

Terms of Reference

Position: Assistant Project Development (APD)

Type of Employment: Full-time Regular Employee

Report to: CEO

Issue date: 18-Feb-2026

Application deadline: Applications will be reviewed on a rolling basis until the position is filled.

1. Background

Eco EnerSys Engineering Co., Ltd (Ecosysco) is a Cambodia-registered consulting and engineering firm providing professional services in the fields of energy, infrastructure, environment, and sustainable development. Ecosysco works with government institutions, development partners, and private-sector clients to deliver technical solutions that support Cambodia's low-carbon and resilient growth.

Ecosysco's core areas of work include:

- Renewable energy (solar PV, BESS, grid integration)
- Industrial energy efficiency and financing mechanisms
- Green buildings and embodied carbon assessment
- Sustainable transport and EV ecosystem development
- Climate policy advisory and energy transition modelling
- Infrastructure project preparation and transaction advisory

The company is expanding its upstream project origination and development pipeline and is seeking an **Assistant Project Development (APD)** to support opportunity identification, proposal preparation, stakeholder coordination, and early-stage project structuring.

2. Objective of the Position

The Assistant Project Development (APD) supports the identification, preparation, and structuring of energy, infrastructure, and sustainability projects under Ecosysco's portfolio.

The position bridges commercial, technical, financial, and policy dimensions to ensure that projects are bankable, technically sound, and aligned with client and donor requirements.

3. Key Responsibilities

The APD will perform, but not be limited to, the following duties:

A. Opportunity Identification & Pipeline Development

- Support identification of new business and project opportunities in:
 - Renewable energy (solar PV, rooftop & utility-scale)
 - Energy efficiency (industrial & commercial)
 - Sustainable infrastructure (water, transport, buildings)
 - Climate finance and green growth initiatives
- Conduct market scans, stakeholder mapping, and sector research.
- Support engagement with clients, partners and suppliers
- Assist in maintaining and updating the project pipeline database.

B. Project Preparation & Development

- Support preparation of:

- Concept notes
- Expressions of Interest (EOI)
- Technical and financial proposals
- Pre-feasibility and feasibility documentation
- MoUs and draft commercial frameworks
- Assist in structuring preliminary analysis and/or documentation relating to projects
 - Business models
 - Financial models (CAPEX, OPEX, savings, IRR, payback)
 - Risk allocation and project implementation schedules
- Coordinate data collection from clients and technical teams for project preparation.
- Participate in client meetings; prepare minutes, action lists, and follow-up notes.

C. Technical & Analytical Support

- Support preliminary energy assessments and data analysis.
- Assist in reviewing technical inputs from engineers and consultants.
- Contribute to drafting reports, presentations, and policy briefs.
- Support development of project documentation aligned with donor or IFI requirements.

D. Coordination & Stakeholder Engagement

- Facilitate communication in Khmer and English with:
 - Government institutions
 - Private clients
 - Consultants and technical partners
- Support organization of meetings, workshops, and consultations.
- Maintain structured documentation of correspondence and agreements.

E. Administrative & Documentation Support

- Maintain organized digital project files.
- Support preparation of contracts and procurement documentation.
- Assist in tracking project milestones and deadlines.
- Support internal reporting and strategic planning activities.

4. Qualifications and Experience

- Bachelor's degree in engineering, energy systems, economics, finance, environmental science, sustainable development, economics, finance, policy analysis, or related field.
- Strong interest in renewable energy, energy efficiency, infrastructure, and climate action.
- 0–2 years of relevant experience in project development, consulting, energy, infrastructure, or sustainability (fresh graduates with strong analytical skills may apply).
- Proficiency in MS Office (Excel, PowerPoint, Word).
- Analytical skills in financial modelling are an advantage.
- Strong written and verbal communication skills in Khmer and English.
- Organized, detail-oriented, and able to manage multiple deadlines.
- Willingness to travel within Cambodia when required.
- Women are strongly encouraged to apply.

5. Deliverables

The APD will be expected to contribute to:

- Pipeline tracking reports
- Concept notes and proposals
- Pre-feasibility or analytical memos
- Meeting minutes and coordination reports

- Draft financial and commercial analysis inputs
- Stakeholder engagement documentation

6. **Duration and Supervision**

This is a full-time position under Ecosysco's employment framework.

The Assistant Project Development reports directly to the CEO and works closely with technical, financial, and policy teams.

A probation period of three (3) to four (4) months may apply in accordance with company policy.

7. **Professional Development Opportunities**

This position offers strong learning and growth opportunities for young professionals. The selected candidate will gain practical experience in:

- Understanding how energy and infrastructure projects move from idea to implementation
- Supporting renewable energy and energy efficiency project development
- Learning basic financial analysis and project structuring
- Working with government agencies, banks, development partners, and private companies
- Preparing proposals, concept notes, and technical reports
- Developing professional communication and coordination skills

The role provides hands-on exposure to real projects in Cambodia's energy transition and sustainable infrastructure sectors, with the opportunity to grow into more senior project development roles over time.

8. **How to Apply:**

Qualified candidates are encouraged to apply, citing the info below. Candidates will be reviewed until suitable ones are found and selected.

Subject: **APD Application: Candidate Name**

E-mail: contact@ecosysco.asia

Attachment: **Updated CV and motivation letter** demonstrating how you are best fit to the TOR.

Applications will be reviewed on a **rolling basis** until a suitable candidate is selected.

Only shortlisted candidates will be contacted for interview.