

KINGDOM OF CAMBODIA
MINISTRY OF COMMERCE
GENERAL DIRECTORATE FOR INTERNATIONAL TRADE
DEPARTMENT OF INTERNATIONAL COOPERATION

Enhanced Integrated Framework – Tier 1

(Program ID No: EIF-Tier1-KHM-001)

**REQUEST FOR EXPRESSION OF INTEREST FOR
INDIVIDUAL CONSULTANT FOR A
NATIONAL ACCOUNTANT (FULL TIME)
(REF: EIF/2012/002/1/1)**

1. The Royal Government of Cambodia (RGC) through the Ministry of Commerce (MOC) has received a grant of US\$909'000 as part of the Enhanced Integrated Framework – Tier 1 implementation (2010-2013). Recently MOC and partner agencies implementing Cambodia Export Diversification and Expansion Program obtained a grant of approximately US\$ 3 million as part the Enhanced Integrated Framework – Tier 2.
2. The Integrated Framework (IF) for Trade-Related Technical Assistance to least-developed countries (LDCs) is a process that was first established in 1997 to support LDC governments in trade capacity building and integrating trade issues into overall national development strategies. The IF has two objectives: (1) to "mainstream" (integrate) trade into the national development plans such as the Poverty Reduction Strategy Papers (PRSPs) of least-developed countries and (2) to assist in the co-ordinated delivery of trade-related technical assistance in response to needs identified by the LDC. The IF is built on the principles of country ownership and partnership.
3. The D/ICO, serving as Secretariat to the EIF Tier 1 Project, is recruiting a **National Accountant** to carryout and assists DICO in all financial and accounting related activities under the project. The services to be provided will include, but are not limited to:
 - Assist the program management in preparing annual operational plan, training plan and budget and prepare quarterly and semi-annual disbursement projections.
 - Assist financial unit to track the implementation status of activities in the annual operational and budget plan and ensure that this plan is implemented within the define budget and timeframe.
 - Assist the program management on reporting activities to the development partners and RGC on the implementation of components and sub-projects.
 - Assist the program management in ensuring sufficient funds are always kept to meet the program obligations
 - Generate the financial record for approval and post the financial transactions into the Conical Hat software.
 - Prepare financial statements on the source and use of funds and the fund balance of the Project, quarterly IFRs, and other information concerning financial requirements; assists in gathering and reviewing data for preparation of budget work programs.
 - Maintain various ledgers, journals, registers (contract and advance), and classifies expenditures and posts to various accounts as required.
 - Prepare expense vouchers, invoices, and other fiscal documents for payment, reconciles various financial reports and other data concerning fiscal operations.
 - Maintain remuneration data; prepare and process monthly remuneration.

- Check cash count sheets, reconciliation, and petty cash replenishment report
- Prepare withdrawal application, Statement of Expenditures and summary sheets.
- Interact with internal and external auditors in completing audits.
- Participate in physical verification of fixed assets.
- Report to financial unit, NIU Director and ultimately to the EIF Focal Point.
- Perform other duties as assigned by the supervisors.

The consultant shall be engaged for **a period of twelve months** with possibility of extension for another year.

4. Acting on behalf of the Ministry of Commerce, D/ICO invites expressions of interest from qualified and experienced 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 Procurement Manual For Externally Financed Projects/Programs in Cambodia (September 2005).
5. In submitting their expressions of interest, consultants are kindly requested to indicate the following reference: **EIF/2012/002/1/1**. Interested consultants must provide their updated curriculum vitae, indicating personal and technical skills, academic qualifications, experience in similar assignments, experience with donor-funded, government-executed projects, 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.
6. Interested consultants may obtain copies of the detailed Terms of Reference (in English) for the assignment from the address below during office hours from 8:30 to 12:00 and from 14:00 to 17:30 hours, Monday through Friday, except public holidays.
7. Expressions of interest must be submitted to the address below no later than **November 19th, 2012 (before 17:00 hours)**. Applications received beyond this date will not be considered

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