



National Committee for Sub-national Democratic Development Secretariat (NCDD)

Agriculture Services Programme for Innovation, Resilience and Extension (ASPIRE)

## TERMS OF REFERENCE

# **Climate Change Monitoring and Evaluation Specialist to Conduct Annual Performance Assessment (APA) and Participatory Project Monitoring and Evaluation at Districts and Communes**

## 1 General Background

The Royal Government of Cambodia has received financing in the form of a loan (USD26.1 million) from the International Fund for Agricultural Development, a grant (USD15 million) from the Adaptation for Smallholder Agriculture Programme Trust Fund, and Government funding (USD11.4 million) from the Ministry of Economy and Finance to implement the Agriculture Services Programme for Innovation, Resilience and Extension (ASPIRE) for the Ministry of Agriculture, Forestry and Fisheries (MAFF). The total programme costs are forecast at approximately USD 52.5 million (excluding contributions from USAID and beneficiaries) and will cover a seven-year implementation period across ten provinces: Kampong Chhnang, Pursat, Battambang, Preah Vihear Kratie Kampot, Kondal, Prey Veng, Svay Rieng and Takeo province.

The goal of ASPIRE is to reduce poverty and increase the resilience of poor and vulnerable smallholder farmers in the Kingdom of Cambodia. And the main development objective is that enhanced models of agricultural services are formulated and put into practice by 2021 in order to assist a diversity of smallholder farmers to contribute to broad-based economic growth through profitable and resilient farm businesses.

The National Committee for Democratic Development at Sub-National Level (NCDD) is the Implementing Agency for Component 4 of ASPIRE, Climate Resilient Infrastructure. Component 4 contributes to Outcome 3 of ASPIRE, "At least 120,000 smallholders have improved and resilient farm businesses as a result of integrated, demand led extension services and investments in climate resilient infrastructure." It is planned that there will be around 70,000 direct beneficiaries of investments in climate resilient infrastructure by sub-national administrations at District and Commune levels. Through synergies with NP-SNDD and with other interventions of NCDD supporting climate change adaptation at sub-national level, ASPIRE will contribute to mainstreaming Climate Change Resilience into Sub-National planning and finance systems. It is planned that up to 30 Districts and 180 Communes/Sangkats will receive financing in the form of Performance Based Climate Resilience Grants. In addition, NCDD will facilitate smooth cooperation between the sub-national administrations and the agriculture activities of ASPIRE.

The ASPIRE Financing Agreement was signed between RGC and IFAD on 05 March 2015 and the program will become fully operational by July 2015. Accordingly, RGC is seeking the services of qualified individuals to fill a number of advisory, technical specialists and programme support positions at national and sub-national levels.

In 2019 ASPIRE Component 4 of NCDD Secretariat implements climate change planning and execution of priority actions in 114 communes, 24 districts in Kampong Chhnang, Pursat, Battambang, Preas Vihea, Kratie, Preyveng, Svay Rieng and Kampot provinces.

The ASPIRE uses Performance Based Climate Resilience Grants (PBCRG) which are annual grants to target districts and their constituent communes. PBCRG are transferred to the budgets of the districts/communes and are used as top-up funds to finance (1) the cost of climate proofing local infrastructure; (2) the cost of constructing infrastructure that directly supports climate change adaptation; and (3) local services for climate change adaptation. ASPIRE has been implementing the PBCR grant from 2017 until 2021.

Each year, a Performance Assessment is conducted to assess the performance of the target district/communes in implementing activities financed by the ASPIRE's PBCRG and building capacity for local climate change adaptation. The Performance Assessment uses a Balanced Scorecard methodology with four areas of evaluation: (1) Quality of the PBCRG project outputs; (2) Quality of the process for implementing the PBCRG projects; (3) Beneficiaries of the PBCRG; and (4) Climate Change Mainstreaming Index. NCDDS has developed a detailed manual for the assessment methodology, which was successfully applied in the Performance Assessment by ASPIRE in 2017. The methodology is designed to be implemented by an assessment team of two persons (one expert in climate change adaptation and one engineer) with time required being one to two days per district.

In previous years, under the ASPIRE support, the Performance Assessment has been conducted by officials of ASPIRE Component 4 of NCDDS and the Provincial Government staff. However, this approach is not suitable for scaling-up because the staff time required. ASPIRE Component 4 of NCDDS intends to pilot the contracting-out of the Performance Assessment to independent service providers. Therefore, ASPIRE Component 4 of NCDDS wishes to recruit two independent consultants: one Climate Change Monitoring and Evaluation Specialist and one Climate Resilient Infrastructure Specialist who will jointly to conduct a Performance Assessment in the 32 target districts in November 2019. Since 2019 is the start-up year of the 8 target districts of ASPIRE's PBCRG and the second year of the 24 target districts ASPIRE's PBCRG implementation, the results of the Performance Assessment will be used as a reference for the PBCRG awards for 2019.

This TOR is for the **Climate Change Monitoring and Evaluation Specialist**. The Climate Resilient Infrastructure Specialist will be recruited under a separate TOR. The two consultants will work jointly as a team to conduct the PBCRG Performance Assessment and Participatory Evaluation (PAPE).

## 2 Objective of the Assignment

The objective of the assignment is to conduct the PBCRG PAPE and prepare PAPE report of the 32 target districts in compliance with the methodology as per the NCDDS Performance Assessment Manual.

The Climate Change Monitoring and Evaluation Specialist will conduct the PAPE jointly with the Climate Resilient Infrastructure Specialist and the two consultants will jointly report the findings of the PAPE to the ASPIRE Component 4 of NCDDS. In addition, the consultants will provide verbal and written feedback to ASPIRE Component 4 of NCDDS on the experience of conducting the PAPE, in order to assist in further improvement of the methodology in future years. The lessons learned from contracting out the PAPE will contribute also to the design process for the scale-up phase of ASPIRE and other affiliate projects.

### 3 Scope of Work

The **Climate Change Monitoring and Evaluation Specialist** will perform the assignment by carrying out the following activities jointly with the Climate Resilient Infrastructure Specialist (except where otherwise stated):

- 1 Study carefully and reach a full understanding of the NCDDS Performance Assessment Manual for Performance Based Grants;
- 2 Attend a orientation in the Performance Assessment methodology, including opportunity to clarify any parts of the methodology that are not clear from the manual;
- 3 With the Climate Resilient Infrastructure Specialist, propose a work plan for the PAPE. The time required for the assessment is expected to be about three person-days per district (i.e. one and a half days per district for a two-person team). The work plan is to be agreed in advance by ASPIRE Component 4 of NCDDS.
- 4 Conduct the PAPE in each target district in accordance with the agreed work plan.
- 5 The Climate Change Monitoring and Evaluation Specialist will be primarily responsible for checking documents held by the district administration that demonstrate compliance with PBCRG rules and performance criteria in the following areas:
  - Projects respond to climate change adaptation needs;
  - Timeliness of the project implementation process;
  - Timeliness and results of the procurement process;
  - Commitment and disbursement of PBCRG funds;
  - Timeliness of project completion;
  - Number and type of beneficiaries;
  - Evaluation of the Sub-National Climate Change Mainstreaming Index, consisting of:
    - Climate change mainstreaming in district planning;
    - Institutional capacity and coordination;
    - Access to and use of climate information;
    - Climate change integration into financing.
- 6 The Climate Change Monitoring and Evaluation Specialist will also facilitate project beneficiaries to conduct Participatory Evaluations of selected projects.
- 7 The two consultants will jointly enter the performance scores for each district in a MS Excel spreadsheet format that facilitates summary and analysis of the data;
- 8 Prepare a short report in MS PowerPoint format of the findings of the PAPE together with observations on the methodology and recommendations for improvement;
- 9 Present the PowerPoint report at a de-briefing meeting with ASPIRE Component 4 of NCDD-S to discuss the findings;
- 10 Finalize the report.

### 4 Outputs

The required outputs of the assignment are:

- 1 A work plan for the PBCRG PAPE;
- 2 A Final Report in MS PowerPoint format including:
  - a. A brief report of the activities of the service provider;

- b. The results of the PBCRG PAPE, with detailed scores for each indicator in each District and explanatory comments as necessary;
  - c. Observations on the performance assessment methodology;
  - d. Recommendations to improve the methodology.
- 3 A spreadsheet (MS Excel format) with the assessment scores.

Reports will be submitted in Khmer language.

## 5 Timing and Duration

The assignment should commence on 13<sup>th</sup> November 2019 and be completed by 17<sup>th</sup> December 2018.

The total staff inputs required for the Climate Change Monitoring and Evaluation Specialist are estimated to be 35 person-days.

## 6 Supervision and Reporting Line

The Climate Change Monitoring and Evaluation Specialist will work under the direct supervision of the ASPIRE Component 4 Climate Resilience Specialist of NCDDS and under the overall management of the ASPIRE Component 4 Program Manager of NCDDS. The Climate Change Monitoring and Evaluation Specialist will cooperate closely with staff of ASPIRE Component 4 teamwork at NCDDS, provincial and district administrations as needed.

## 7 Support from NCDD-S

NCDD-S will provide the following support:

- 1 Detailed methodology for the performance assessments;
- 2 Training in the performance assessment methodology;
- 3 Liaison with provincial and district administrations to facilitate arrangements for the performance assessments;
- 4 Summary of data on the PBCRG financed projects in each district, based on NCDD-S Project Information Database.??

The Climate Change Monitoring and Evaluation Specialist will be fully responsible for all costs of his / her travel, accommodation, office supplies, communications, equipment etc.

## 8 Qualifications Required

The Climate Change Monitoring and Evaluation Specialist will have the following qualifications:

- Graduate degree (master's preferred) in social science, environmental science, or another relevant discipline;
- Has at least seven years professional experience;
- Strong background in monitoring and evaluation including experience of conducting project evaluations, performance assessments or similar tasks;
- Strong understanding of the impacts of climate change on Cambodian rural communities, and suitable strategies for climate change adaptation;

- Experience of working with government officials (substantial experience working with sub-national governments preferred);
- Strong numeracy;
- Native Khmer speaker, strong English language skills preferred.

ASPIRE Component 4 of NCDDS will take into account the preference to select a gender balance to conduct the Performance Assessment.

## 9 Payment milestone

1. 30% upon contract signed
2. 70% submission the final report