

**KINGDOM OF CAMBODIA
NATION RELIGION KING**

**MINISTRY OF INTERIOR
LIVELIHOOD ENHANCEMENT AND ASSOCIATION OF THE POOR PROJECT
(LEAP)**

Terms of Reference

Project Title : Livelihood Enhancement and Association of the Poor (LEAP) Project
Position : LEAP National Project Management and M&E Specialist
Location : Project Coordination Office (PCO), Ministry of Interior (MOI), Phnom Penh
Duration : The duration of the contract is 42 months from the contract signing date subject to the annual assessment of the consultant performance, and project fund availability and the business needs of the project.
Basis : Individual Consultancy Contract

I- BACKGROUND

The Royal Government of Cambodia (RGC) through the Ministry of Economy and Finance has received a Credit from International Development Associate (IDA) to fund the Livelihood Enhancement and Association of the Poor (LEAP) Project. The project is a 5- year funded by the World Bank with IDA Credit number 5960-KH with the project code P153591. The project has a total budget of SDR 15,100,00, approximately USD 20,170,000 and became effective on May 26, 2017 and has a closing date of November 30, 2022.

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.

The key beneficiaries of the project would be the ID Poor and vulnerable households in the target 47 communes and 13 Sangkats in Siem Reap Province and Phnom Penh Capital, respectively.

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 Provincial Administration 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.

II- OBJECTIVE OF THE ASSIGNMENT

The **National Project Management and M&E Specialist** will be based in Project Coordination Office (PCO), Ministry of Interior (MOI), The **LEAP National Project Management and M&E Specialist** is responsible for the overall implementation of LEAP project in cooperation and coordination with the PCO and the SMTs in Siem Reap and PPC. She/he shall be responsible for

- Establishment of a suitable philosophy, ethical standards and code of conduct in managing the project;
- Continuous assessment of risks and risk mitigation actions;
- Control activities, both technical and administrative as stipulated by different project manuals and ensure that standards and procedures are followed correctly;
- Open communication of policies, procedures and feedback by staff; and
- Regular monitoring of all technical activities to ensure that project objectives are achieved.

III- SCOPE OF THE CONSULTING SERVICES

The **National Project Management and M&E Specialist** cooperates closely with other international and national advisers and officers at SMTs and at GDA/MAFF and at Provincial project offices and other relevant stakeholders to support the LEAP activities. This will include, but not be limited to the following:

Management

- Read, understand and advise Project Director and Project Manager of the PCO on the interpretation of the LEAP results framework, the Project Implementation Manual and Community Operations Manual and the Project Cost Table;
- Assist the Project Director /Manager and the International and National Advisers to monitor all aspects of implementation, identify issues, suggest resolution, and take follow-up action as required;
- Support LEAP management with all operational matters including missions arrangement, evaluations and report preparation, policy development, and program management;
- Coordinate and participate in the project management meetings,
- Assist the Project Director and Project Manager to evaluate the efficiency and effectiveness of LEAP operations. Facilitate the reviews of project working procedures and provide input for improvement when needed.
- Coordinate and provide input to annual project staff reviews.
- Provide input to the project management on the performance of the provincial levels.
- Provide coaching and support on project operation to the provincial teams, including make regular visits to LEAP project sites to monitor progress and to maintain dialogue with local administration;
- Provide support in the recruitment of consultants, including preparation of Terms of Reference, Work Programs, Budgets, and other project management support;

AWPB

- Assist the Project Director /Project Manager and LEAP teams in the preparation of the Annual Work-plan and Budget (AWPB) including coordination to obtain input from the SMTs, MAFF/GDA and other relevant stakeholders, review the draft AWPB, comment on its consistency with the LEAP Results Framework, Project Implementation Manual and Project Cost Tables;
- Coordinate the preparation of the annual AWPB workshop including discussion with WB, NCDDs, GDA and the project implementing bodies at the Phnom Penh Capital Hall and Siem Reap Provincial Administration.
- Assist in the coordination of project implementation to ensure harmonization with NCDD & MAFF strategies and procedures, and with overall RGC regulations.
- Assist in ensuring that all contracts and agreements are implemented in accordance with the required systems and procedures.
- Perform formal and informal monitoring on the progress of AWPB implementation, including collecting the progress reports from all relevant project units and consolidate into a project report.

Monitoring and Evaluation

- Cooperate with M&E and MIS specialists to develop the MIS for LEAP and regular update the progressive activities and achievements in regard to the project result indicators framework with national and sub-national teams;
- To develop M&E manual including the template, table recording form based on the result indicators and objectives of the project for national and sub-national team update the project progress
- To train and orientation the related M&E for national and sub-national level for keep recording the progressive achievement;
- To update regularly of project progress and achievement based on the updated results from the national and sub-national teams and MIS;
- Assist to evaluate the efficiency and effectiveness of LEAP Project operations through field monitoring, case study and in-depth interview with beneficiaries and implementation agencies;
- Regular field monitor to target province for speeding up the project activities;
- Coordinate with national and sub-national levels on surveys and studies for LEAP, including the baseline survey, as required by the project.

Social and Environmental Safeguards

- Supervise safeguards focal persons to develop and document the social and environmental safeguard of project and printing for distributed to national and sub-national levels, NGOs and stakeholders;
- Provide capacity building and orientation on social and environmental safeguard of project for sub-national teams;
- Assist sub-national team on safeguard aspect for land use planning preparation and development activities;
- Assist sub-national teams in keeping recordings and documentation on social and environmental safeguard including project activities on small-scale infrastructure planning and implementation, complaint mechanism from people in project communities and communes.

Other Duties

- Perform other duties relating to LEAP operation as requested by the Project Director and Manager.

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) outlining the scheduled activities under the assignment and advising on any issues that may affect timely progress;
2. A report covering all evidences produced from the above tasks and under contract management to be sent to the project management on a monthly basis and before each project meeting;
3. Monthly updated working tracking form;
4. A monthly activity report and time sheet to be submitted to the Project Director and copy to the Project Manager, detailing the tasks carried out by the Consultant, including achievements, constraints and next activities planned;
5. Draft the Semi-annual Progress report of the LEAP Project (Compile the ones submitted by MAFF, PPCH and SRP) to the Project Director and copy to the Project Manager.

V- CONTRACT TIMING/ DURATION

The duration of the contract is 60 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 by MOI-LEAP for the first six months of the service and annually based on the *criteria for performance assessment* in annex 1 below.

VI- SUPERVISION AND REPORTING LINE

The LEAP National Project Management and M&E Specialist is under the direct supervision of the Project Manager.

VII- CAPACITY BUILDING AND KNOWLEDGE TRANSFER

Develop and implement a Management and M&E capacity building program for training of relevant government staff of the departments and ministries under the Project, particularly the LEAP Project, to enable them to successfully carry out project activities. Develop a 'learning culture', including regular learning opportunities and application of the learning and on-the-job training in the workplace;

VIII- SUPPORT FROM LEAP PROJECT

1. The post holder will be based in the Ministry of Interior (MoI) with pre-approved visits to the Siem Reap and across Phnom Penh to monitor project progress as required;
2. MOI shall make available office accommodation with air conditioning, administrative equipment (printer, photocopier, phone & fax machine, email and internet connection) and office supplies for the purpose of the assignment;
3. MOI will meet all national communications costs associated with the assignment;
4. Make available copies of all files and documents relevant to the project and its proposed interventions ;
5. MOI will provide official transportation for official travel/missions during the course of the assignment;
6. Where workshops or presentations are needed as part of the assignment, MOI will provide a suitable venue and reproduce materials for distribution to participants.
7. Provide support staff to enable the effective and efficient operation of the services.

IX- KEY MINIMUM QUALIFICATIONS REQUIRED

1. Master degree (or higher) in rural/urban development, community development, sociology, anthropology, project management, or other relevant fields; ;
2. At least seven (7) years progressive experience in implementation of projects in areas related to rural and or urban development;
3. Understanding of rural development and skills development/employment issues;
4. At least five (5) years in positions with substantial project management responsibilities;
5. Understanding of financial management and procurement principles and procedures;
6. At least three years in develop and implement the monitoring and evaluation especially on MIS;
7. Excellent written and spoken English and fluent Khmer;
8. 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 assessment will be based on the following results areas agreed with the consultant. The below criteria for performance assessment that were developed based on the responsibilities included in the TOR.

A- Technical Performance

No.	Description of Result Area	Result Indicator	Performance
1	Implement the capacity building for LEAP staff in Section III. Scope of Services of the TOR	Assigned procurement staff are trained according to agreed training plan.	
2	Support for Project Management and M&E specialist carried out by LEAP in Section III. Scope of Services of the TOR	At least the key activities listed in section III are implemented in satisfactory manner on the judgment of PCO-LEAP and the World Bank	
3	<i>Fulfill the performance report required in Section III. Scope of Services of the TOR</i>	All required reports are produced by the consultant and submitted to PCO-LEAP on time.	

B- Behavioral Performance

No.	Description of performance area	Result Indicator	Performance
I	Team work- collaborates with other consultants, and LEAP's staff	Positive performance feedback received other consultant and LEAP staff	

2	Learning and knowledge sharing-open to new ideas, transfer and share knowledge and applies knowledge in daily work	Positive performance feedback received other consultant and LEAP staff	
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