Partners (DPs) have agreed to mobilize financial support for remedial actions through a Multi Donor Trust Fund (MDTF) specific for trade development (TDTF). This approach serves to harmonize the donors’ assistance provision approaches, to assure that priorities in donor financing match those of the DTIS, and to minimize administrative costs for the RGC. Eventually, this TDTF finances the Trade Development Support Program (TDSP), which consists of four components supporting the implementation of the Trade SWAp, whose Secretariat is the Department of International Cooperation (D/ICO), Ministry of Commerce:

Component 1: *Trade Policy Formulation and Implementation (1a: Technical Barriers to Trade (TBT) and Sanitary and Phyto-Sanitary (SPS); 1b: Trade Facilitation; 1c: Other Legal Reforms and RGC WTO Obligations)*, would mainly support the first pillar on cross-cutting reforms.

Component 2: *Performance Monitoring and Training*

Component 3: *Institutional and Human Capacity* would support the third pillar on capacity development.

Component 4: *MoC Implementation Capacity* seeks to build implementation capacity for the TDSP and, by extension, the Trade SWAp.

The initial allocation to the Trade Development Support Program (TDSP) is US\$ 12.35 million for the start of program implementation. Within 4-year term, TDSP implementing entity, Department of International Cooperation (D/ICO), Ministry of Commerce, is responsible for coordinating TDTF for the support to projects proposed by implementing agencies, and is directly responsible for reporting and communicating with the World Bank (WB) and key stakeholders.

The RSA has applied for and received funding from the TDSP to implement a project called “Implementing Agencies – Capacity Enhancement Project.” The RSA now intends to apply part of this fund to payments under the contract for Consultants to assist the Royal School of Administration (RSA) to develop a curriculum for capacity enhancement in the public administration area.

2. DESCRIPTION OF THE ASSIGNMENT

2.1 Beneficiary

The beneficiary of this assignment is the Royal School of Administration, 17, Street 466, Phnom Penh. Since its re-establishment in 1995, the Royal School of Administration (RSA) was given the task of selecting and training future high-ranking and middle ranking civil servants through initial training, within 3 majors such as General administration, Economy and Finance, and Diplomacy by the Royal Government of Cambodia. The RSA provides the initial Training of the middle-ranking (Kramakars) and high-ranking civil servants. At the end of their training, the students commit themselves to integrating civil service for a minimum period of 7 years.

The school also has the responsibility of developing and extending the expertise of senior and middle ranking civil servants throughout their career within the continuing education program. As an applied-training institution, the Royal School of Administration has the task of improving the quality of the Cambodian civil service's training, to update it, and to customize it so it can more efficiently serve the State.

With autonomy granted by the 2004 status, the School is seeking ways to extend its activities in the area of training as well as research beyond the public administration sector, by strengthening cooperation with locals and foreign institutions, both policy and training institutions, as the cooperation with the Ministry of Commerce in the framework of Trade Project supported by the MTDf exemplifies. Through a Memorandum of Understanding with the Ministry of Commerce, the RSA will be able to co-organize training sessions for provincial officials of commerce, with the Ministry of Commerce.

The Royal School of Administration is also an implementing agency for the Trade Development Support Programme (TDSP). Since 2010 it is implementing a 12-month project aimed at developing a trade curriculum for Cambodian officials. This gave the opportunity to the RSA to get in closer contact with other TDSP IAs and better understand the needs, expectations and difficulties staff and institutions playing the role as IA face.

2.2 Objectives

There are very few university-level courses specialized in trade available in Cambodia, and there are usually only a few specialists trained abroad. On the other hand, few ministries have training departments and no formal or institutionalized training programme. Through this project it is proposed to address the following problems:

- International, bilateral and multilateral organizations increasingly use aid delivery mechanisms making government accountable and responsible for the management and implementation of the programme. This means that an increasing number of officials are expected to provide project management and project delivery roles and duties. However, very few possess the skills, knowledge and attitude required to be able to perform up to international standards.
- There is a great variety of training providers in Cambodia: university, NGO, international organizations and private firms alike do organize training on a fee or free basis, to government officials. However, in the majority of cases, the curriculums are not developed with their specific needs and concerns in mind, but are of a generic nature. Few capacity assessments or training needs assessment are conducted prior to developing training materials and training solutions.
- Most government ministries have access to fund and other resources to meet their training needs. A lot of them chose to develop in-house training capacities by organizing training events in-house. While this has the obvious advantage to lessen the costs and increase participation, most ministries are not proficient in the training business and mechanism and do focus on the training delivery itself, leaving the pre- and post-training untouched.

Faced with this diagnosis, the project aims at building and / or strengthening:

- The capacity of individuals in both management and supervisory positions of Royal Government of Cambodia departments as well at the level of techniques and implementation in particular, but not limited to public administration, English language IT, project formulation, management, monitoring and evaluation.
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- The capacity, offer and methodology of selected public and private training institutions to offer customized, material-dependent quality training in areas of need.
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- To strengthen the capacities of the Royal School of Administration, as the sole provider of long-term education for Cambodia civil servants, to provide professional training and other capacity development tools for the government ministries and offices and to work with government institutions to increase their project management capacities
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- Increase the capacities of training providers to develop tailor-made training packages for government officials

These aims will be achieved by:

- Designing programs

- Developing assessment techniques
- Conducting joint interviews
- Coaching RSA staff and national consultants attached to the project and TDSP
- Development of pedagogical materials (and dissemination)
- Ensuring buy-in from IAs
- Set up of monitoring mechanism for those training / networking of beneficiaries
- Providing room for adjustment of curricula based on the emergence of new needs (in the long range)

3. SCOPE OF WORK

The main duties of the national consultant in the dispatch of his/her inputs are to:

- i. Support the work of all international consultants during their mission in Cambodia
- ii. Assist the project management team in RSA with all technical aspects of the project, including consultant output management, workshops, reporting
- iii. Assist in the development of training needs assessment methodology customized to the needs and situation of TDSP implementing agencies(IAs)
- iv. Participate in interviews, meetings and workshop with IAs
- v. Support the development of assessment tools (questionnaires, guidelines, interviews) by the international consultant
- vi. Provide inputs for all reports from the international consultants
- vii. Provide translation and interpretation services from English to Khmer and vice versa
- viii. Provide inputs to all reports from national and international consultants before those are submitted to D/ICO

4. ASSIGNMENT OUTPUTS AND INDICATIVE SCHEDULE OF DELIVERIES

The consultant will dispatch his inputs in Cambodia, in the premises of the Royal School of Administration unless otherwise notified. He will be supported by staff from the RSA.

The consultant is expected to deliver the following outputs:

#	Deliverable	Working Days	Description	Due Date
1	Detailed Phase 1 report, including workshop and interview findings reports	40	Support the mission of consultants, joining meetings, preparing reports to RSA management, preparing workshop materials and logistics	2 months after starting date
2	Report detailing proposed curriculum for each selected provider including a draft training delivery plan for RSA's approval	20	Liaise with local providers, review local providers curriculum,	2 months after completion of Phase 1
3	Draft partnership agreement with selected providers for approval by RSA Management	5	Participate in negotiations with providers and MoC,	3 months after completion of Phase 1

			work with RSA on contract drafting,	
4	Technical inputs to the international consultant for the development of monitoring tools	5	Participate in meeting and technical discussions aimed at developing monitoring tools, provide interpretation services for the international consultant	4 months after completion of Phase 1
5	Report to RSA in each training round results and constraints, including recommendations for improvement	20	Participate in selected training events for each round, gather training evaluation forms and summarize them	To be completed 5 months after completion of Phase 2
6	Develop a one-year training plan for all IA	30	Compile all individual IA training plans and requests and produce one IA annual training plan for RSA consideration	To be completed 5 months after completion of Phase 2
	TOTAL	120		

5. RESOURCES TO BE PROVIDED BY THE CLIENT

The Consultant will work closely with the RSA staff. The Client will provide the Consultant with the following resources:

- Office space / accommodation, desks / office furniture and a meeting room;
- Office equipment including desktop computer(s), printer, photocopier, scanner, office supplies, local telephone, internet access and software;
- On duty transportation for the travel related to the performance of services in Phnom Penh
- Access to project documentation and other relevant reports;
- The RSA will be responsible for organizing workshops and seminars relevant to this assignment.

6. INSTITUTIONAL AND ORGANIZATION ARRANGEMENTS

The Consultant will be based in Phnom Penh at offices to be organized and made available by the RSA. The Consultant will report to HE Mr. Chhiv Yiseang, Director of Studies and Training Courses. He/she will participate in the project meetings and will keep regular contact with the TDSP Project Director and technical staff. The Consultant will also work in close cooperation with all National Consultants who will be provided short term inputs to the project.

7. MINIMUM QUALIFICATIONS

QUALIFICATIONS:

- A degree in public administration, economics, business or management.
- At least 5 years of relevant experience in conducting capacity and training needs assessment
- Experience working for public administration projects is an advantage.
- Experience in providing training to public officials in Cambodia, in particular in the project management field.
- Excellent Khmer writing and verbal skills, very good English writing and verbal skills an advantage

DURATION: 120 working days