

## Terms of Reference

<b>Position:</b>	<b>Khan Facilitators (Phnom Penh)</b>
<b>Project Title:</b>	<b>Livelihood Enhancement and Association of the Poor (LEAP)</b>
<b>Duty Station:</b>	<b>Phnom Penh, based in 4 Khan Target</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) and Ministry of Labor and Vocational Training. 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) Skills development training (b) Employment support services (c) Provision of productive infrastructure to improve livelihoods and increase productivity.

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, 4 Khan Facilitators will be hired to be based in 4 of the 13 Khan target to implement the project. Due to limited coverage in a few Khans, 1 KFs will cover 3 or 4 Khans each.

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

Each of the 4 Khan Facilitators (KFs) will report to the Project Manager of the Phnom Penh (PPCH). KFs are responsible for monitoring and supporting all LEAP project activities in their respective Khans and ensuring that target households and communities fully benefit from the project.

KFs will be the focal points for each Khan, coordinating, supporting and facilitating to individuals and organizations engaged under the project. An NGO will be contracted to manage an in-take, training placement, and counselling service aimed at placing interested individual job seekers in relevant and potential related jobs. The provider will also provide support to participants (i.e. through vouchers and potentially stipends to cover related costs) to access career guide development workshop and technical and vocational education and training (TVET) that would improve their likelihood of being hired locally.

KFs shall ensure that skills training and capacity building inputs provided to the individual local job seekers match the demand for their work, through following tasks:

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

In **Phnom Penh** number of target beneficiaries and communities is not as enormous as those in **Siem Reap**. Therefore, KFs are key field facilitation staff who are directly engaged with the target communities in various community processes, including facilitating the process for identification and selection of target beneficiary households where IDPoor data does not exist and linkage with LEAP and local authorities. KFs will be responsible for assisting the SMT/PMT in facilitating and monitoring project implementation in khans covered by them. Each khan will have one KF. In cases where khans are only partly covered by the LEAP, one KF may cover several adjacent khans. It is envisaged that about 4 KFs are needed to cover target communities in **Phnom Penh**. Main tasks of the KFs are as follows:

- (a) Assume responsibility for ensuring the implementation of LEAP's principles of quality facilitation to enhance livelihoods of the poor;
- (b) Be responsible (in collaboration with NGO partners, if any) for the process of village/community entry and community mobilization (including khan and sangkat inception workshops and village/community meetings to introduce the LEAP project to the target communities, socio-economic surveys/profiling of target communities);
- (c) Conduct (in collaboration with NGO partners, if any) participatory assessments and information gathering, including village/community-level mapping of existing resources, development actors, issues and potentials, and target group/household identification/verification);
- (d) Ensure detailed understanding at different levels of guidelines, procedures, methods and principles related to all project operations, as set out in the Community Operational Manual and Project Implementation Manual (PIM);
- (e) Implement LEAP's communication strategy in the target areas and gather and provide feedback for adjustments;
- (f) Provide feedback on implementation of COM and suggest adjustments, if necessary;
- (g) Monitor performance and implementation of work plans of NGO facilitation staff (if any);
- (h) Support training by the Environmental Coordinator (EC) on the Environmental and Social Management Framework and Environmental Guidelines.
- (i) Provide feedback to the EC and PPCH LEAP SMT Manager on the effectiveness of the checklists and the ESMF;
- (j) Raise social environmental awareness among local communities and authorities;
- (k) Follow up on the implementation of the social and environmental guidelines and social and environmental management framework in the field;
- (l) Follow up and maintain environmental monitoring records, especially during the operation phase;

- (m) Assist with LEAP's activities related to income generating opportunities and skill development of target households, supporting the work of an NGO contracted to identify, facilitate training and job acquisition, including administering or following up on data gathering;
- (n) Support and monitor capacity-building programs (esp. skills development) for project beneficiaries and ensure that the program responds to the needs assessment, is participatory in nature, and responds to evaluation of its learning and livelihood impact;
- (o) Liaise with specialized government offices and departments at khan and municipal levels to facilitate their complementary support to social and economic development in target communities;
- (p) Encourage khan and sangkat councils to play their roles as stated in government policies;
- (q) Support the integration of infrastructure needs of the target communities into local planning process (commune investment planning) and higher level planning process;
- (r) Support the integration of skills development needs and job search services into local planning and higher level planning processes;
- (s) Monitor and support the overall process for the identification of community infrastructure investments and the procurement, construction by contracted firms, and operation of infrastructure investment (i.e. roads, drainage, etc.);
- (t) Prepare monthly work plans and reports and submit them to SMT/PMT; and
- (u) Collect, verify, and submit all information and reports as required for monitoring and evaluation (M&E) and management information system (MIS) purposes.

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

The Khan Facilitator of PPCH will have the following qualifications & experience:

- At least an Associate's Degree or degree in rural development and social development related areas such as economics, agriculture, public administration, or similar degree;
- Encourages residence in the target and willingness to support the project activities within the Khan (4 Khans);
- 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.