

**KINGDOM OF CAMBODIA  
NATION RELIGION KING**



**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES – INDIVIDUAL CONSULTANTS)**

**Ministry of Commerce  
Trade Development Support Program  
Grant No. TF093573**

1. The Kingdom of Cambodia has received financing from the World Bank toward the cost of the Trade Development Support Program, and intends to apply part of the proceeds for consulting services.
2. Department of International Cooperation (DICO) of Ministry of Commerce, on behalf of the National Commercial Arbitration Centre (NCAC) who is the recipients of these consultant services, is recruiting three (3) individual consultants to fulfill the following positions:
  - (i) Secretary General for NCAC (Re-advertisement—Ref. TDSP/2015/141/4)
  - (ii) National Consultant to Develop Q&A Brochure, Booklet and Newsletters for Public Outreach (Ref. TDSP/2015/141/8)
  - (iii) National Consultant to Develop Training Curriculum and Materials for Stakeholders Training (Ref. TDSP/2015/141/9)
3. The Consultants' duties and responsibilities will be detailed in the Term of Reference (TOR) which will be available upon request.
4. Interested candidates are requested to observe the following qualification and experience to be required to undertake the assignment:

<b>Position</b>	<b>Minimum Qualification and Experience Requirement</b>
<b>(i) Secretary General for NCAC (Re-advertisement—Ref. TDSP/2015/141/4)</b>	<ul style="list-style-type: none"> <li>• At least Master Degree in related field of study (business administration/management or development) from internationally recognized university;</li> <li>• At least 3 years of experience at the senior level in managing or advising organization to deliver professional services;</li> <li>• At least 2-3 years of experience in managing/supervising administration and financial related tasks and coaching other colleagues;</li> <li>• A good knowledge of Alternative Dispute Resolution (ADR), especially commercial arbitration and some commercial laws would be an asset;</li> <li>• Having a profound understanding on roles of ADR in improvement business enabling environment in Cambodia;</li> <li>• High level of proficiency in English and Khmer both verbal and written;</li> <li>• Proficiency in Microsoft Office (Ms. Word and Excel, PowerPoint) and basic knowledge of website maintenance;</li> </ul>
<b>(ii) National Consultant to Develop Q&amp;A Brochure, Booklet and Newsletters for Public Outreach (Ref. TDSP/2015/141/8)</b>	<ul style="list-style-type: none"> <li>• At least Bachelor Degree in IT and electronic design;</li> <li>• Substantive experience in designing professional business brochure, booklets and newsletter;</li> <li>• A good knowledge of Alternative Dispute Resolution (ADR) and some commercial laws would be an asset;</li> <li>• A good knowledge of English and Khmer both verbal and written; and</li> <li>• Proficiency in Microsoft Office (Ms. Word and Publisher or other more advanced and user-friendly computer program for promotional design purpose).</li> </ul>
<b>(iii) National Consultant to Develop Training Curriculum and Materials for Stakeholders Training (Ref. TDSP/2015/141/9)</b>	<ul style="list-style-type: none"> <li>• Advance university degree in business-related laws, commercial arbitration or alternative dispute resolutions;</li> <li>• Substantive knowledge and experience of at least five years in designing and developing training curriculum and training materials for various stakeholders including business owners and managers, legal and judicial professionals and/or university students;</li> <li>• Practical and extensive experience in delivery of short-training workshop and seminars for different types of stakeholders;</li> <li>• Extensive knowledge and experience of commercial arbitration and business laws of Cambodia;</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Having a profound understanding of roles of alternative dispute resolutions in improving the business enabling environment in Cambodia;</li><li>• Excellent oral and written communication skills in English and Khmer; and</li><li>• Proficiency in Microsoft Office (Ms. Word and PowerPoint).</li></ul> |
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5. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.
6. A Consultant will be selected in accordance with the Selection of Individual Consultants method set out in the Consultant Guidelines.
7. Further information and Terms of Reference (TOR) either hard or soft copy can be obtained at the address below during office hours from 8:30 a.m. to 5:00 p.m.
8. Expressions of Interest must be delivered in a written form to the address given below (in person, or by mail, or by fax, or by e-mail) by/before **30<sup>th</sup> September 2015**.

Department of International Cooperation

Ministry of Commerce

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