

Terms of Reference

Position : Project Management Advisor
Project Title : Cambodia Nutrition Project
Budget Line : Credit no. 5807-KH
Duty Station : NCDDS
Duration : 1 year contract (with annual performance review and renewable for 5 years)
Basis : Individual Consultancy Contract

A. Background:

The National Committee for Sub-National Democratic Development (NCDD) is an inter-ministerial committee mandated to oversee the policy reforms on decentralization and deconcentration and the implementation of a 10-year national program. The Secretariat (NCDDS) is responsible for facilitating policy formulation and program coordination, implementing the Three-year Implementation Plan (IP3), program management and coordination through its four Divisions: The Policy Development and Analysis Division; the Program Management and Support Division; the Monitoring and Evaluation and Information Division; and the Finance and Administration Division.

NCDDS is the implementing agency (IA) for the Cambodia Nutrition Project, a five-year Multi-donor Grant project (2019-2024). The main development objective (PDO) of the project is to improve utilization and quality of priority maternal and child health and nutrition services for targeted groups in Cambodia.

The project will finance ‘priority maternal and child health and nutrition services’, a subset of interventions drawn from the MOH Investment Case (IC) for Reproductive Maternal Newborn Child and Adolescent Health and Nutrition (RMNCAH-N) in Cambodia. These priority services are aimed at reducing neonatal mortality, improving maternal and child nutrition, and improving routine immunization coverage. The priority services were defined in accordance with the expectation of the Royal Government of Cambodia (RGC) to converge interventions with known effectiveness to increase sustainability and efficiency of RMNCAH-N financing. Targeted groups include pregnant and lactating women and children in the first 1,000 days of life living in Mondulakiri, Ratanakiri, Kratie, Steung Treng, Preah Vihear, Kampong Chhnang, and Koh Kong provinces.

The project has three components: Component 1: Strengthening the Delivery of Priority Health Services; Component 2: Stimulating Demand and Accountability at the Community Level; and Component 3: Ensuring an Effective and Sustainable Response.

Component 1 leverages the HEF and SDG systems—existing results-based health sector platforms—to improve the supply-side delivery of priority interventions. The component will aim to improve the accessibility, affordability, and quality of these priority services. The component has two sub-components outlined below.

Component 2 will finance community-based interventions in the seven priority provinces to stimulate demand, increase utilization of facility-based priority services, and encourage the adoption of improved RMNCAH-N behaviors. Component objectives are to: i) strengthen the links between the sub-national authorities, the public health providers, and the citizens; ii) create demand and increase access to priority health and nutrition services; and iii) strengthen public sector commitment and accountability to improve the availability and quality of priority health and nutrition services ; and (iv) use performance-based grants to improve (Sub National Authority) SNA delivery and sustainable financing of relevant social service activities linked with the project’s priority services.

Component 3 will finance: i) central level actions needed to enhance the effectiveness and sustainability of project investments; ii) development and delivery of modernized social and behavior change

communication (SBCC) campaigns; iii) comprehensive monitoring, evaluation and adaptive learning; and iv) project management.

Component 1 and 3 will be implemented by the Ministry of Health and component 2 will be implemented by NCDD-S.

B. Implementation of CNP respects the following principles:

- Promote good governance and rule of law;
- Support and strengthen the health reform and decentralization and de-concentration agenda of the Government;
- Encourage civic engagement;
- Promote transparency and accountability; and
- Ensure sustainable growth.

The Implementing Agency for component 2 of the CNP is the National Committee for Sub-National Democratic Development Secretariat (NCDD-S), which has overall responsibilities for operational aspects of the component 2 at the sub-national level including contract administration, financial management and operational monitoring and evaluation, as well as for overseeing implementation within the framework of decentralization and de-concentration reforms. CNP will implement for the period of 5 years (2019-2024) in 7 target provinces such as Mondulkiri, Ratanakiri, Kratie, Steung Treng, Preah Vihear, Kampong Chhnang, and Koh Kong provinces.

C. Duties and Responsibilities:

The Project Management Advisor's primary role is to provide technical support to NCDD-S to lead and execute the implementation of CNP- component 2. In particular, the Project Management Advisor will ensure that the C/S SDG Operational Manual is developed, applied and rolled out at subnational level and all disbursement linked indicators (DLIs) for NCDD-S are achieved. The Project Management Advisor will support the Project Manager in identifying opportunities to use CNP to strengthen systems for effective, efficient, and sustainable financing of social services, namely maternal and child health and nutrition, through the sub-national administration.

Main duties:

The Project Management Advisor is to assist NCDD-S on CNP project management works including:

1. Support to Project Preparation, Planning and Project Management

- Assist the PM to prepare the Annual Work-plan and Budget (AWPB) including coordination to obtain input from the SNA, MoH, WB and other relevant stakeholders,
- Advise the PM on the consistency of draft AWPB with the CNP logical framework, Project Operational Manual, Project Cost Tables and Project Procurement Plan, fiduciary, and social and environmental safeguards instruments;
- Assist the CNP's Project Management of NCDD-S in all aspects of implementation including project planning, implementation, monitoring, reporting, capacity development, and M&E activities and identify challenges, propose solutions, and take follow-up action as required;
- Support CNP's management with all operational matters under CNP in relation policy development of roles and responsibilities of sub national administrations;

2. Technical Assistance for C/S-SDG Development and Roll Out

- Provide technical inputs to develop C/S-SDG system (Tools, User Guide, Training Manual, coaching materials, and operational Manual) and promote alignment with DLI Manual and CPWC Implementation Guidelines, other manuals and guidelines as needed;
- Based on project management advice, draft TOR and composition for the C/S-SDG Working Group; ensure necessary documentation of regular meetings;
- Assist CNP's management on ensuring C/S SDG Operational Manual are applied effectively for capacity development, C/S-SDG assessment support, M&E, FM and also to ensure adherence to social and environment safeguards instruments

- Support CD team in the development of effective coaching materials aligned to C/S-SDG process and deliver coaching and implementation to the SNA, including making regular visits to CNP's target provinces, to monitor progress and to maintain dialogue with SNA;
- Assist CNP's management in compiling, reviewing, and certifying C/S-SDG scores; work with financial management team to trigger timely requests for payment to Provincial Administration (PA)/ District Management Administration (DMA) and Commune/Sangkat (C/S)
- Assist CNP's management in conducting annual review of C/S-SDG guidelines, processes, implementation, and performance at central and sub-national levels

3. Coordination with stakeholders

- Support CNP project management in coordination across MOI, NCDDS teams, and with sub-national administrations to encourage proper information sharing and feedback across stakeholders
- Support Project Manager with convening C/S-SDG Working Group and following up on assigned tasks
- Assist CNP and NCDDS, in liaison with WB's task team leader, to ensure effective project implementation support missions
- Support project management in the coordination with MOH in order to ensure alignment of the C/S-SDG tools and processes with CPWC activities and roll out, and with SNA in order to ensure effective implementation.
- Coordinate and participate in the internal and external project management meetings;

4. Implementation Support, Monitoring, Reporting and Reviewing

- Assist CNP's management on supporting to project team to identify resources needed to implement all DLI activities, achieve DLI targets, and monitor achievement for NCDDS/CNP;
- Assist CNP's management on reporting including progress and project ending report
- Assist in the coordination of project implementation to ensure harmonization with decentralization policy, strategies and procedures, and with overall RGC regulations.
- Assist the CNP management in 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.
- Assist CNP management on evaluating the efficiency and effectiveness of CNP operations;
- Support project management to facilitate the reviews of project working procedures and provide input for improvement when needed;
- Assist in the coordination and provide inputs to annual project staff reviews;
- Provide input to the project management on the performance of the sub national administration levels in order to improve implementation effectiveness and guide course corrections;

5. Coaching, Capacity Building, and Knowledge Transfer

- Provide day-to-day coaching and support to NCDDS staff to ensure understanding of CNP operations, and the C/S-SDG system
- Identify opportunities for building the capacity of NCDDS on the C/S-SDG system and related MOI systems, processes, functions; coordinate with CNP project management to secure the resources required to ensure delivery of internal NCDDS capacity building
- Ensure regular transfer of knowledge on the CNP operation and C/S-SDG processes to NCDDS staff to encourage integration in national systems and processes

D. Supervision and Reporting

The **Project Management Advisor** will report to the CNP's Project Manager of NCDDS. The Advisor works closely with NCDDS CNP teams and sub national administrations to support and assist the implementation of CNP's component 2 related activities. The Project Management team will carry out an annual performance review for the Advisor with the support of Human Resources Office.

E. Deliverables

In addition to the abovementioned responsibilities, the Project Management Advisor will be

responsible for preparation and timely submission of monthly progress reports on the tasks performed by him/her as related to Component 2 implementation progress.

F. Qualifications Required

The minimum qualifications required for the position of Project Management Adviser are as follows:

- A post-graduate university degree in relevant field (local governance, rural development, project management, health sciences, social sciences or similar fields)
- At least five years progressive experience in implementation of program and project management, especially in areas related to roles and responsibilities of decentralized SNAs;
- Comprehensive understanding of project planning, capacity development, project implementation, M&E, reporting
- Understanding of financial management and procurement principles and procedures is preferred
- Good knowledge and understanding of D&D reforms, structure and working procedure of SNA including C/S level
- Experience working with health system in Cambodia is an advantage
- Understanding of, ability to work within government system
- Demonstrated ability to work in a team, foster collaboration, and motivate stakeholders
- Ability to network with a range of agencies/stakeholders
- Ability to perform effectively under pressure and with time constraints
- Able to follow direction, work with minimum guidance, takes initiative, and follows through with all tasks
- Knowledge using desktop computers, word processing and power point applications
- Willingness and ability to travel, including in remote areas of the project's seven target provinces
- Excellent Khmer and English report writing, speaking and communication skills.