

**KINGDOM OF CAMBODIA  
NATION RELIGION KING**

**Ministry of Agriculture, Forestry and Fisheries  
General Directorate of Animal Health and Production (GDAHP)**

**Cambodia Inclusive Livestock Value Chains Project (CILVCP)  
Grant No. TF0C7108**

**TERMS OF REFERENCE**

**Senior National Procurement and Contract Management Consultant (SNPCMC) (Ref. CILVCP-IC-003)**

**Institution:** General Directorate of Animal Health and Production (GDAHP), Ministry of Agriculture, Forestry and Fisheries (MAFF)  
**Method of Procurement:** Senior National Individual Consultant, Local-Based Recruitment  
**Supervisor:** Project Director, CILVCP  
**Term Duration:** 36 months (full-time), contract is on a yearly basis with the possibility of extension. Initial 3-month probationary period  
**Closing Date:** November 24, 2025  
**Starting Date:** Expect in January 2026

**I. Introduction**

1. The Cambodia Inclusive Livestock Value Chains Project (CILVCP), a trust fund which is funded by the Global Agriculture and Food Security Program (GAFSP) for a US\$20 million grant to the Royal Government of Cambodia, and the World Bank is the supervising entity for the grant. The institutional arrangements for project implementation will follow the Government's Institutional setup. The GDAHP of the MAFF is the Implementing Agency (IA) tasked to manage and coordinate the implementation of the project. The project supports Cambodia's national priorities for resilient, inclusive, and sustainable agricultural development, including climate change adaptation and gender equality. It aims to improve animal husbandry, promote climate-smart livestock practices, and reduce greenhouse gas emissions, aligning with Cambodia's climate goals for 2030 and 2050. The project specifically addresses the needs of women in agriculture, aiming to increase their access to training, markets, and financial resources. Improved livestock production and market integration will boost nutrition for poor households by increasing access to protein-rich animal products. The initiative leverages private sector financing for livestock value chain development, incorporating technical assistance and capacity building for producer groups.

**II. The Project Development Objective (PDO) of CILVCP and Key Impact Indicators**

2. The project development objective is to sustainably improve livestock-based livelihoods and strengthen animal health services in target project locations. The achievement of the PDO will be measured through the following indicators: (i) percentage increase in volume of gross sales of livestock and livestock products; (ii) number of farmers adopting climate-smart or sustainable livestock technologies or practices; and (iii) percentage of farmers satisfied with animal health services provided in the project target areas. It focuses on smallholder farmers, aiming to boost productivity, increase incomes, improve resilience to climate change and disease, and promote market access. Work mainly through producer groups (PGs), supporting them with training, access to technologies, and market connections. The project will prioritize three livestock value chains, namely cattle, pigs, and poultry, in three provinces, namely Battambang, Tbong Khmum, and Kampong Speu.

3. The Project comprises three main components: (i) Promote Inclusive and Sustainable Livestock Value Chains by supporting climate-smart technologies, organizing and training farmer groups, upgrading infrastructure like markets and slaughterhouses, and fostering business partnerships. At least 100 PGs and 30,000 people will receive capacity-building support, 10,000 livestock farmers to benefit from grant co-financing for new technologies, and up to 20 slaughterhouses and public markets will be upgraded. The project emphasizes building resilience, engaging women farmers, reducing greenhouse gas emissions, and coordinating with national and international partners for maximum impact; (ii) Enhance Animal Production and Health Services by developing demonstration farms, expanding extension and veterinary services, and piloting improved disease surveillance systems, 45 demonstration farms will be established (about 15 per province), training for farmers and animal health workers; digital systems will help reach more beneficiaries, and up to 700 Village Animal Health Workers (VAHWs) trained, with 350 receiving business start-up kits; and (iii) Project Management, Monitoring, Evaluation, and Learning to ensure results tracking, evaluation, and continual improvement.

4. The World Bank's Environmental and Social Framework (ESF) applies to CILVCP, including the following Environmental and Social Standards (ESSs):

- ESS1: Assessment and Management of Environmental and Social Risks and Impacts;
- ESS2: Labor and Working Conditions;
- ESS3: Resource Efficiency and Pollution Prevention and Management;
- ESS4: Community Health and Safety;
- ESS6: Biodiversity Conservation and Sustainable Management of Living Natural Resources;
- ESS7: Indigenous Peoples/Sub-Saharan African Historically Underserved Traditional Local Communities;
- ESS8: Cultural Heritage; and
- ESS10: Stakeholder Engagement and Information Disclosure

5. Key documents to address environmental and social (E&S) risks include an Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP), and Environmental and Social Commitment Plan (ESCP).

### **III. Objectives of the Assignment, Tasks, and Deliverables**

6. The objectives of the Senior National Procurement and Contract Management Consultant assignment are to provide support to the CILVCP on Procurement and Contract Management, including follow up the Term of References, technical specifications with relevant technical units, prepare procurement progress and action plan, and ensure all procurement activities comply with Standard Operations Procedure (SOP), Grant Agreement, Project Implementation Manual (PIM), Annual Work Plan and Budget (AWPB), and Procurement Plan (PP).

7. **Main Tasks.** The Senior National Procurement and Contract Management Consultant will be, but not limited to, the following responsibilities:

- Assist and provide technical support to the Project Implementation Team (PIT) and sub-national levels to prepare the annual procurement plan and ensure that an approved annual procurement plan is implemented as planned, and the procurement plan is updated regularly, and compliance with SOP, WB corporate procurement guidelines.
- Ensure close coordination of procurement activities with all components under the project;
- Assist and prepare a draft of bidding documents of goods, works, and the documents for the recruitment of consultants, service providers, bid advertisement/request for EOI, and bid evaluation reports by provisions of the SOP and WB's procurement guideline;

- Assist and provide technical support to the Procurement Review Committee at national level in (a) conducting bid opening, preparation of the draft minutes of bid opening, evaluation of the bid, and preparation of bid evaluation report with recommendations for the award of contract, and (b) evaluation of consultant's proposals and preparation of evaluation reports, where necessary;
- Assist, prepare, and review all required documentation for procurement, tracked progress to ensure the correct process was followed promptly, and maintained procurement files and records;
- Ensure that an effective filing and record-keeping system is established for the procurement to be done, and maintain a contract register with updated key procurement information of all contracts procured under the Project.
- Prepare the procurement sections of quarterly and annual procurement project reports and provide the recommendation report on procurement issues or any procurement which is deviation from the plan;
- Support the CILVCP Procurement Officer to handle procurement monitoring, record keeping system, and all correspondence relating to bidding, bid evaluation, and contract arrangement;
- Assist PIT at sub-national levels to prepare quarterly and annual procurement monitoring reports and provide the recommendation report on procurement issues or any procurement which is deviation from the plan;
- Providing on-the-job training and delivering structured procurement training workshops to the project's staff to build their capacity and enable them to independently carry out procurement activities by the end of the consulting assignment.
- Any other duties as required by the Project.

8. ***Experience, Skills, and Qualifications.*** The Senior National Procurement and Contract Management Consultant will have the following qualifications and experience as follows:

- The consultant shall have at least a master's degree in business administration, management or other related field with at least 10 years of general experience
- At least 7 years' experience in procurement of goods, works, and the selection of consultancy services, including the preparation of bidding/proposal documents, evaluation of bids and proposals, contracts preparation and management of contracts under bilateral/multilateral funded projects/programs including WB, ADB, EU, and other development donors
- Familiarity with government procurement Standard Operating Procedures (SOP), Procurement Manual for All Externally Financed Projects/Programs, Sub-decree dated December 2019 is an asset
- Have the ability to work independently and to provide training to other staff when needed
- Preferably has good communication skills in both spoken and written English

9. ***Location, Duration, and Other Matters***

- The duty station will be at the office of CILVCP at the General Directorate of Animal Health and Production (GDAHP), Ministry of Agriculture, Forestry and Fisheries (MAFF)
- The Consultant will be employed for a period of three (3) years, which may be extended, subject to satisfactory performance. The contract is subject to a probation period of three (3) months. Performance will be evaluated annually in addition to the assessment at the probation period, by the Project Procurement Officer, Project Manager, and Project Director.

10. ***Reporting***

- The Senior National Procurement and Contract Management Consultant will report to the Project Director and the Project Manager, and in close coordination with the procurement officer.

11. ***How and where to apply.*** Interested consultants are required to submit a Letter of Expression of Interest, including an outline understanding of the necessary assignment and expected work program, CV, nominated referees (with contact details), by soft or hard copies to the address mentioned below:

- The General Directorate of Animal Health and Production (GDAHP), Office of the Cambodia Inclusive Livestock Value Chains Project (CILVCP), Trea Village, Street 371, Sangkat Steung Mean Chey, Khan Meanchey, Phnom Penh, Cambodia. Mr. Tep Thavrin, Project Manager, PIU, CILVCP, [thavrin2003@gmail.com](mailto:thavrin2003@gmail.com) copy to Mr. SEA Visalrath, Procurement Officer, PIU, CILVCP, Email: [ssvisalrath@gmail.com](mailto:ssvisalrath@gmail.com)