

Terms of Reference

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

Position: Human Resource Development Specialist

Location: Sub Management Team , PPCH (PP-SMT)

Duration: 24 months from the contract signing date, subject to the annual assessment of the performance

Basis: Individual Consultancy Contract

I- BACKGROUND

The Livelihood Enhancement and Association of the Poor (LEAP) project will be implemented by Ministry of Interior (MoI) in association with Ministry of Agriculture, Fishery & Forestry (MAFF). 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. This would be achieved through the: (a) establishment of self-help groups (SHGs), savings and credit groups, producer groups, agricultural cooperatives and other people's 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.

Siem Reap Province (SRP) aims to address the needs of the IDPoor and vulnerable households in the 47 communes in Siem Reap Province through a demand driven approach. As the predominant sources of income for these rural poor households are from agriculture, livestock and fisheries, the project will leverage the technical support of the Ministry of Agriculture, Fisheries and Forestry (MAFF) and other technical service providers.

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 agencies oversight by a Project Coordination Office (PCO) located in the Ministry of Interior (MoI), and two Sub-Management Teams (SMTs) located at Siem Reap and Phnom Penh Capital Hall with Khan and Commune/Sangkat level facilitators. MAFF's General Department of Agriculture (GDA) will be the technical Implementing Agency (IA) responsible for the agriculture livelihood support for beneficiaries in Siem Reap Province.

The Project Coordination Office (PCO) will support and facilitate 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 main objective of the Human Resource Development Specialist for Phnom Penh Capital Hall is to ensure the effective implementation of subcomponent 2.1 under the project, "Enhancing Skills and Employment Opportunities for the Urban Poor." This sub-component invest in the development of beneficiary skills (particularly unemployed youth and women from poor households) and the ability to obtain new or improved wage employment. Activities would include: (a) local labor market surveys and training provider assessment; (b) beneficiary selection; (c) employability training and career counseling;

(d) voucher provision and skills training; (e) job placement and employment support. Some of the livelihood priorities identified during project preparation include food preparation and processing, handicraft making, retailing/ buy and sell, off-site garment factory sewing/dressmaking, cosmetology services, transportation operation, etc. Beneficiaries, particularly youth, would be encouraged to consider a wider range of career opportunities and skills where there is high demand and potential for career development in the private sector.

Most of the implementation responsibilities under subcomponent 2.1 will be undertaken by and NGO to be contracted as a Human Resource Development Service Provider (HRDSP) under the Project. As such the Specialist will largely ensure that the HRDSP is operating effectively and that it is coordinating and collaborating effectively with the various subnational agencies and individuals engaged in the Project at the provincial, district and commune levels. in

III- SCOPE OF THE CONSULTING SERVICES

- (a) Coordinate with municipal, khan and sangkat-level individuals to identify lists of households from each sangkat that are eligible to participate in the skills development activities of the Project;
- (b) Liaise with counterparts in the Ministry of Labour and Vocational Training (MoLTV) at the national and municipal levels to ensure that the Ministry is aware of LEAP project activities on subcomponent 2.1 and that the support of the Ministry is provided when needed and appropriate and that LEAP activities are consistent with Ministry approaches;
- (c) Liaise with other Development Partners delivering skills development and vocational training activities in Phnom Penh to ensure that similar such activities are delivered in a complementary manner;
- (d) Support the HRDSP to identify training providers that would be appropriate for the Project, including employers that offer quality training and employers that have an interest to develop training programs in new professional skills areas;
- (e) Support the HRDSP to negotiate agreements with training providers which are consistent with the objectives and design of the Project, in coordination with the PCO and PP-SMT;
- (f) Lead in the design and delivery of awareness-building activities for municipal, khan and sangkat officials regarding subcomponent 2.1, including the roles of various actors in the implementation of the subcomponent;
- (g) Lead the contracting and supervision of a firm to conduct tracer studies on individuals who have completed training financed under the Project;
- (h) Monitor the contract obligations of a Human Resource Development Service Provider (HRDSP) and advise the PCO Project Manager, Project Director and Project Manager for PP-SMT to ensure contract compliance;
- (i) Coordinate the work of the HRDSP in Phnom Penh to ensure sufficient support is provided by project implementation entities such as MOI, and PPCH
- (j) Prepare Monthly Planning and Progress Report (MPPR) and review against the Annual Work Program & Budget (AWPB) for PP-SMT;
- (k) Participate in review meetings, planning meetings, training & exposure programs, workshops, seminars, etc. as required by PP-SMT;
- (l) Travel for project related work, as advised by PP-SMT;
- (m) Carry out additional tasks as assigned.

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 and advising on any issues that may affect timely progress;
2. A Monthly Planning and Progress Report (MPPR) and time sheet to be submitted to the PP-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 24 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 out by PCO & PP-SMT- 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 PP-SMT management.

VI- SUPERVISION AND REPORTING LINE

The HRD Specialist would be based in Phnom Penh and report to the Project Manager PP-SMT..

VIII- SUPPORT FROM LEAP PROJECT

1. The post holder will be based in the Phnom Penh Capital Hall with pre-approved visits to Siem Reap for meetings with the SR-SMT, PCO and other relevant stakeholders, as well as to target sangkats to monitor project progress as required;
2. The Phnom Penh Capital Hall shall:
 - a. make available office accommodation, 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. Master's degree (or higher) in a relevant field of study including human resource development, vocational training, rural development and planning, education, and development studies;
2. At least five (5) years' experience working on project implementation and management, community development, skills development, vocational training, and/or employment activities
3. At least tree (3) years' experience working with local authorities and/or relevant line government agencies on skills development and/or vocational training activities in poor communities
4. Fluency in English and Khmer;
5. 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.

Annex 1: criteria for performance assessment

- Performance evaluation will be based on the following results areas agreed with the consultant. The criteria for performance evaluation that were developed based on the responsibilities included in the TOR.