

## Terms of Reference

Position:	Community Development and Agriculture Facilitator (CDAF)
Project Title:	Land Allocation for Social and Economic Development Project II (LASED II)
Budget line:	Credit 5807-KH
Duty Station:	12 target communes - (12 persons - 1 person for each commune)
Duration:	3 years' contract (possibility of extension depend on result of annual performance review).
Basis:	Individual Consultant Contract.

### **I. Background**

The Land Allocation for Social and Economic Development Phase II (LASED II) project supports the implementation of the Royal Government's Social Land Concession (SLC) Program which distributes land to the landless and land poor through social land concession for improving livelihood of the poor and vulnerable groups. LASED II implements Local Social Land Concessions - A Commune Based Social Land Concession is to transfer private state land to the poor for the purposes of residential and/or family farming; this process are initiated by a commune and its members: (i) Distribute state land suitable for agriculture together with appropriate support services to recognized landless and land-poor households; and (ii) introduce and implement a transparent and standardized mechanism to expand locally initiated social land concession implementation.

The Royal Government of Cambodia through Ministry of Land Management Urban Planning and Construction (General Department of Housing - GDH), Ministry of Interior (National Committee for Sub-National Democratic Development Secretariat - NCDSD) and Ministry of Agriculture Fisheries and Forestry (General Directorate of Agriculture - GDA) launched the Land Allocation for Social and Economic Development Project II (LASED II) which cover 14 Social Land Concession Sites (SLCS) in the Provinces of Kampong Thom (3 SLCS), Tbaung Khmum (1 SLCS), Kratie (5 SLCS), Kampong Chhnang (4 SLCS) and Kampong Speu (1 SLCS) in which currently there are 5,141 families of land recipients have been living and using their agriculture and residential lands provided by the project.

The Project Development Objective (PDO) of LASED II is to facilitate target beneficiaries to improve access to agricultural resources, selected infrastructures and social services in project area. The PDO will be achieved by: (a) strengthening community groups to better identify and prioritize technology and infrastructure investments; (b) financing priority productive and social community infrastructures; and (c) scaling up agricultural and livelihood support activities.

For this objective, LASED II Project is seeking qualified persons to fulfill the position of Community Development and Agriculture Facilitators who will carry out the following roles and responsibilities for the duty stations in the target communes: 1) Tipo and 2) Daung Communes (Kampong Thom), 3) Choamkravien Commune (Tbaung Khum), 4) Sambok, 5) Changkrang, 6) Da, 7) Thmey and 8) Chambak Communes (Kratie), 9) Peam, 10) Chhean Loeung, 11) Kranglvea Communes (Kampong Chhnang), and 12) Raksmei Samaki Commune (Kampong Speu).

### **II. Roles and Responsibilities**

The CDAF is expected to carry out the following roles and responsibilities:

1. Communicate with all levels of project staffs, consultants, project concerned parties and local authorities to coordinate and facilitate of all project activities included infrastructure

construction and rehabilitation, community development, farmer trainings, project missions and other tasks provided by the project.

2. CDAF is recommended to involve in monitoring and reporting on the status of infrastructure construction and rehabilitation of the project such as road, wells, community ponds, health posts, schools, houses for teachers and nurses.
3. CDAF is recommended to provide support to commune procurement committees such as prepare all related papers and to facilitate the whole community's bidding process.
4. CDAF shall provide support to SLC villages and/or SLC committees to establish the infrastructure repair and maintenance committees to ensure that the committees keep well-functioning.
5. CDAF shall provide their assistance to establish the new Revolving Fund Groups (RFGs) and strengthen the existing RFGs as well as Agriculture Cooperatives to ensure that the members timely saving and repayment regularly. Coordinate group meeting and oversee bookkeeping, bank reconciliation, management and business plan and so on in a timely manner.
6. CDAF shall help the RFGs and Agriculture Cooperatives in order to reconsolidate the communities and individual basic livelihood improvement plan. Prepare the loan request submitting to LASED II - NCDDS through provincial LASED II Manager. When the loan disbursement, CDFA also assists the group leaders of RFGs and committees of AC to encourage their member to complete the loan contracts and make sure that they will return to loan repayment to groups and ACs on time. In addition, CDAF needs to write the progress report on the status of revolving fund and progress of RFGs and ACs. Besides this, CDAF is also recommended to help to RFGs and ACs to open their Bank Accounts.
7. CDAF is recommended directly to facilitate to the farmer field schools conducting in some demonstration sites and to ensure that all the participants of farmer field schools adopt and adapt to demonstrated techniques and apply these techniques in their own plots.
8. CDAF shall assist the SCL villages and the committee to prepare their investment plans and link them in the Commune Investment Plan (CIP) and most of their prioritized activities are financed by concerned parties in District Integration Workshop (DIW).
9. CDAF shall assist to process new social land concession registration such process of land identification and registration, land recipient's reselection and land recipient resettlement as well as the land encroachment resolution conducting in their site at Daung commune.
10. In addition, CDAF will directly assist and facilitate all the tasks and mission provided by the LASED II Project Management.

### **III. Training and Capacity Building**

1. Identify the specific trainings, mobilization and conduct trainings in term to build capacities on various main topics for example the agriculture trainings to Land Recipients, Revolving Fund Group, Agriculture Cooperatives.
2. CDAFs will directly facilitate all types of trainings, mainly related to agriculture trainings conducted in the sites. CDAF will have to collaborate with assigned technical officers and consultants to prepare the training curriculum and plan as well as the pre and post training evaluations.
3. Facilitating to agriculture extension dissemination, farmer field school and providing agricultural trainings to land recipients.
4. Liaise with the Project staffs, consultants for technical assistance on capacity building to land recipients, RFG group leaders and AC committees and other relevant project staff to build local capacity on land identification and registration, preparation of basic livelihood investment plant, group management loan and credit management, bookkeeping,

business and market plan and community facilitation skills for understanding and connecting with community linkages.

#### **IV. Monitoring and Reporting**

1. Conduct regular monitor to project field activities, record and reporting to LASEDII Provincial Project Managers as well as regularly observe and share the market information of agricultural products to land recipients and communities.
2. Participate and facilitate the updated status of settlement and farming activities of project beneficiaries in target sites.
3. Participate and facilitate in the process of development plan of social land concession areas and harmonizing them into commune investment plan.
4. In collaboration with consultants, to monitor and report the progress of Revolving Fund Groups (RFGs) and other project activities implementing in their communities.
5. Collect all project data such as total size of land use, numbers of training provided by line departments and to perform case study of key farmers or land recipients to upload in M&E and MIS data Base of the project.

#### **V. Qualifications and Experience Requirements**

- Nationality: Candidates must hold a Cambodian Identification Card;
- Education: At least graduated an Associate Degree or a Bachelor degree on Agriculture and Rural Community Development or other relevant fields. The outstanding graduated students are encouraged to apply;
- Experiences:
  - At least two (2) years-experience of working in agriculture and rural development with the Government institutions, UN and/or NGOs;
  - Experience working with landless and land poor people and vulnerable groups in rural areas in enhancing the livelihood improvement;
  - Preferably the applicants had been trained in facilitation and coordination skills;
  - Able to speak and write reports in Khmer and English
  - Able to use computer (Word, Excel and Power Point);

#### **VI. Others:**

- Candidates should have own transports, laptops and willing to stay and work in Social Land Concession Areas of project sites with strong commitment in order to help poor people, willing to perform all tasks provided by project;
- Candidates who live in the Target Provinces, Districts and Communes are encouraged to apply.