



**MINISTRY OF HEALTH**  
**Cambodia Rapid Immunization Support and Resilient Health**  
**Infrastructure Project (CRIS-RHIP)**  
**Loan 4173-CAM (COL)/Loan 8416-CAM (AIIB)**  
**REQUEST FOR EXPRESSION OF INTEREST**  
**Recruitment: Individual Consultants**



The Cambodia Rapid Immunization Support Project under the Asia Pacific Vaccine Access Facility (CRISP), which became effective on 30 June 2022, provided the Government of Cambodia with financing for vaccine procurement and logistics based on an agreed list of eligible expenditures to vaccinate target populations against the coronavirus disease (COVID-19). The project outcome is target populations vaccinated or boosted against COVID-19. The project's single output (COVID-19 vaccines deployed) aimed to support procurement of an estimated 14.5 million doses of COVID-19 vaccines.

The loan is restructured to (i) add a new PIC to the original rapid response component (RRC) under the ADB's Support to Enhance COVID-19 Vaccine Access policy of 2020 (as amended from time to time, the "APVAX Policy"); (ii) expand the project outcome from target populations vaccinated or boosted against the COVID-19, to also cover strengthened resilience of health systems to future pandemics; (iii) reallocate the remaining RRC loan resources to finance eligible PIC expenditures under a new output, health service provision strengthened; (iv) revise the design and monitoring framework (DMF), gender action plan (GAP); (v) change implementation arrangements; (vi) allow the use of the statement of expenditure procedures; and (vii) change the project name to Cambodia Rapid Immunization Support and Resilient Health Infrastructure Project. The proposed PIC will upgrade infrastructure and services at seven hospitals and one national clinic to bring these facilities up to the MOH's service standards.

The Ministry of Health, Cambodia Rapid Immunization Support and Resilient Health Infrastructure Project (CRIS-RHIP) is recruiting the individual consultants for the following positions:

**1. Chief Technical Adviser (CTA)/Architect - International Consultant**

The assignment is intermittent for 24 person-months.

**Expected Tasks**

- Based on the preliminary project design for the targeted hospitals work on the establishment of schedules of accommodation and in consultation with the EA develop the design parameter and structure analysis of Project Sites and immediate surroundings;
- Advise on tests to be carried out, including topographical surveys, geotechnical test/report; detection of subsoil elements (such as substructure elements of adjoining properties, cables, building services, etc); and location of existing sewer, inspection chambers, and manholes (if any);
- Support on design development, necessary drawings and written report;
- Providing support during the design stage in reference images and text;
- Design narrative: written description of architectural concept; Material choices;
- Computer-aided design drawings, including plans, elevations and sections;
- Rendering of main viewpoints (perspectives);
- Support in addressing technical and design issues for conformance with information given through other consultants' documents;
- Support coordinate of design development documents with other consultants to provide further guidance and accommodation for detailed integration of civil and structure; mechanical, electrical and plumbing; quantity survey; landscape; and other consultants' requirements;
- Coordination of construction drawings and documents to avoid conflicts/inconsistencies with other consultants' inputs;
- Advise on the preparation of schematic plan drawings of hospital showing all rooms, corridors, elevators, major engineering shafts, stairs, engineering plant rooms, loading docks, entrances;
- Provide inputs to the Quantity Surveyor for preparation of preliminary estimates of construction cost and construction program;
- Assist in contract documentation including necessary drawings and written report;
- Support on obtaining approval of the proposed schematic design by the relevant authority, develop the schematic design drawings (including preliminary schedule of interior finishes, design and other details);
- Support on the development of detailed design work and prepare 1:50 scale plans showing all furniture, equipment & fittings and final stage documents as well as support in obtaining the statutory building approval
- Work with PMU team to review Annual Work Plan and Budget (AWPB) for the project including assisting all implementation agencies to develop their respective annual operational plan;
- Support the project Director/Project manager in day-to-day management of project activities;
- Coordinate among Executing Agency, Implementing Agencies, consultants, contractors and ADB;
- Participate coordination meetings with MoH, MEF, PMU, Provincial Departments, and ADB;
- Ensure project activities are implemented in line with the approved AWPB and financing agreement;
- Work with PMU team to monitor progress of consulting firms and contractors against workplans;
- Work with PMU team to review technical inputs, meeting minutes, and progress reports;
- Assist project to review a Mid-term project assessment report and Project Completion Report (PCR);
- Work with PMU team to review project reports (Quarterly, Annually and Other reports if required); and
- Perform other tasks assigned by Project Director/Project Manager.

**Minimum Qualifications**

- Degree or other accredited qualification in Civil Engineering or Architecture (Registered with Ministry of Land Management, Urban Planning and Construction of Cambodia)
- At least 10 years work experience in the design of health facilities;
- Profession Engineer/Architect License recognized by Cambodian Engineering/Architectural Council;

- Familiar with the health facility standards for design, cost estimates and civil works tendering;
- Familiar with MOH standards on civil works component for health facilities;
- Knowledgeable on the preparation of detailed engineering design of building projects that includes but not limited to structural, architectural, electrical, mechanical, sanitary and estimates;
- Able to use computer (Microsoft office, AutoCAD, Revit, SketchUp internet and email);
- Good interpersonal communication skills in English.

## **2. Procurement Specialist – International Consultant**

The assignment is intermittent for 6 person-months.

### **Expected Tasks**

- Support the Project in identifying the procurement requirements and provide necessary inputs for the procurement plan/procurement tracking plan, including all additional procurements to be done by the Project;
- Assess the institutional procurement environment, and identify all procurement steps, provide staff orientation and training in the procurement process and options thereof;
- Based on technical information and technical data and technical specifications provided by the laboratory and other subject matter experts, provide guidance and leadership with the preparation of tender specifications for all specialized equipment and consumables/materials proposed under the project to ensure that the items under tender are amenable to the competitive bidding process and will result in the quality of the items as specified and desired;
- Prepare and/or cause to prepare all necessary procurement documentation necessary for procurement of goods, works and non-consulting services (including invitation for Bid advertisements, Bidding/Request for Quotation documents, organize and conduct bid openings, evaluation reports), provide technical assistance to facilitate obtaining the necessary clearances from the Procurement Review Committee (PRC) and No Objection Letters from the ADB where required, arranging for the contract signing, and distributing the appropriate documents to concerned authorities;
- Prepare and/or cause to prepare all necessary procurement documentation for procurement of consultant services (including the ToR, requests for Expressions of Interest (EOI) advertisements, evaluation of EOIs and shortlist recommendation report, terms of reference with the inputs from concerned technical units, request for proposals, proposal evaluations, draft negotiated contracts, and so forth), provide technical assistance to facilitate obtaining the necessary clearances from the PRC and the ADB where required, assisting in contract negotiations, arranging for the contract signing, and distributing the appropriate documents to concerned authorities;
- Work with and advise the national procurement specialist to ensure that all procurement is carried out in accordance with the applicable procurement procedures and guidelines (the ADB Procurement and Consultants Guidelines; Government of Cambodia's SOP and Procurement Manual for Externally Assisted Programs/Projects in Cambodia) as included the project financing agreement;
- Work with and advise the national procurement expert to monitor the timeliness of the procurement and delivery of goods, and services in accordance with the approved procurement plan and the project implementation action plan;
- Support national procurement specialist to update the procurement plan each quarter or as required;
- Provide technical assistance in resolving procurement related issues as well as handling of bidder complaints as per ADB and Government mandated mechanism;
- Assist the internal and external audit team to conduct project audit by furnishing them with appropriate documents and facilitate communication with the concerned units/departments for audit purpose;
- Perform other tasks assigned by Project Director/Project Manager.

### **Minimum Qualifications**

- Master's Degree in Business, Economics, Law, Engineering or other related field;
- Tertiary specialist qualifications/certifications in Procurement is desirable;
- Must be conversant with the procurement procedures of ADB/WB and the Royal Government of Cambodia;
- Have at least 10 years of direct and focused experiences in ADB/ WB procurement practices for goods, works and consulting services carried out for projects/programs;
- Experience in procurements for the health sector and related medical equipment and specialist laboratory equipment will be an added advantage;
- Multi country procurement experience will be an added advantage as would be regional experience in GMS Region countries;
- Familiarity with working ethos and practices of the Royal Government of Cambodia is desirable;
- An understanding of Gender and Cambodian Ethnic Minorities, cultures, language issues;
- Excellent communication skills, including excellent spoken and written English;
- A self-starter with a proactive approach to the task at hand, but with a genuine desire and willingness to learn and work in a project team;
- Good knowledge of relevant computer software applications;
- A commitment to the continuous process of capacity-building and sharing of knowledge with other team members.

## **3. Administration Specialist - National Consultant**

The assignment is full-time for 75 person-months but the contract will be on an annual basis subject to renewal based on satisfactory performance.

### **Expected Tasks**

- Support administrative affairs within the PMU for a proper flow of information and documents for concerned Implementing Agencies (IAs), as specified in the Operational Manual;
- Draft correspondence in Khmer and English for communication within the Ministry, with other ministries and agencies;
- Assisting in maintaining contracts and Memorandum of Understanding (MOUs) for both local and expatriate staff, and IAs;

- Maintaining the filing/record keeping system for the PMU, including the maintenance of all documents and personnel (consultants) files;
- Assisting, if required by management, in the recruitment and selection of consultants, selection reports, and renewal of contracts following Cambodia Government's SOP.
- Keeping up-to-date PMU personnel and other relevant policies, SOP and other procedures;
- Organizing meetings and appointments and arranging transportation for project;
- Assisting in the production of project documents, including annual report, quarterly report, and other publications;
- Maintaining an up-to-date vehicle logbook of all funded/procured vehicles under the administration of the project;
- Perform other tasks assigned by Project Director/Project Manager.

#### **Minimum Qualifications**

- Bachelor Degree in Management, Finance, Business Administration, or similar field;
- 5 years of work experiences in project administrative management;
- Previous experience in implementation of external funded project with Government Agencies in Cambodia is required;
- Understanding of management flow of the Ministry of Health;
- Good interpersonal communication skills in English and Khmer;
- Computer skills in Microsoft Office, Internet and Email.

#### **4. Procurement Specialist - National Consultant (2 persons)**

The assignment is intermittent for 24 person-months/each.

##### **Expected Tasks**

- Update procurement tracking and monitoring sheet;
- In coordination with project management unit team ensure that all procurement activities are carried out in accordance with the project procurement manual/guidelines;
- Provide procurement orientation and training to project staff;
- Assist other experts in the preparation of specifications for civil works and equipment to be purchased by the project;
- Prepare Bid Evaluation Committee (BEC)/Procurement Review Committee (PRC) meetings and conferences;
- Prepare minutes of meetings and resolutions of the BEC/PRC;
- Take custody of procurement documents and other records and ensure that all procurements undertaken by the Ministry of Health (MOH)/PMU for the project are properly documented;
- Manage the sale and distribution of bidding documents to interested bidders;
- Coordinate with the MoH/ PMU in the scheduling of project procurement activities;
- Coordinate and facilitate the receipt and opening of bids and scheduling of BEC/PRC meetings;
- Assist in the evaluation of bids;
- Manage the issuance of notice of awards;
- Monitor the procurement timelines and delivery of goods and services in accordance with the project approved procurement plan and project implementation plan;
- Update the procurement plan as necessary;
- Participate in addressing project's procurement issues and concerns, if any;
- Assist the internal and external audit team in the conduct of project audit by providing appropriate documents and facilitate coordination with the concerned units as may be required by the auditing team/unit;
- Prepare procurement status and provide input for project progress report (Quarterly, annually and other reports); and
- Perform other tasks assigned by Project Director/Project Manager.

##### **Minimum Qualifications**

- Recognized Bachelor Degree in Business, Law, Economics, Engineering or other related fields;
- Must be conversant with the procurement procedures of ADB/WB and the Royal Government of Cambodia;
- Have at least 8 years general working experience and 5 years experiences in ADB/WB procurement practices of goods, works and consulting services in health sector or relevant fields. Experience in procurement of medical and laboratory equipment, and construction/renovation of hospital laboratory would be an essential asset;
- Familiar with working ethos and practices of the Royal Government of Cambodia;
- A self-starter with a proactive approach to the task at hand, but with a genuine desire and willingness to learn and work in a project team;
- A commitment to the continuous process of capacity-building and sharing of knowledge with other team members;
- Able to use computer skill (Microsoft office, internet and Email);
- An understanding of Gender and Cambodian Ethnic Minorities, cultures, language issues;
- Good interpersonal communication skills in English and Khmer;

#### **5. Finance Officer - National Consultant**

The assignment is full-time for 75 person-months but the contract will be on an annual basis subject to renewal based on satisfactory performance.

##### **Expected Tasks**

- Assist in preparing the Annual Work Plan and Budget (AWPB) in accordance with the government chart of accounts, Annual Project Financial Statements, approved categories, and monitor expenditures against the budget;
- Set up and maintain QuickBooks accounting software to meet project financial reporting requirement and government reporting standards;
- Prepare payment vouchers for day-to-day financial transactions;
- Assist in consolidating the project annual budget plan for ADB fund and GCF funds;
- Review and record expenses in the accounting system to ensure transparency and eligibility in accordance with the Financial Management Manual (FMM);

- Verify proper authorization of expenditures and ensure correct classification by nature of expenses, sources of funding, and categories;
- Prepare and submit withdrawal applications to ADB through MEF (using CPD, where applicable), following-up on payments; Ensuring timely and accurate Imprest Account reconciliation.
- Maintain accounting files in accordance with established accounting procedures
- Prepare and regularly update the fixed assets register.
- Assist in providing training to project accounting staff at all levels and conduct regular supervision visits;
- Assist in preparing quarterly and annual project progress reports;
- Maintain and regularly update the budget and expenditures tracking list to ensure alignment with the Approve annual work plan and to monitor variances
- Support hospitals and PHDs to prepare and implement costed medical equipment maintenance plans and train staff to sustain the process.
- Assist PHD and hospital planning/budgeting teams in preparing rolling 3-year hospital funding starting for 2028-2031 forecasts and strengthen their capacity for annual updates.
- Guide MOH DPF and PHD planning units in preparing hospital budget forecasts for MOH strategic and annual budgeting cycles and train staff on budgeting methodologies.
- Assist PHD finance and hospital finance teams in implementing and operationalizing the standardized accounting and reporting system starting 2029, including on-the-job coaching.
- Support hospital finance teams in preparing consolidated quarterly financial reports and strengthen their skills in financial analysis and budget monitoring.
- Develop and deliver training, SOPs, templates, and guidelines across all FM areas and implement a structured knowledge transfer plan for post-project sustainability.
- Assist internal and external auditors by providing requirement documentation, facilitating assets verification, and coordinating with concerned IAs for audit purposes; and
- Perform other tasks as assigned by the Project Director/Project Manager.

### **Minimum Qualifications**

- Minimum Bachelor's degree in accounting, finance, public financial management (Master degree in Finance or Accounting or relevant subjects preferred, but not required);
- At least 7 years of experience in public sector financial management, preferably with health sector exposure;
- Familiar with Standard Operating Procedures and Financial Management Manual (SOP/FMM) issued by the Government;
- Demonstrated experience working on ADB or other development partner-funded projects in FM, budgeting, reporting, or PFM strengthening.
- Proven track record in capacity development, institutional strengthening, and on-the-job training with government entities.
- Strong skills in budgeting, forecasting, accounting systems, financial reporting, and internal controls.
- Good knowledge of the health operations and health financing in the Kingdom of Cambodia is an advantage;
- Strong knowledge in using accounting software and be able to customize to generate reporting requirement of the project;
- Familiar with working ethos and practices of the Royal Government of Cambodia;
- Experience in carrying out training on financial management is an advantage;
- Very good interpersonal communication skills;
- Proficiency in English.

## **6. Accounting Assistant - National Consultant**

The assignment is full-time for 75 person-months but the contract will be on an annual basis subject to renewal based on satisfactory performance.

### **Expected Tasks**

- Prepare payroll for project staff in accordance with approved policies;
- Maintain project accounting files and record in accordance with established project-designed accounting procedures;
- Review and verify provincial petty cash expenditure statements;
- Assist in conducting spot check and supervision visits to PIUs to review petty cash registers and procedures;
- Record journal entries accurately and timely in accounting system;
- Perform bank reconciliation for MOH and provincial accounts.
- Manage project petty cash funds as authorized;
- Support external financial auditors during audit at central and provincial levels, including assistance with fixed assets verification
- Assist in preparing financial and accounting information as required by Project Director and Project Manager
- Support in preparation of Project disbursements documentation
- Assist in following-up disbursement requests with MEF and ADB;
- Perform other tasks assigned by Project Director/Project Manager.

### **Minimum Qualifications**

- Degree in Finance/Accounting, or related field. Training Certificate on SOP/Financial Management Manual for externally financed projects of the Ministry of Economy and Finance is preferable;
- 3 years of experience in program or project financial management;
- Working experience in accounting system (QuickBooks is a plus);
- Previous experience in implementation of ADB/WB funded project with Government Agencies in Cambodia is required;
- Good interpersonal communication skills in English and Khmer;
- Computer skills in Microsoft Office, Internet and Email.

## 7. Gender Specialist - National Consultant

The assignment is intermittent for 30 person-months.

### Expected Tasks

- Assist and guide the PMU and stakeholders to implement the GAAP in accordance with ADB and Government of Cambodia gender related policies and plans in order to achieve the women's empowerment results of GAAP;
- Provide guidance for mainstreaming gender and social inclusion considerations in activities related to project implementation, management and monitoring, including assessing the gender responsiveness of the project at mid-term and completion;
- Support the PMU in monitoring and reporting progress against the CRIS-RHIP GAP indicators, including those linked to the Design and Monitoring Framework (DMF), and ensure that gender results are reflected in project progress reports, the Project Performance Monitoring System (PPMS), and annual work plans
- Conduct regular field visits to construction sites and assist supervisor in ensuring implementation of GAAP targets; collect qualitative and quantitative data showing progress on GAAP targets and include findings into reports to the Executing Agency (EA) / ADB;
- Review outputs and deliverables of the consultant and contractors and ensure that scope of minor works incorporate stated gender-, migrant workers-, and ethnic group concerns;
- Provide technical inputs to ensure that the design, construction, and upgrading of health facilities incorporate gender-responsive considerations, including safety, accessibility, privacy, and the needs of women, mothers, and vulnerable populations
- Review agreements and contracts under the project to ensure compliance with GAAP requirements;
- Assist the PMU to design and manage the implementation of health and socio-economic surveys in the target areas, related to gender, migrant worker and ethnic group issues;
- Ensure that gender-disaggregated data and gender-specific indicators in the GAP and design monitoring framework are incorporated into the project performance and monitoring system; and that GAAP implementation is incorporated into annual work plans and budgets;
- Consult with women beneficiaries, migrant workers and local beneficiaries to ensure women's needs and aspirations are being addressed in project implementation and monitoring;
- Support the implementation and monitoring of the Ministry of Health's zero-tolerance policy on sexual harassment in targeted health facilities, including awareness raising, capacity development, and monitoring of compliance.
- Act as facilitator for mainstreaming gender, ethnic group and migrant worker issues in communications, capacity development and mentoring;
- Contribute to the preparation and delivery of training courses and workshops to inform and raise awareness about project-related gender issues, migrant worker issues and ethnic group issues;
- Monitor and report on women's participation and benefits from project interventions, including improved maternal and child health services and access to upgraded health facilities.
- Facilitate knowledge sharing on gender, ethnic group, migrant worker issues as required, through partner forums, web pages and reports and including lessons learned/best practice in Cambodia;
- Document and disseminate lessons learned and good practices on gender mainstreaming in health service delivery and health infrastructure development under the project; and
- Perform other tasks assigned by Project Director/Project Manager.

### Minimum Qualifications

- Postgraduate degree in sociology, gender studies, sociology, public health, development studies, social sciences, or related discipline;
- At least 5-7 years' of professional experience in gender equality, social inclusion, or community development programs, preferably in health sector or social development projects;
- Experience working with ADB or other development partner-funded projects and familiarity with gender policies and safeguard requirements is an advantage.
- Good understanding of gender issues in health service delivery, including maternal and child health, gender-based violence (GBV), and social inclusion of vulnerable populations.
- Experience in collecting, analyzing, and reporting gender-disaggregated data and contributing to monitoring and evaluation systems. [Enhanced]
- Demonstrated experience in facilitating training, workshops, and capacity development activities related to gender equality and social inclusion.
- Familiarity with gender-responsive infrastructure, workplace safety, and prevention of sexual harassment in development projects is an advantage.
- Prior work experience in Cambodia or Southeast Asia, with good knowledge of the local institutional and cultural context.
- Strong analytical, coordination, and communication skills, with the ability to work effectively with government agencies, development partners, and local communities.
- Proficiency in English and Khmer, both written and spoken.
- Good computer skills, including Microsoft Office applications (Word, Excel, PowerPoint) and use of online communication tools.

Interested candidates shall submit their Expression of Interest (EoI) through the ADB's CMS (Consultant Management System) at [cms.adb.org](https://cms.adb.org). In case candidates are not yet registered on the ADB's CMS, they are advised to immediately register themselves through the CMS online portal and then submit their EoI through the CMS. In addition to the above, candidates may (but not mandatory) also send their CV including a cover letter, by or before the submission deadline to **H.E Moeung Vannarom**, Project Manager, Ministry of Health, Cambodia Rapid Immunization Support and Resilient Health Infrastructure Project (CRIS-RHIP), #18, Street 118, Sangkat Mittapheap, Khan 7 Makara, Phnom Penh, Cambodia. Tel: (855) 23 998 548/ 998 549, E-mail: [moeungvannarom@gmail.com](mailto:moeungvannarom@gmail.com). with cc to [kou.raksmei@yahoo.com](mailto:kou.raksmei@yahoo.com). The closing date for the submission of Expression of Interest (EOI) is: on or before **23 April 2026**.