**Terms of Reference**

Project Title: Building an Enabling Environment for Sustainable Development (BESD)

Position: One position of Project Finance and Administrative Assistant (Intern)

Location: Based in NCDD-S

Contract Period: One year with possibility of extension

**I-Background**

Over the last 20 years, Cambodia has attained impressive economic growth. The Cambodia population has increased by 50%, reaching 16 million today. The country has also attained impressive economic growth with a significant increase in Gross National Income (GNI) per capita from US$300 in 2000 to US$1,140 in 2016 (World Bank). With an average GDP growth of 7 percent, Cambodia has been among the fastest growing economies in Asia.

Since the early 2000s, the Royal Government of Cambodia (RGC) has promoted large-scale economic development in both rural and urban areas and sought to improve access to energy for all.

In rural areas, there has been a rapid expansion of Economic Land Concessions (ELCs) for large-scale commercial agriculture, and of Social Land Concessions (SLCs) for poor households and construction of hydropower dams and roads. In urban areas, the RGC has supported industrialization through promotion of the garment industry and the establishment of Special Economic Zones (SEZs). The garment industry is now the largest in Cambodia, accounting for 80 % of the country’s export, and providing employment opportunities for more than 600,000 people (more than 90% of which are women). Meanwhile, by 2018, the number of SEZs had grown to more than 35. Today, they have become one of the major driving forces of the Cambodian economy.

These economic changes have brought significant economic benefits to the Cambodian nation and people, increasing national revenues and providing employment opportunities for many Cambodians.

In terms of energy access, the RGC has also made impressive progress. Household electrification rates rose from 14% in 2006 to 70% in 2017 (MIME). The RGC is committed to ensure access to the electric grid for 100% of villages by 2020 and to 90% of households (HH) by 2030.

Moving forward, Cambodia now faces a new set of developmental challenges, which relate to sustaining its economic growth in a manner that fully integrates Sustainable Development Goals (SDGs). Among them, a range of environmental challenges are becoming increasingly important, including:

1. Degradation of natural resources;
2. Growing volume of waste; and
3. Limited access to affordable, sustainable and clean energy among the poor.

The overall project objective is to enable Cambodia to attain the Sustainable Development Goals related to 1) natural resources management (NRM), 2) circular economy and 3) clean, affordable and sustainable energy.

To achieve this overall objective, the project designs and implements *innovative* environmentally sustainable models in the targeted areas through public and private partnerships. Based on the demonstrated results, the project further identifies venues for scaling-up workable models by linking initiatives to existing and future UNDP projects as well as bankable projects (e.g. loans).

The project will attain the following three outputs:

**Output 1**: More areas placed under sustainable management and biodiversity conservation

**Output 2:** Waste reduced, recycled and reused through application of circular economy models

**Output 3:** Improved access to clean, affordable, and sustainable energy for the rural poor

**II- Objective of the assignment**

The Project Finance and Administrative Assistant (Intern) will work under supervision of Finance Officer (head of finance) in the concept of Project Manager. She or he will be working closely with FM team, Procurement team and the Technical/ Program Team.

**III- SCOPE OF WORKS**

The Project Finance and Administrative Assistant (Intern) is to provide effective supports to the following responsibilities:

* Prepare vouchers for payments, cash receipts, and payment/ disbursements
* Ensure that accounting records and project documents are maintained in good order for filing and retrieving
* Assist finance officer (head of finance) to prepare periodic financial report
* Assist Finance Officer (head of finance) to review budgeted versus actual
* Collect bank statements and perform Bank reconciliation
* Assist in managing day-to-day office operational needs, such as utilities, supplies, stationeries, and equipment, etc.
* In close coordination with project staff, assist in preparing budget for the project events, request for cash advance and cash advance clearance.
* Work closely with project staff in order to provide logistic arrangements in organizing workshop/ conference, seminar, meetings such as distribution letter of invitation and agenda, quotation and booking room, refreshment arrangements, and handout preparation for the events.
* Any other tasks as requested by the Project Manager.

**IV. QUALIFICATIONS**

* 4th year student in Bachelor’s degree in accounting & finance, business administration, economics and/ or related field
* Knowledge in using computerized accounting software (Sage 50) will be given special consideration
* Computer literacy: Word processing, Excel, and other MS applications is an advantage
* Good written and oral communication skills in both Khmer and English.