

Term of Reference

Position Title	Consultancy to Review Organisation's Internal Policies
Remuneration	USD 4,800 (inclusive tax deduction)
Type of Contract	Service contract
Starting Date	November 10, 2025 to December 05, 2025
Reporting to	Interim Executive Director
Duty Station	Phnom Penh Office, Cambodia

1. Background

Transparency International Cambodia (TI Cambodia) is a fully accredited National Chapter of Transparency International, the global civil society organisation leading the fight against corruption. Founded in 2010, TI Cambodia envisions Cambodia, which is free of corruption, where its citizens enjoy a high quality of lives and sustainable development. TI Cambodia's mission is to work together with individuals and institutions at all levels to promote integrity and reduce corruption in Cambodia.

2. Overall Objective:

To ensure continued excellence in governance and accountability, TI Cambodia is seeking a qualified consultant (individual or firm) to review and revise internal organisational policies which has been enforced for a decade. Recently, TI Cambodia have received a batch of sound recommendations from its stakeholders and donors. Those recommendations reflect several areas of its operation that need improvement, including policy revision. A set of TI Cambodia's internal policy, including but not limited to the Human Resource Management Manual, Financial Management Manual and Procurement and Recruitment Management Manual, as well as other substituted policies, will be reviewed in order to address the donor recommendations.

3. The overarching objectives:

The assignment will set the outputs as follows:

- Sound and practical policies reflecting a high standard of accountability and transparency, good governance and professionalism
- Reliable mechanism to ensure the full function of oversight roles in the aspect of good governance and financial management
- Friendly and confidential reporting mechanism for promoting Leadership and all-level staff accountability to report wrongdoing
- Best practice manual and procedure of procurement, recruitment and financial management and the organisation's data management to enhance transparency and integrity, fairness and to prevent the risk of conflict of interest.

4. Scope of Work

The Consultant will be responsible for the following key tasks:

- Conduct a comprehensive review of all TIC's current policies and its manuals
- Benchmark TI Cambodia's policies against Transparency International Secretariat standards, Cambodian laws, NGO best practices, as well as against significant findings and recommendations raised by donors;
- Assess and validate the existing recommendations and identify needed improving issues
- Present the preliminary findings and proposed recommendations to TI Cambodia BoDs and SMT
- Produce the revised policies and their manual and procedure in accordance with validated recommendations in both Khmer and English
- Produce a manual and guidelines to operate an effective mechanism for reporting wrongdoing and for protecting whistle-blowers
- Conduct a validation and orientation workshop for TI Cambodia BoDs and its staff

5. Deliverables

- The Consultant will deliver the following outputs: Inception Report – outlining methodology, approach, and work plan;
- Policy Review and Gap Analysis Report – summarising key findings and recommendations;
- Revised Policies and Procedures Manual – covering oversight roles, conflict of interest, procurement, recruitment, and financial management;
- Design of Reporting System – including reporting process flow, templates, confidentiality measures, and management response framework;
- Validation/Orientation Workshop with TI Cambodia management and staff;
- Well rewritten policies and its manual in English and Khmer

6. Qualifications and Experience

The Consultant (individual or firm) should possess the following qualifications:

- Advanced degree in Public Administration, Laws, Governance, Finance, or a related field;
- Minimum of 7 years of experience in organisational development in the context of NGOs or international development contexts;
- Demonstrated strong knowledge in regulating procurement, recruitment, or financial management and data management policies ;
- Passionate about anti-corruption, integrity, transparency, and accountability for social development ;
- Excellent in policy written in both English and Khmer.
- Familiarity with Cambodian governance and regulatory context is an advantage.

7. Reporting and Coordination

The Consultant will report directly to the Interim Executive Director of Transparency International Cambodia and work in close coordination with the Operations and Finance Team.

8. Payment Schedule

Payments will be made based on satisfactory completion of deliverables as follows:

- 20% upon submission and approval of the Inception Report;
- 40% upon submission of draft revised policies and reporting system;
- 40% upon submission and approval of final deliverables.

9. Application Procedure

Interested applicants are invited to submit the following documents:

- A cover letter describing relevant experience and suitability for the assignment;
- A detailed CV (for individual consultants) or company profile (for consulting firms);
- A technical proposal outlining the proposed approach, methodology, and timeline;
- A financial proposal specifying the consultancy fee and any other anticipated costs.

Applications should be submitted by email to:

✉ recruitment@ticambodia.org

🕒 Deadline for submission: October 30, 2025 (5:00 PM Cambodia time)

Please indicate in the subject line: “Consultancy –Review Organisation’s Internal Policies”

Only shortlisted candidates will be contacted.