

## Terms of Reference

<b>Position:</b>	<b>Agriculture Livelihood Specialist</b>
<b>Project Title:</b>	<b>Livelihood Enhancement and Association of the Poor (LEAP)</b>
<b>Duty Station:</b>	<b>Siem Reap, Ministry of Agriculture, Fisheries and Forestry (MAFF)</b>
<b>Duration:</b>	<b>36 months from the contract signing date, subject to the annual assessment of the performance</b>

### **a. 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.

## **b. Roles and Responsibilities of the Agriculture Livelihood Specialist:**

The main responsibility of the Specialist is to ensure the design and delivery of high quality, demand-driven agriculture, livestock and aquaculture technical assistance by MAFF, PDA and an NGO that will be contracted to support the establishment and basic functioning of Self-Help Groups (SHGs), Producer Groups (PGs), Commune Level Federations (CLFs) and Agricultural Cooperatives (ACs).

The Specialist is under the direct supervision of the Ministry of Agriculture, Fishery and Forestry (MAFF), and will be based in the Provincial Department of Agriculture (PDA) in Siem Reap. The Specialist will coordinate closely with the Sub-management Team (SMT) in Siem Reap Province as the SMT is responsible for all activities implemented in Siem Reap. The Specialist will also work closely with an NGO that will be contracted to support the establishment and operations of SHGs, PGs, CLFs and ACs in the 47 target communes in Siem Reap.

The Specialist will implement and support implementation of activities that are in accordance with the Community Operations Manual and Project Implementation Manual, including the development of new materials that elaborate on details which are needed, but not included in these documents.

## **c. Specific Tasks:**

The National Agriculture Livelihood Specialist will:

- Prepare Annual Work Plans for MAFF/Provincial Department of Agriculture (PDA) support to SHGs and PGs based on demand and seasonal activity;
- Coordinate the overall delivery of MAFF/PDA support, monitor (through the project's MIS) and report on progress through both internal MAFF reporting and through contributions to semi-annual project progress reports prepared by PCO at MOI;
- Advise and support the contracted NGO on the design and delivery of training modules for District Facilitators (DFs), Commune Facilitators (CFs), and Community Animal Health and Extension Workers (CAHEWs) on how to support to SHGs and PGs on agriculture, livestock and aquaculture livelihood activities;
- Develop a monitoring and capacity building system to review and improve the performance of Community Animal Health Extension Workers (CAHEWs), mobilize MAFF and other resources to support their professional and capacity development;
- Drawing on international good practice and the existing material in the project manuals, advise and support the contracted NGO on the design and development of Producers Group (PGs) protocols comprising formation & nurturing of PGs, roles & responsibilities of PGs and its members;
- Guide the planning and sequencing of farm and livestock interventions for PG members under LEAP
- Through ongoing consultation with the contracted NGO, DFs, CFs and CAHEWs, advise and work to mobilize MAFF on areas of SHG/PG need where MAFF/GDA can mobilize to provide modular trainings and support to emerging areas of demand for technical advice;
- Coordinate MAFF/PDA for development of guidelines and protocols, the development and delivery of training, and support on modules for SHGs/PGs such as Productivity

Enhancement Programs, Climate Smart Agriculture and Conservation Agriculture, System of Rice Intensification (SRI), System of Crop Intensification (SCI) in Vegetable / Pulses / Oilseeds, Direct Seeded Rice (DSR), Zero Tillage (ZT), Seed Production & replacement, etc.

- Coordinate MAFF/PDA for development and delivery of training and support to SHGs/PGs on sustainable agriculture practices such as Eco Agriculture Activities / Zero Budget Natural Farming / Sustainable Agriculture Practices, such as preparation & use of vermi-compost, farm yard manure, ingredients prepared from plant and animal extracts, azolla cultivation, continuous weeding, hoeing, mulching, etc.
- Coordinate MAFF/PDA for development and delivery of training and support to SHGs/PGs to increase dietary diversity for improved nutrition at household level by promoting Home Nutrition Garden, Chicken / Pig / Goat Raising and Aquaculture.
- Coordinate MAFF/PDA development of guidelines and protocols, development and delivery of training, and support on protocols, guidelines and training materials for livestock Raising, vaccination, de-worming, artificial insemination, feeding & its processes, housing, etc. comprising activities or carried out by PG members
- Coordinate MAFF/PDA for induction of improved breeds in livestock to improve productivity, adapt to climate change, reduce mortality and increase body weight;
- Coordinate support from DFs, CFs, CAHEWS and volunteer community resource persons to develop and implement a community managed extension system for continuous handholding to PG members in livelihood interventions;
- Work with MAFF/PDA and SR-SMT to identify and explore new partnership opportunities to enhance project effectiveness such as the Digital Extension System through Digital Green and others;
- Review & monitor the agriculture trainings to SHGs and PGs as against the annual training calendar
- Prepare Monthly Planning and Progress Report (MPPR) and review against the Annual Work Program & Budget (AWPB)
- Participate in review meetings, planning meetings, training & exposure programs, workshops, seminars, etc. as required by MAFF/PDA
- Travel for project related work, as advised by MAFF/PDA
- Carry out additional tasks as assigned.

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

The National Agriculture Livelihood Specialist will have the following qualifications & experience:

- Has an Advanced Degree or Degree in Agriculture or Rural Development, or similar degree
- Has experience of working with state institutions and NGOs for at least ten years in livelihood interventions such as farm and livestock
- Has experience of rolling out some or all of the programs that will included in the project such as Productivity Enhancement, Climate Smart Agriculture, Sustainable Agriculture Practices, Home Nutrition Garden, Chicken Raising, Goat Raising, Pig Raising, etc.
- Good interpersonal and communication skills and teamwork abilities
- Has knowledge and experience of working with poor households

- Has experience conducting studies, workshops, seminars, review meetings, annual planning exercises, on farm and livestock topics
- Has experience working on livelihoods based community institutions such as Self-Help Groups, Producers Groups or Farmers Clubs, etc.
- Has experience of networking and partnership with organizations working in farm and livestock
- Experience of working knowledge in MS Word, MS Excel and MS Power-point
- Ability to communicate well in English is preferable