

**Kingdom of Cambodia**  
**Nation Religion King**

Ministry of Agriculture  
Forestry and Fisheries

Ministry of Education  
Youth and Sport

**Royal University of Agriculture**

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

**Terms of Reference for “Project Administrative Assistant”**

**I. Background**

The Higher Education Improvement Project (HEIP) was approved by the Board of Directors of 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. The project is expected to be implemented over a 6-year period – starting in July 2018 and ending in June 2024.

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 Directorate General of Higher Education (DGHE) and the Accreditation Committee of Cambodia (ACC).

**II. Project Development Objectives**

The Project Development Objective (PDO) of HEIP is to improve the quality and relevance of higher education and research mainly in STEM and Agriculture at targeted HEIs and to improve governance in the sector.

### **III. PDO-Level Results Indicators**

The PDO Indicators are:

- a) Number of HE partnership programs evaluated as modest or higher by expert panels (to measure quality)
- b) Number of research projects in collaboration with industry completed (to measure relevance)
- c) Number of HEIs that completed accreditation process (to measure governance and quality).

This position supports PDO indicator “Number of HEIs that completed accreditation process (to measure governance and quality).

### **IV. Project Components**

There are four main components as follows:

1. Component 1: Improving Teaching and Learning Capacity
2. Component 2: Improving Research in STEM and Agriculture
3. Component 3: Strengthening Sectorial Governance and Project Management
4. Component 4: Contingent Emergency Response

This position supports component “Strengthening Sectorial Governance and Project Management”

### **V. Objective of the Assignment**

The selected staff expected to provide assistant to support **HEIP project administrative work**. It is expected that the assistant will at all times observe the highest standard of professional ethics and integrity, and promote a results-oriented approach in the area of his/her responsibility and accountability.

### **VI. Scope of Work**

The successful candidate will work under supervision of the HEIP Project Administrative and M&E Officer, Mr. Hok Vandy. Tasks will include, but not be limited to:

1. Implement administrative task for project management
2. Facilitate and follow up the project vehicle use and maintenance
3. Work with procurement team and finance team to keep up to date of project fix asset list and status
4. Arrange logistic for project management meeting and minute taking
5. Communicate and liaise with other stakeholder of project for the project implementation.
6. Perform other tasks assigned by Project Administrative Officer to implement the project

### **VII. Location**

The selected candidate is expected to be based at Project Officer, RUA. She/He is required to participate occasionally in meetings, training programs, and others, organized by the project team.

### **VIII. Qualifications and Experience:**

1. Bachelor degree in Administration, Management, Agriculture or related field
2. Fairly good English proficiency
3. One year experiencer, preferable
4. Honest, able to work with less supervision, and good communication and team-work skills;
5. Punctual and organized
6. Willing to learn new things and self-motivation

### **IX. Term**

The position will start as early as possible, with 3 month probation, 1 year contract, and possible to renewed.

Interested applicant should submit:

1. Cover letter
2. Up-to-date CV with two referees
3. Copy of any obtained degrees, and other related certificates

By sending email to E-mail: [heippr@rua.edu.kh](mailto:heippr@rua.edu.kh) cc [nsopheap@rua.edu.kh](mailto:nsopheap@rua.edu.kh) not later than **19<sup>th</sup> July 2021**

With Attention to Ms. Nhim Sopheap HEIP Project Office

With the subject stated as “**Project Administrative Assistant**”

Any information, please contact: [heippr@rua.edu.kh](mailto:heippr@rua.edu.kh) ,Tel. 061 467363