

**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 : One (1) National Skills Development Specialist (NSDS)
Location : Project Coordination Office (PCO), Ministry of Interior (MOI), Phnom Penh
Duration : 34 months from the contract signing date, subject to the annual assessment of the performance
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 project is divided into four components. These are:

Component 1: Improving Livelihoods for Rural Poor and Vulnerable Households

Sub-Component 1.1: Building and Strengthening Institutions of the Rural Poor

Sub-Component 1.2: Enhancing Skills and Employment Opportunities for the Rural Poor

Sub-component 1.3: Improving Basic Services and Community Infrastructure for the Rural Poor

Component2: Improving Livelihoods for Urban Poor and Vulnerable Households

Sub-Component 2.1: Enhancing Skills and Employment Opportunities for the Urban Poor

Sub-Component 2.2: Improving Basic Services and Community Infrastructure for the Urban Poor

Component 3: Project Management, Coordination, and Monitoring &Evaluation

Component 4: Contingent Emergency Response

For Sub-Components 1.2 and Sub-Component 2.1 would provide investments in the development of beneficiary skills (particularly unemployed youth and women from poor households) and the ability to obtain new or improved employment. Activities would include: (a) local labor market surveys and training provider assessments; (b) beneficiary selection; (c) employability training and career counseling; (d) voucher provision and skills training; (e) job placement and employment support, including to engage in partnership with the employers who provide specialized training.

The key beneficiaries of the project would be approximately 20,000 ID Poor and vulnerable households in the target 47 communes in Siem Reap Province and 13 Sangkats in Phnom Penh Capital, respectively. The provision of skills development support aims to reach a total of approximately 2,100 individuals (Phnom Penh: 750 individual and Siem Reap: 1,350 individuals).

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.

It is expected that the incumbent would observe at all times in the highest standard of professional ethics and integrity, and promote results-oriented approach in the area of his/her responsibility and accountability.

II- OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to accelerate the implementation of the Sub-Components 1.2 and Sub-Component 2.1, as described above, with a focus on the professional quality and timeliness of activities, so as to generate the program's strategic results. The incumbent is expected to work closely with the international Skills Development Advisor (SDA), PCO, Sub-Management Teams (SMTs) in skills development program components to enable them to achieve the program's objectives. These actions are expected to build the PCO human capacity, through his/her example and mentoring, in fostering interagency cooperation in the implementation of the LEAP's Project Development Objective (PDO).

III- SCOPE OF THE CONSULTING SERVICES

The National Skills Development Specialist (NSDS) will be based in the Project Coordination Office (PCO), Ministry of Interior (MOI). She/he will work under the supervision and guidance of the LEAP Project Manager and work in close collaboration with the Human Resource Development Specialist (HRDS), Human Resource Development Facilitators (HRDFs), and other team members working on the skills components of the project. The NSDS will be responsible for providing overall leadership and coordination of the skills development activities in the project under subcomponents 1.2 and 2.1, working closely with the SDA to ensure that these activities meet high quality standards and benefit from global and national good practice. The NSDS will have the following functions:

1. Working closely with the SDA to collect, review and analyze all the necessary documents and current operation procedures (guideline, process, templates, forms, and M&E system etc.) to fully substantiate all stages of implementation on skills development activities.
2. Based on local context and working experience, the NSDS will provide feedback and assist the SDA to carry out the local labour market assessments with employers for Siem Reap and Phnom Penh these includes:
 - a) To assist in developing methodology of the assessment (Mid-November);
 - b) To translate all related documents and instruments of the assessment (December 1st week);
 - c) To take lead in pilot testing of the instruments (December 3rd week pilot and finalize by end December);

- d) To take lead in facilitating and conducting of training enumerators (Jan 1st week);
 - e) To supervise and oversee the filed data collection which will be carried out by Commune Facilitators (CFs), District Facilitators (DFs), Khan Facilitators (KFs) and Human Resource Development Facilitators (HRDFs) (Jan 2nd week);
 - f) To facilitate and coordinate the data entry (soon after data collection completion); and
 - g) To provide feedback on data analysis and assessment report based on local and contextual knowledge.
3. Working closely with the SDA to prepare a TOR for tracer study consultant (Early 2020); develop the methodology of the Tracer study (2nd half of 2020); Draft and finalize instruments (2nd half of 2020); develop outline of the tracer study report as well as support the Project Manager in the supervision of the tracer study consultant;
 4. Work in close collaboration with the SDA to provide technical assistance in order to facilitate efficient and expedited implementation of the skills development components of the project. This will include:
 - a) Review current process and practices for conducting various activities and propose modifications or feasible alternatives to achieve the results more effectively and efficiently. The proposed modifications or alternatives will be discussed with the relevant staff and the World Bank team.
 - b) Prepare detailed and practical steps (local labor market surveys and training provider assessments; beneficiary selection; employability training and career counseling; voucher provision and skills training; and job placement and employment support) to be included in the update to the PIM and COM.
 - c) Prepare detailed and practical guidelines on implementation of other activities that may not be included in the PIM and COM. Provide necessary advice, support, mentoring, and capacity building to relevant staff in the PCO and SMTs to implement the activities.
 - d) Provide timely assessment of progress, identify and resolve bottlenecks in the implementation of activities.
 5. Review and contribute to skills development sections of semi-annual project reports and other M&E documents and the MIS system to ensure that the information shared about skills development activities is clear and accurate and clearly capturing the results of the project.
 6. Advise the Project Manager on various ways to strengthen the effectiveness of the skills development activities of the project.
 7. To assist the Human Resource Development Specialists (HRDSs) and SMT in identifying and negotiating with training providers;
 8. Perform other duties relating to skills development operation as requested by the Project Manager.

IV- EXPECTED DELIVERABLES/OUTPUTS

The NSDS is expected to produce and deliver the following outputs during the assignment period:

No	Outputs Description
1	Prepared an “inception report” proposing his/her 6-month work program priorities and working methods for the whole contract assignment, after about 3 weeks after signing of contract.
2	Completed the local labour market assessments survey, and produced the assessment report to highlight (i) the key messages and detailed recommendation on how to use the information generated by the assessment for other activities; (ii) compile a list of local training providers; and (iii) compile a list of local resources for job search support (online, government related, private job search agencies, individual and informal recruiters).
3	Prepared a draft TOR for tracer study consultant/firm, develop technical note with the outline of the methodology for the tracer study, and develop the outline of the structure of the tracer study report.
4	Provided technical assistance to strengthen the implementation of skills development activities including (i) proposing modifications to the processes and practices, (ii) updating the Project Implementation Manual (PIM) and Community Operations Manual (COM) with all revisions incorporated—document with detailed guidelines for activities not covered by the PIM and COM; and (iii) regular progress updates which summarizes the advice and support provided, capacity building activities proposed/conducted, bottlenecks identified, solutions proposed for future improvement to the PCO and SMTs.
5	Working closely and directly with the SDA to strengthen the staff capacity development, particularly to ensure that a comprehensive knowledge transfer to skills government officials (PCO and SMTs) and other skills development team members effectively and ensure all standards and procedures are fully understood.
6	Once it is functional, review and advise on the design of the MIS regarding skills development activities and recommend improvements, as needed.
7	Ensure that the implementation of skills development activities would operate successfully and in line with the expected outcomes and outputs, particularly the sustainability of the Sub-Components 1.2 and Sub-Component 2.1 of the LEAP Project.

V- WORKING METHODS

The NSDS will strictly follow the work plan and the time schedule agreed with PCO in undertaking the contract assignment.

- a) Work in close collaboration with the SDA, PCO and SMTs to develop an appropriate methodology for the implementation of skills development activities;
- b) During the absence of SDA, the NSDS will take lead in facilitating and implementing of skills development activities timely and effectively;
- c) The NSDS will undertake collection of all the required data/information from various sources, including Government departments, CSOs, Ministries and other relevant sources;
- d) The PCO and SMTs shall facilitate in collection of the data/information with required official letters and contact with focal person(s) wherever required at the National and Sub-national levels; and
- e) The NSDS will undertake review, assessment and judgment of the data/information in close consultation with the PCO, SMTs and World Bank.

VI- CONTRACT TIMING/ DURATION

The duration of the contract is 36 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.

VII- REPORTING

The NSDS will be asked for to provide an “inception report” proposing his/her 6-month work program priorities and working methods for the whole contract assignment, after about 3 weeks after signing of contract.

Thereafter s/he will provide

- Time sheet will be submitted to the LEAP Project Manager, detailing tasks done by the consultant, including achievements, constraints and next activities.
- Monthly progress reports on inputs provided, results achieved, milestones, bottlenecks and constraints, and put forward optimum way of dealing with those constraints with a view to keeping skills development activities on track.
- Completion report on key achievements, output and constraints comparable to expected deliverables/outputs of skills development indicators. All reports must be submitted to the and the LEAP Project Manager and copied to the LEAP Project Director.

VIII- SUPPORT FROM LEAP PROJECT

1. The NSDS will be based in the PCO at the Ministry of Interior (MoI) with pre-approved visits to the Siem Reap and across Phnom Penh 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’s degree (or higher) in a relevant field of study including human resource development, vocational training, rural development and planning, education, and development studies;
2. At least six (6) years of experience and success in supporting and implementing of similar projects or programs in the country, particularly in the areas of active labor market interventions such as skills training and labor market intermediation services;

3. Good knowledge of the local context and experiences and state of the art approaches and best practices in the specific areas the project and its subcomponents are dealing with;
4. Good analytical skills and effective communication and training skills and competence in handling internal and external relations at all levels;
5. Prior experience in supporting and conducting rapid assessments, preferably on local labor markets;
6. Prior experience in facilitation and coordination across individuals to achieve program objectives;
7. Team-building capacity including strong personal communication skills, with particular attention to supporting the building of government officials capacities;
8. Relevant regional and international experience will be an added advantage;
9. Prior experience working on a World Bank supported project, particularly on labor markets or jobs will be an added advantage;
10. Ability to work in a team and to motivate other team members and counterparts;
11. Fluency in English and Khmer;
- 12.
13. 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 proposed key activities 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	
2	Provide the expected deliverables/outputs in Section IV in accordance with the agreed schedule and good quality. Scope of Services of the TOR	At least the expected outputs required in Section IV are delivered in satisfactory manner on the judgment of PCO-LEAP and the World Bank	

B- Behavioral Performance

No.	Description of performance area	Result Indicator	Performance
1	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	