

### **Terms of Reference**

<b>Position:</b>	<b>District Facilitators (Siem Reap)</b>
<b>Project Title:</b>	<b>Livelihood Enhancement and Association of the Poor (LEAP)</b>
<b>Duty Station:</b>	<b>Siem Reap, based in 7 of the 9 target Districts</b>
<b>Duration:</b>	<b>1-year contract, with extensions up to 4 years, subject to the annual assessment of the performance,</b>

#### **a. BACKGROUND**

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 main objective of the project is to improve the social and economic empowerment of rural poor. 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.

Siem Reap Province (SRP) 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 would leverage the technical support of the Ministry of Agriculture, Fisheries and Forestry (MAFF) and other technical service providers.

The project is divided into four 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
- Component 4: Contingent Emergency Response

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 Team (SMT) located at Siem Reap and Phnom Penh Capital Hall with Khan and Commune/Sangkat level facilitators. MAFF/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) 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.

In this regard, 7 District Facilitators will be hired to be based in 7 of the 9 target districts to implement the project. Due to limited coverage in a few districts, two DFs will cover 2 Districts each.

#### **b. Roles and Responsibilities of the District Facilitators:**

Each of the 7 District Facilitators (DFs) will report to the Project Manager of the Siem Reap Sub Management Team (SR-SMT). DFs are responsible for monitoring and supporting all LEAP project activities in their respective districts and ensuring that target households and communities fully benefit from the project.

DFs will be the focal points for each district, coordinating, supporting and facilitating the work of Commune Facilitators (CFs) and other individuals and organizations engaged under the project. CFs will report to the DFs within their districts. An NGO will be contracted to mobilize and develop the capacity of community-based organizations, including self-help groups (SHGs), commune-level federations of SHGs (CLFs), producer groups (PGs) and Agricultural Cooperatives (ACs). DFs and CFs will support this work and progressively take over responsibility for supporting these community groups from the contracted NGO with the support of other volunteer, community resource persons (CRPs), Commune Council members and staff and other stakeholders at the village, commune, district and provincial levels.

DFs and CFs will also support the work of the Ministry of Agriculture, Fisheries and Forestry (MAFF), its Provincial Agriculture Department (PDA) and network of Community Animal Health and Extension Workers (CAHEWs) to provide technical support to community groups and target households in agriculture, livestock and related areas to improve household production and productivity.

#### **c. Specific Tasks:**

DFs will participate in all project-related planning and reporting activities organized by the SR-SMT, and PCO, as needed, including Annual Work Plan and Budget (AWPB) preparation and Semi-Annual Progress Reports. The District Facilitators (DFs) will:

##### *Community Mobilization*

- Read the Community Operations Manual to become familiar with the design of the project and how it is intended to be implemented;
- Work closely with CFs and the contracted NGO in conducting commune inception workshops and village meetings to introduce the LEAP project to the target communities;
- Support the contracted NGO in conducting socio-economic profiles of the communes and villages;
- Work with local authorities, CFs and NGO facilitators in the identification and verification of eligible households, namely the IDPoor 1 and 2 households and the

identification of other poor HHs that are not currently IDPoor, but which may qualify for eligibility by using a proxy-means test (PMT);

- Follow up with CFs and Commune Councils to ensure all SHGs are registered in their respective Commune Council Offices.

### *Training*

- Participate in regular review meetings, training programs organized for by the contracted NGO for CFs and DFs, in particular, train-the-trainer activities;
- After receiving training from the contracted NGO, support the work of the NGO and CFs in delivering modular training and refresher training to SHGs, PGs, CLFs and ACs;

### *Monitoring and Ongoing Support*

- Monitor and support the work of the contracted NGO and CFs to help individual households to prepare household investment plans (HIPs) and for SHGs to develop Micro Investment Plans (MIPs);
- Monitor and support the work of the contracted NGO, CFs and MAFF/PDA to help households of Producers Groups to develop business plans and further support in preparing aggregated business plans for Agriculture Cooperatives to boost commodity trading / marketing;
- Together with CFs, follow-up with SR-SMT to ensure timely fund disbursement of Seed Grants and CLIF to SHGs and CLFs respectively;
- Visit meetings of SHGs, PGs, CLFs and ACs to see the quality of each of the institutions;
- Review information collected by CFs on the development of SHGs, PGs, CLFs and ACs through monitoring forms (paper and electronic) to verify that the data is credible and accurate;
- Support the Microfinance Specialist in the SR-SMT to coordinate with Banks and organize visits to meetings of SHGs, PGs, CLFs and ACs for exposure to their work;
- Organize monthly review meetings of Commune Facilitators in their concerned districts to monitor and support their work;
- Participate in regular review meetings of SMT-SRP;

### *Support MAF/PDA and its Community Network to Deliver Extension/Technical Support*

- Support the engagement of MAFF/PDA, particularly district-based PDA staff, with SHGs/PGs in the commune to deliver technical training and advice in areas such as productivity enhancement in farming, promotion of backyard home nutrition garden and weight gain & mortality reduction in livestock;
- Collaborate with PDA to support the Community Animal Health and Extension Workers (CAHEWs) working under the supervision of MAFF/PDA to provide community-based support to household members of SHGs, PGs, CLFs and ACs.
- Support the Business Development Specialist in MAFF/PDA to identify value-chain and market opportunities for SHGs, PGs and ACs in their respective districts;

### *Support Project Sub-Components on Skills Development and Small-scale Infrastructure*

- Work with the SR-SMT Human Resource Development Specialist (an individual consultant), Human Resource Development Service Provider (a contracted NGO) and CFs to ensure that District and Commune Councils and staff are aware of skills development sub-component activities, that they perform their roles as per the COM, and that they encourage community members to participate;
- Work with the SR-SMT Infrastructure Specialist (an individual consultant) and CFs to ensure that District and Commune Councils and staff are aware of infrastructure sub-component activities, that they perform their roles as per the COM, and that they encourage community members to participate;
- Review and verify the data collected by CFs and potentially add additional district-level data, via a table-based information system, on skills development and infrastructure activities from Commune Councils, as needed by the SR-SMT.

#### **d. Qualifications and Experience**

The District Facilitator of SMT-SRP will have the following qualifications & experience:

- At least an Associate's Degree or degree in rural development related areas such as agriculture, veterinary, fisheries, public administration, economics, or similar degree;
- Residence in the target district and willingness to support the project activities within the district (or two districts in the case of two DF positions);
- At least two years of experience working with local government, NGOs and/or any other development projects;
- Strong writing and numeracy skills, ability to prepare written reports in Khmer and to enter data into electronic devices such as tablets;
- Experience using MS Word, MS Excel and MS Power-point;
- Experience supporting and/or delivering training and awareness building activities is preferable, but not required.