

Term of Reference

Position: M&E and Training Assistant (MTA)
Project Title: Land Allocation for Social and Economic Development Project II (LASED II)
Duty Station: LASED II/GDH, MLMUPC, Phnom Penh
Duration: 3 years (with annual performance review)

a. General:

The LASED II is a project to support the implementation of the Royal Government's Social Land Concessions (SLC) Program to distribute state private land to the landless and land-poor through social land concessions to improve livelihood of poor households and vulnerable groups through Commune Based Social Land Concession. Commune Social Land Concessions is strongly support to Social Land Concessions Program which contributed to commune administration management law. Under the overall authority of the General Secretariat of the National Social Land Concession Committee (NSLCC), the General Department of Housing (GDH) is responsible for implementing the LASED II.

The objective of LASED II is to improve access of project beneficiaries to agricultural and other rural resources, infrastructure and services in project communities. The project will be achieved by:

- ✓ Strengthening community groups to better identify and prioritize technology and infrastructure investments;
- ✓ Financing priority productive and social community infrastructures; and
- ✓ Scaling up agricultural and livelihood support activities

b. Implementation of LASED II respects the following principles:

- ✓ Promote good governance and rule of law;
- ✓ Support and strengthen the land reform agenda of the Government;
- ✓ Encourage civic engagement;
- ✓ Prevent environmental degradation;
- ✓ Promote transparency and accountability; and
- ✓ Ensure sustainable growth.

General Department of Housing (GDH) based in the Ministry of Land Management, Urban Planning and Construction (MLMUPC) is responsible for the overall coordination, capacity building and management and monitoring and evaluation of project.

NCDDS is responsible for the overall coordination and management of the project, with responsible for the procurement and financial management aspects. NCDDS delegates most operational responsibilities to PA? in the participating provinces. A limited set of operational tasks are performed at national level by the NCDDS Project Support Team (PST). These responsibilities include:

- ✓ Overall project financial management;
- ✓ Overall procurement;
- ✓ Contract administration;
- ✓ Monitoring and evaluation;
- ✓ Preparation of Annual Work-Plans and Budgets; and
- ✓ Preparation of Annual Reports.

General Directorate of Agriculture (GDA) is responsible to supporting agriculture-based livelihood systems (Sub-Component 1.3), being responsible for the planning, coordination and implementation of agriculture support activities and quality assurance of goods and services that would be provided to project beneficiaries. The GDA would also be responsible for coordinating and tapping the technical expertise of other technical departments within the MAFF, including engagement and supervision of required national technical consultants and third party service providers/delivery organizations (e.g. NGOs) to support the implementation of sub-projects. Together with the Provincial Department of Agriculture, they would be responsible for the planning, and coordination and implementation of agriculture support activities and quality assurance of goods and services that would be provided to project beneficiaries.

c. Objective and scope of the assignment

The **M&E and Training Assistant (MTA)** will assist the Project in all matters related to project implementation, training and M&E. Her/his duties would specifically include quality assurance of documentation of M&E activities and related documentation and reporting.

d. Post Supervision

The **LASED II M&E and Training Assistant (MTA)** will work under the supervision of the Project Director LASED II. She/he will work closely with NCDDS, GDA and sub-national teams to monitor, advice on and assist with discharge of LASED II.

e. Liaison and Cooperation

The **LASED II M&E and Training Assistant (MTA)** cooperates closely with other international and national advisers and officers at GDH, NCDDS, GDA and sub-national team as well as development partners and other relevant stakeholders to support the LASED II activities. Her/his specific function will be assistance to the National Project Operations Adviser, Sub-National Project Management Adviser and the LASED II Provincial Operations Advisers.

f. Definition of Duties

The key role of MTA is to assist the LASED II Project Director, , Project Coordinators, the National Project Operations Adviser and teams in all aspects of M&E and implementation documentation of LASED II.

g. Specific Tasks:

Assistance to Technical and Data Monitoring and Evaluation, and Management

- ✓ Provide assistance to all technical officials which include the M&E Datasheet Management;
- ✓ Read, understand and assist GDH on the interpretation of the LASED Results Framework, the LASED Project Implementation Manual and the LASED Project Cost Tables;
- ✓ Assist the Project Director and the International and National Advisers to monitor all aspects of implementation, identify issues, suggest resolution, and take follow-up action as required;
- ✓ Assist LASED II management in all operational matters including missions arrangement, evaluations and report preparation, policy development, and program management;
- ✓ Assist and coordinate and participate in the project management meetings;
- ✓ Assist in organizing and facilitation the meeting, training and workshop for project at national and sub-national levels;

- ✓ Assist GDH in evaluating the efficiency and effectiveness of LASED II operations. Facilitate the reviews of project working procedures and provide input for improvement when needed;
- ✓ Assist GDH to provide input to the project management on the performance of the provincial levels;
- ✓ Assist GDH in arranging activities of coaching and support on project operation to the provincial teams, including making regular visits to LASED provinces and social land concession sites to monitor progress and to maintain dialogue with Provincial Administration;
- ✓ Keep and track on all data and information in M&E template, MIS and make analysis, if needed.

Monitoring and Evaluation

1. Cooperate with International/National M&E specialist to support develop the MIS of LASED II and regularly update the progressive activities and achievements in regard to the project result indicators framework, jointly with national and sub-national teams;
2. Assist in developing the M&E manual including the template, table recording form based on the result indicators and objectives of the project for national and sub-national teams to update the project progress;
3. Assist in providing training and orientation related to M&E for national and sub-national level for keeping records on the progressive achievement;
4. Provide regular updates of project progress and achievement based on the updated result forms the national and sub-national team and MIS;
5. Assist in evaluating the efficiency and effectiveness of LASED II Project operations through field monitoring, case study and in-depth interview with beneficiaries and implementation agencies;
6. Regular field monitoring visits to target province for speeding up the project activities;
7. Assist in coordinating with national and sub-national levels on survey and study of new SLC communes as required by the project.

Other Duties

- ✓ Perform other duties related to LASED II operation as requested by the Project Director.

h. Qualifications Required

The qualifications required for the post of M&E and Training Assistant are as follows:

- ✓ Bachelor degree (or higher) in rural development, project management, policies and land management;
- ✓ At least 3 years progressive experience in implementation of projects in areas related to rural development and land policy;
- ✓ Understanding of rural land rights issues;
- ✓ At least five years in position with substantial project management responsibilities;
- ✓ Understanding of financial management and procurement principles and procedures;
- ✓ At least three years in development and implementation of monitoring and evaluation especially on Management Information System (MIS);
- ✓ Good written and spoken English and Khmer;
- ✓ Good report writing skill
- ✓ Willingness and ability to travel in difficult conditions.

i. Duty station, duration and schedule of the assignment.

Duty station of the assignment will be Phnom Penh, LASED II Office in GDH/MLMUPC with regular travel to LASED II provinces and project sites.

The duration of the assignment is three (3) years, with annual performance review. The detailed schedule of work requirements/inputs will be determined by the Project needs and decided by the Project Director in coordination with the incumbent/MTA.