

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 ADMIN ASSISTANT
(REF: EIF/2011/014/01)**

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). 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) through the implementation of Diagnostic Trade Integration Strategy in 2007 and embark on an ambitious Trade Sector-Wide Approach (Trade SWAp) in Cambodia and (2) to assist in the co-ordinated delivery of trade-related technical assistance in response to the needs identified by the LDC. The EIF proposal for Cambodia will allow the country to enhance its national capacity to formulate, implement, manage, and monitor a pro-poor trade policy that further adhere to the principles of the Paris Declaration on Aid Effectiveness. The Department of International Cooperation (D/ICO) of the Ministry of Commerce acts as the National Implementation Unit (NIU). The EIF Tier 1 project supports the implementation of the Cambodia Trade SWAp.

2. The D/ICO, serving as Secretariat to the EIF Tier 1 Project, is recruiting a **National Admin Assistant** to support the smooth implementation of the EIF Tier 1 project, by assisting the NIU Director, EIF team and selected D/ICO officials to discharge their duties in a timely and qualitative manner. The incumbent is expected to show initiative and provide support guidance to D/ICO staff in matters related to administration, recording of notes, letters, and documents related to the EIF Tier 1 project implementation. The services to be provided will include, but are not limited to:
 - Support the IOC process: phone calls, quotations, minutes, record keeping
 - Support to the organization of training activities (in-house, in Phnom Penh, in provinces), all administrative duties related to training events.
 - Assist with the procurement of consumables for EIF Operations
 - Prepare or assist in preparation of standard letters, in particular by the Administration Unit
 - Assist the NIU Director in preparation of work plans, progress report, meeting minutes, financial reports;
 - Assist the NIU Director in formulation of administrative, financial and procurement plan and their implementation,
 - Assist in preparation and logistical planning for various conference, workshop etc;
 - Assist visiting missions (arranging appointments, hotel accommodations and other travel);

- Support the communication officers in disseminating information and collecting inputs from stakeholders.
 - Any other duties as assigned by the NIU Director and reasonably related to the above duties
3. The Consultant is contracted for a period of twelve months (12 months) from the contract signing date with possibility of extension depending on performance and funds availability.
 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 Section V: Selection and Employment of Consultants by World Bank Borrowers.
 5. In submitting their expressions of interest, consultants are kindly requested to indicate the following reference: **EIF/2011/014/01**. 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 **January 21, 2013 (before 17:00 hours)**. Applications received beyond this date will not be considered.

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