

**KINGDOM OF CAMBODIA**

**NATION RELIGION KING**

**MINISTRY OF EDUCATION, YOUTH, AND SPORT**

**Higher Education Improvement Project (HEIP) IDA Credit No.6221-KH**

**REQUEST FOR EXPRESSIONS OF INTEREST  
PROJECT DRIVER FOR SVAY RIENG UNIVERSITY**

**I. Background**

The Higher Education Improvement Project (HEIP) was approved by the World Bank on April 26, 2018 and became effective on 17 September 2018. The HEIP activities are funded by an International Development Association (IDA) Credit of US\$ 90.0 million equivalent and US\$2.5 million from the Royal Government of Cambodia. It is expected to be implemented over a 6-year period – starting in July 2018 and ending in June 2024. The project aims to strengthen higher education systems and support the development of legislation for autonomous HEIs. The project is now seeking a suitably qualified and experienced driver for Svay Reing University (SRU)

**II. Contract Duration**

The contract is initially for 12 months. The contract may be extended depending on the needs of the project, performance of the driver and availability of funds. The contract is subject to a 3-month probationary period.

**III. Minimum Qualifications and Experience Required**

1. Valid Driver's license.
2. Evidence of Outstanding safe driving record
3. Minimum of three (3) years' experience as a professional driver.
4. Driving experience with ADB/World Bank financed project and with international donor funded projects an advantage
5. Skills in minor vehicle repair and mechanics.
6. Excellent interpersonal and communication skills.
7. Willingness to work outside of office hours and under tight deadlines.
8. Flexibility, autonomy, integrity, reliability and dependability essential.
9. Successful completion of secondary school education, an advantage but not required
10. References which show evidence of excellent performance in office operations

**How to Apply**

The Ministry of Education Youth and Sport invites expressions of interest from suitably qualified and experienced individual consultants to undertake the above-mentioned services. The Individual Consultant will be selected in accordance with World Bank Procurement Regulations for Borrowers under Investment Project Financing (IPF) dated July 1, 2016, revised November 2017 and the Kingdom of Cambodia's Updated Procurement Manual for all Externally Financed Projects/Programs, promulgated pursuant to Sub-Decree 74 on Promulgating the Updated Standard Procedures for Implementing all Externally Financed Projects/Programs, dated May 22, 2012 and is open to all eligible bidders as defined in the guidelines.

In submitting their expressions of interest, the interested candidates are kindly requested to provide their updated curriculum vitae, indicating their personal and technical skills, academic qualifications, and experience in similar assignments, along with the names of at least three (3) referees with contact information (e-mail address, telephone or fax numbers).

Interested candidates may obtain copies of the detailed Terms of Reference (in English) for the assignment from the address or e mail below during office hours from **8:00 to 12:00** and from **13:30 to 17:30 hours**, Monday through Friday, except public holidays.

Expressions of interest must be submitted to the address below by email or hard copy.

Mr. Meng Vissott at [mvisstott@sru.edu.kh](mailto:mvisstott@sru.edu.kh) Tel: 085 775 788 . The applicant deadline is **July 10, 2020 at 5:00 pm**.

Only shortlisted applicants will be contacted for interview.



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**MINISTRY OF EDUCATION, YOUTH AND SPORT  
HIGHER EDUCATION IMPROVEMENT PROJECT CREDIT NO: 6221-KH**

**TERMS OF REFERENCE FOR  
PROJECT DRIVER FOR SVAY RIENG UNIVERSITY**

**I. BACKGROUND**

The project main beneficiaries include: support activities in five targeted public Higher Education Institutions (HEIs), relevant departments in the Ministry of Education, Youth and Sport (MoEYS), and selected private HEIs. The public HEIs include three within Phnom Penh – the Institute of Technology Cambodia (ITC), the Royal University of Agriculture (RUA), the Royal University of Phnom Penh (RUPP), and other two in the provinces – the Svay Rieng University (SRU) and the University of Battambang (UBB). The Phnom Penh-based public HEIs were selected because they represent the top institutes in the areas of Science, Technology, Engineering and Mathematics (STEM) and Agriculture education and research in the country. The two provincial HEIs, one in the northwest bordering on Thailand and the other in the south-east bordering on Vietnam, were selected because of their geographical proximity to Special Economic Zones and economic corridors that have a high volume of cross-border trade, thus increasing HEI-industrial linkages and graduate's labor market participation. In addition, since private HEIs enroll one-third of students in STEM and Agriculture, this project will support selected private HEIs that mainly provide courses in STEM, Agriculture, and other priority subjects in line with the Industrial Development Policy (IDP) 2015-2025. These private HEIs will be competitively selected through a call for proposals.

The direct beneficiaries of HEIP include approximately 16,356 students (5,070 females: 31.0 percent) in the relevant departments at targeted HEIs who will enhance learning from: (a) improved teaching; (b) additional research opportunities; (c) more learning materials; and (d) upgraded facilities. Other beneficiaries include academic staff at targeted HEIs who will benefit from the higher education partnership programs and research funds. In addition, MoEYS staff members from selected departments and HEIs will benefit from sectoral governance activities supported by the project. Female students will in particular benefit from the building of dormitories, increasing access and retention in the program.

This project also aims to strengthen the system of higher education through the improvement of quality assurance mechanisms; expansion of information systems; and support the development of legislation for autonomous HEIs. These activities will be implemented by the Directorate General of Higher Education (DGHE) and the Accreditation Committee of Cambodia (ACC).

**II- OBJECTIVE**

The main objective of this assignment is to provide driving services to the authorized personnel who will be using the service vehicles of the Project in various destinations in all targeted provinces of Cambodia.

The main purpose of this position is to support the smooth implementation of the HEIP, by assisting the project management unit at Svay Rieng University.

**III- SCOPE OF WORK**

The Project Driver will be based at Svay Rieng University and undertake the following tasks:

- Understand and comply with the national driving rules and regulations.
- Drive the project vehicle(s) for transportation of authorized personnel.
- Deliver and collect mail, documents and other items.
- Ensure the day-to-day proper maintenance of the assigned vehicle(s).
- Ensure cleanliness and smartness of the assigned vehicle(s).
- Ensure proper recording and use of the logbook and the dispatch book.
- Carry out minor repairs that are not necessary to be referred to authorized garages.
- Perform office support duties as required, such as photocopying, scanning, binding etc. at times when not performing driving responsibilities; and
- Perform any other duties as may be assigned by the supervisor from time to time.



#### IV- KEY QUALIFICATIONS

- Valid Driver's license.
- Evidence of outstanding safe driving record
- Minimum of three (3) years' experience as a professional driver.
- Driving experience with ADB/World Bank financed project and with international donor funded projects an advantage
- Skills in minor vehicle repair and mechanics.
- Excellent interpersonal and communication skills.
- Willingness to work outside of office hours and under tight deadlines.
- Flexibility, autonomy, integrity, reliability and dependability essential.
- Successful completion of secondary school education, an advantage but not required
- References which show evidence of excellent performance in office operations

#### V- CONTRACT DURATION

The project driver is contracted for a period of twelve months (12 months) from the contract signing date with the possibility of extension depending on the satisfactory performance of the post holder, the needs of the project and funds availability.

