

TERMS OF REFERENCE

Position : National Disaster Risk Reduction Infrastructure Adviser (01 position)
Project Title: Community-Based Disaster Risk Reduction
Budget Line: Grant 9178-CAM
Duty Station : Based in NCDDS - Phnom Penh
Duration : 1year
Basis : Individual consultancy Contract

A. Introduction:

Grant 9178-CAM: Community-Based Disaster Risk Reduction (CDRR) was approved on 3 October 2014 and became effective on 27 October 2014 for \$2.5 million to be financed by JFPR. The RGC contributes an estimated amount of \$147,000 in cash (5% of total cost) to be used for counterpart staff salary supplement. The Grant, scheduled to be implemented from 27 October 2014 to 31 August 2017, aims to improve preparedness to respond to natural disasters in Cambodia with the expected outcome of improved disaster management and response capacity at the district and commune level to address natural disasters. The Grant has four outputs (i) Institutional and technical capacity of priority districts on DRR and management improved; (ii) Capacity of target communes for DRR, climate change adaptation (CCA) and disaster management enhanced; (iii) Community-based DRR and CCA activities implemented; and (iv) Effective project management and dissemination of best practices and innovative approaches. The Grant will assist 54 communes, 18 districts from Battambang, Banteay Meanchey, Siem Reap, Kampong Thom, Kampong Cham, and Prey Veng provinces to put in place DRM and CCA plans. The NCDMS is the EA and the National Committee for Sub-National Democratic Development Secretariat (NCDDS) is the Implementing Agency (IA).

B. Duties and Responsibilities

Duty: The Objective of the National DRRM Infrastructure Adviser is to advise and assist NCDD-S to develop, adopt, build capacity for and implement technical standards for disaster risk reduction management and climate change adaptation infrastructure, in particular small-scale irrigation infrastructure at the commune and district level.

Tasks:

The National DRRM Infrastructure Adviser will:

- Thoroughly understand the project design within the context of the Cambodia Community -Based Disaster Risk Reduction and Climate Change Strategic Plan;
- Work closely with and provide technical backstopping to district technical assistants to mainstream DRR concepts in the technical design for community-based disaster risk reduction and climate change adaptation small scale infrastructure subprojects to be constructed at the 12 priority districts and 24 priority communes;
- Provide the training program on disaster risk reduction and climate change adaptation small scale infrastructure to district technical assistants.

- Monitor the technical quality of implementation of infrastructure financed by the ADB;
- Participate in baseline and annual update of the District and Commune small scale infrastructure implementation with a focus on technical aspects;
- Review feasibility studies and designs and cost estimates prepared by the District Technical assistance;
- Conduct field monitoring for the works of the district technical assistant in conducting on-site evaluations of selected projects ensuring that adequate and reliable data is collected for evaluation of the technical and cost-efficiency aspects of the small scale infrastructure projects;
- Monitor the district and commune subproject cost estimates, bidding process to ensure transparency and accountability of allocated resources for districts and communes;
- Join the district technical assistants to monitor the performance of contractors and provide advice to the district and Commune Councils on the quality of the works in their respective areas;
- Assist with the collection, data quality verification and data entry of all information required to monitor the progress of district and commune infrastructure subprojects, feasibility studies, field topographical and engineering design surveys, technical designs, preparation of standardized bidding documentation, cost estimation, bidding process, construction supervision and payment of contractors;
- Coordinate with other key stakeholders at the national and sub-national level and attend the national level forums on relevant infrastructure issues;
- Provide assistance, as required, to review missions, audits, and field visits from secretariat of the National Committee for Disaster Management (NCDMS) and ADB on provincial visits;
- Assist NCDD-S to monitor and evaluate implementation of the project at sub-national level;
- Assist NCDD-S to prepare and consolidate project reports.
- Perform other duties as required by Director of the NCDD-S;

C. Qualification and Experiences

The National DRRM Infrastructure Adviser will have the following qualifications:

- A bachelor's degree or higher degree in civil engineering or a closely related discipline;
- At least 5 years' career experience in design, implementation and monitoring of rural infrastructure, including substantial experience of small scale irrigation with knowledge of decentralized system in Cambodia and the commune/sangkat's PIM,
- Understanding of the challenge of climate change the types of adaptation needed in the design and implementation of small scale rural infrastructure,
- Specific experience with a project supporting disaster risk reduction and climate change adaptation at local level is preferred;
- Experience in working with externally financed projects; particularly ADB or World Bank financed projects will be an advantage,
- The ability to work with as a team,
- Understanding the NCDD's Technical Specification Manual;
- Fluency in written and spoken English;
- Excellent computer and IT skills (AutoCAD);

- Willingness to conduct regular visit and work in rural areas and remote Communes /villages.