

Term of Reference (TOR)
Admin and Logistic Supports
‘Urgently required’

Admin and Logistic Supports

Duration: 1 Month /short term service contract

Location: find the below:

Current address	New Address
House #33, Street 71Sangkat Tonle Bassac, Khan Chamkarmon, Phnom Penh, Cambodia	Legacy Building 5 th Floor, St. No. 29, Mao Tse Tung Boulevard (Street 245), Village 3, Sangkat Toul Tum Pung 2, Khan Chamkarmon, Phnom Penh

1. Background

AAC plans to relocate our office to a new location, 1.2 Km from the current location. To ensure smooth and timely relocation, we are looking for experienced administrator or operation people to offer their 1 month service and support in managing this work and handle relevant major relocation arrangement tasks with minimal supports from staff during this assignment, this includes (1) planning & executing office relocation, (2) disposal of fixed assets/inventory through transparent sale, and (3) installation & setup of the new office and other administrative work.

The specific objective, scope and specific tasks are as follows:

2. Objectives of the Assignment

1. Ensure a smooth, safe, and cost-efficient relocation within the set timeline.
2. Ensure transparent fixed assets / inventory disposal through fair and accountable sale process.
3. Ensure full functional setup of the new office
4. Produce progress reports and a final completion report.

3. Scope of Work

- Planning & executing Office Relocation
- Fixed Assets / Inventory Disposal Planning and Management
- New Office Setup Planning and coordination
- Decommissioning of Old Office

4. Proposal Submission:

There are 2 proposals required, Technical Proposal and financial Proposal

Technical Proposal:

1. Understanding of the Assignment: Demonstrate deep understanding of assigned task
2. Work Plan & Timeline (Present the 1-month schedule/weekly Plan)
3. Deliverables
 - Weekly reports
 - Asset inventory & disposal list
 - Updated asset register (After disposal)
 - New office setup report
 - Final report
4. Recent CV – experience related to similar assignment (Attached 3 pages maximum)

Financial Proposal (Detailed Budget)

Task	# day	Daily Rate	Amount
- Planning & executing Office Relocation - Fixed Assets / Inventory Disposal Planning and Management - New Office Setup Planning and coordination - Decommissioning of Old/Current Office by 31 December 2025			
Total (Gross amount in US Dollars)			

** Note: the total is in gross amount, and subject to WHT – 15%*

Requirement:

- Experience in asset management and inventory disposal processes.
- Familiarity with decommissioning procedures for office spaces.
- Background in facilities management or operations is advantageous.
- Proven experience in project management, specifically in office relocations and setups.

Skills

- Excellent verbal and written communication skills to effectively liaise with stakeholders at all levels.
- Ability to create clear documentation and reports for various audiences.
- Strong negotiation skills for dealing with vendors and contractors during relocation and setup.

- Ability to identify potential issues and contingency plans to mitigate risks associated with relocation and setup, if any.
- Exceptional organizational skills to manage timelines, resources, and budgets effectively.

5. Deadline for Submission:

The technical and financial proposal should be submitted with the subject line clearly written as “Request for proposals: Admin and Logistic Supports”. We will review the application every day. For the potential candidate, we will arrange for meeting and the discussion in the following day of your submission.

Please submit your proposal in one of these two manners:

- a. Sent by email to the email at: Cambodia.job@actionaid.org
- b. Sent in a sealed envelope to this address: House #33, Street 71 Sangkat Tonle Bassac, Khan Chamkarmon, Phnom Penh, Cambodia

AAC provides equal opportunities for everyone regardless of their background. We value diversity and welcome applications from all sections of the community. AAC adheres strictly to our Safeguarding policies and Code of Conduct and has zero tolerance toward all forms of harassment, exploitation and abuse. A thorough background check will be conducted on the selected candidate.