

TERMS OF REFERENCE

Position	:	National District and Commune Disaster Risk Reduction Mainstreaming and Capacity Building Adviser (3 positions)
Project Title	:	Community-Based Disaster Risk Reduction
Budget Line	:	Grant 9178-CAM
Duty Station	:	Battambang, Kampong Thom, and Kampong Cham provinces
Duration	:	1years
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

- Coordinate all project activities within the province and provide a general oversight of the activities of the various service providers implementing project-financed activities.
- Manage capacity development at district and commune levels e.g. initial training of the DCDM and CCDM, and project orientation training for the staff of the relevant provincial and district administrative units.
- Participate in activities related to policy and reform at sub-national level supported by the project.
- Liaise with other projects and programs to ensure that all disaster management and DRR action at commune and district and province levels are complementary.
- Participate in the Technical Meetings and Policy Guidance Meetings.
- Provide NCDDS with regular financial statements and reports and quarterly progress reports, based on the information provided by the DCDMs and CCDMs.
- Assist in implementation of Gender Action Plan and ensure that sex-disaggregated data are collected and reported.

- Undertake other tasks as required by the NCDMS.

C. Qualification and Experiences

- Have preferably 5 years of experience in handling disaster management and DRR projects with a bachelor's or higher degree in business administration, rural development or a related discipline.
- Experience in working with ADB or World Bank financed projects will be an advantage.
- The ability to work with governments (at the national and local levels) is also required.
- The specialist is to be based on **Battambang, Kampong Thom, and Kampong Cham provinces**
- Will work with the NCDM assigned staff to report to the TA Director and Manager.