

**KINGDOM OF CAMBODIA
NATION RELIGION KING**

**MINISTRY OF INTERIOR
LIVELIHOOD ENHANCEMENT AND ASSOCIATION ON THE POOR PROJECT**

Terms of Reference

Project Title : Livelihood Enhancement and Association of the Poor (LEAP) Project

Position : Provincial Operations and M&E Specialist

Location: Sub Management Team (SMT1), Siem Reap Provincial Administration

Duration : The duration of the contract is up to 56 months from the contract signing date subject to the annual assessment of the consultant performance, availability of funds, the project closing date, and the needs for project.

Basis : Individual Consultancy Contract

I- BACKGROUND

The Royal Government of Cambodia (RGC) through the Ministry of Economy and Finance has received a Credit from International Development Associate (IDA) to fund the Livelihood Enhancement and Association of the Poor (LEAP) Project. This is a 5- year project funded by the World Bank. The project has a total budget of approximately USD 20,170,000 and became effective on May 26, 2017 and has a closing date of November 30, 2022.

The project development objective (PDO) is to improve access of poor and vulnerable households in selected communities to financial services, opportunities for generating income, and small-scale infrastructure, and to provide immediate and effective response in case of an eligible crisis or emergency. This would be achieved through the: (a) establishment of self-help groups (SHGs), savings and credit groups, producer groups, agricultural cooperatives and other peoples groups/organizations; (b) provision of capacity building and training to beneficiaries to improve their income generation opportunities; (c) establishment of private sector linkages to improve and expand market opportunities; and (d) identification and provision of community-based social and economic infrastructure to help improve livelihood and economic productivity of the poor.

The key beneficiaries of the project would be the ID Poor and vulnerable households in the target 47 communes and 13 Sangkats in Siem Reap Province and Phnom Penh Capital, respectively.

The project is divided into three main components. These are:

- Component 1: Improving Livelihoods for Rural Poor and Vulnerable Households
- Component 2: Improving Livelihoods for Urban Poor and Vulnerable Households
- Component 3: Project Management, Coordination, and Monitoring & Evaluation

The organizational structure of the project involves government implementing agency oversight by a Project Coordination Office (PCO) located in the Ministry of Interior (MoI), and two Sub-Management Teams (SMTs) located at the Siem Reap Provincial Administration and Phnom Penh Capital Hall with Khan and Commune/Sangkat level facilitators. MAFF/GDA will be a technical Implementing Agency (IA) responsible for the agriculture livelihood support for beneficiaries in Siem Reap Province.

The Project Coordination Office (PCO) supports and facilitates executing agencies in their component implementation, and is responsible for project management and coordination, procurement and finance, reporting and communicating with the World Bank and key stakeholders.

II- OBJECTIVE OF THE ASSIGNMENT

The **Provincial Operation and M&E Specialist** will be based in Sub Management Team (SMT1), Siem Reap Provincial Administration, The **Provincial Operation and M&E Specialist** is responsible for the overall implementation of LEAP project in Siem Reap Province, under the supervision of the SMT1 in Siem Reap and in cooperation and coordination with the PCO. She/he shall be responsible for:

- Establishment of a suitable philosophy, ethical standards and code of conduct in managing the project;
- Continuous assessment of risks and risk mitigation actions;
- Control activities, both technical and administrative as stipulated by different project manuals and ensure that standards and procedures are followed correctly;
- Open communication of policies, procedures and feedback by staff; and
- Regular monitoring of all technical activities to ensure that project objectives are achieved.

III- SCOPE OF THE CONSULTING SERVICES

The **Provincial Operation and M&E Specialist** cooperates closely with other international and national advisers and officers at the Siem Reap Province SMT and at PCO and GDA/MAFF and other relevant stakeholders to support the LEAP activities. This will include, but not be limited to the following:

Operation Management

- Assist the management of the Sub Management Team (SMT) of Siem Reap Province in the overall implementation of Component 1 of the Project;
- Provide direct support to the Project Manager of (SMT) of Siem Reap Province in all day-to-day activities of the Project;
- Provide support to organization of key LEAP meetings in SMT of Siem Reap Province including and WB supervision mission;
- Support preparation and implementation of the annual work plan for Siem Reap Province including consultation meetings and training/workshops;
- Assist in various communication requirements of the project, including regular communications with the PCO, MAFF, World Bank and other stakeholders in Siem Reap and beyond;
- Supervise administrative staff within SMT of Siem Reap Province, specifically in managing filing, storage, and security of documents;
- Build capacity of SMT staff on project operations through training and coaching;
- Assist the management of the Sub Management Team (SMT) of Siem Reap Province in the preparation of the Annual Work-plan and Budget (AWPB) including coordination to obtain input from other relevant stakeholders, review the draft AWPB, comment on its consistency with the LEAP Logical Framework, Project Implementation Manual and Project Cost Tables;
- Assist in ensuring that all contracts and agreements are implemented in accordance with the required Government and World Bank policies, systems and procedures;
- Perform formal and informal monitoring on the progress of AWPB implementation, including collecting the progress reports from all relevant project units and

consolidating them into project reports, in particular, Semi-annual Progress Reports, for submission to Government key stakeholders and the World Bank.

M&E and Database Management

- Manage SMT staff and consultants responsible for MIS and M&E, in particular, in tracking project data (training results, outputs, outcomes, efficiency and impact);
- Assist the SMT of Siem Reap Province to develop M&E work plan and follow up its implementation;
- To develop M&E templates, table recording form based on the result indicators and objectives of the project for monitoring project progress
- Assist to evaluate the efficiency and effectiveness of LEAP Project operations through occasional field monitoring and interviews with beneficiaries and implementation agencies;
- Assists the Sub Management Team (SMT) of Siem Reap Province in preparing necessary documents to conduct regular meetings of Monitoring and Evaluation;
- Support the hiring of a baseline and endline survey firm(s) and coordinate implementation of data collection and analysis in Siem Reap.

Social and Environmental Safeguards

- Supervise safeguards focal persons to develop and fulfill the requirements contained in the Environmental and Social Management Framework and Resettlement Policy Framework and other related environmental and social safeguard policies and procedures;
- Work with the main Siem Reap SMT safeguard focal point/Chief, to provide capacity building and orientation on social and environmental safeguards to SMT staff;
- Ensure the SMT is keeping records and documentation on social and environmental safeguard requirements including project activities on small-scale infrastructure planning and implementation, complaint mechanism from people in project communities and communes.

Other Duties

- Perform other duties relating to LEAP operation as requested by the Sub Management Team (SMT) of Siem Reap Province.

IV- OUTPUTS

The Consultant is expected to produce the following reports during the assignment period:

1. Inception Report two weeks after mobilization, defining the Consultant's work plan (inception report) for the first six months, outlining key activities under the assignment and advising on any issues that may affect timely progress;
2. A monthly activity report and time sheet to be submitted to the Siem Reap SMT Project Manager, detailing tasks carried out by the Consultant, including achievements, constraints and activities planned over the next month;
3. A final report identifying all outputs of the consultancy, lessons learned and recommendations for sustainability and further development in the future.

V- CONTRACT TIMING/ DURATION

The duration of the contract is 60 months from the contract signing date subject to the annual assessment of the consultant performance, availability of funds and the needs for project. The consultant performance assessment will be carried by MOI-LEAP for the first six months of the service and annually based on the Scope of Services described above, as well as each annual work program approved by Siem Reap SMT management.

VI- SUPERVISION AND REPORTING LINE

The Provincial Operations and M&E Specialist is under the direct supervision of the Siem Reap SMT Project Manager.

VIII- SUPPORT FROM LEAP PROJECT

1. The post holder will be based in the Siem Reap Provincial Administration with pre-approved visits to Phnom Penh for meetings with the PCO and other relevant stakeholders, as well as to target Communes to monitor project progress as required;
2. The Siem Reap Provincial Administration shall:
 - a. make available office accommodation with air conditioning, administrative equipment (printer, photocopier, phone & fax machine, email and internet connection) and office supplies for the purpose of the assignment;
 - b. meet all national communications costs associated with the assignment;
 - c. make available copies of all files and documents relevant to the project;
 - d. provide official transportation for official travel/missions during the course of the assignment and provide per diem and accommodation costs, as agreed by SMT management;
 - e. provide support staff to enable the effective and efficient operation of the services.

IX- KEY MINIMUM QUALIFICATIONS REQUIRED

1. Masters degree (or higher) in rural development, business or project management, economic development, agriculture, or a related field;
2. At least five (5) years' experience in implementation of projects in areas related to rural development;
3. Understanding of rural development and employment issues;
4. At least three (3) years in positions with substantial project management responsibilities;
5. Understanding of financial management and procurement principles and procedures, with a preference for experience with multilateral or bilateral donor policies and procedures;
6. At least three years in developing and/or implementing monitoring and evaluation systems;
7. Good written and spoken English and Khmer;
8. Willingness and ability to travel in difficult conditions.

X- PAYMENT PROCESS

Payment shall be made in United States Dollars to Consultant's bank account not later than 14 days following submission of invoices and time sheet.

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent subject to a maximum of eight hours per day in accordance with the rates agreed.