

TERMS OF REFERENCE

Position:	2 Provincial Operational Advisors
Project Title:	Land Allocation for Social and Economic Development Project II (LASED II)
Budget line:	Credit 5807-KH
Duty Station:	Kampong Thom and Kampong Speu Provinces
Duration:	2 years contract (subject to satisfactory annual performance review with three months of probation).
Basis:	Individual Consultancy Contract

A. Background:

The National Committee for Sub-National Democratic Development (NCDD) is mandated as the overall program authority and through its Secretariat (NCDDS) is responsible for policy formulation and program coordination. The NCDD Secretariat, responsible for overall three-year Implementation Plan (IP3) program management and coordination. Commune Social Land Concessions is strongly support to Social Land Concessions Program which contributed to commune administration management law.

The LASED II is a project to support the implementation of the Royal Government's Social Land Concessions (SLC) Program to distribute state private land to the landless and land-poor through social land concessions to improve livelihood of poor households and vulnerable groups through Commune Based Social Land Concession. Under the overall authority the Ministry of Land Management, Urban Planning and Construction (MLMUPC), the General Directorate of Housing (GDH) is responsible for implementing the LASED II.

The objective of LASED II is to improve access of project beneficiaries to agricultural and other rural resources, infrastructure and services in project communities. The project will be achieved by:

- Strengthening community groups to better identify and prioritize technology and infrastructure investments;
- Financing priority productive and social community infrastructures; and
- Scaling up agricultural and livelihood support activities.

B. Implementation of LASED II respects the following principles:

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

The General Directorate of Housing (GDH) which based in the Ministry of Land Management, Urban Planning and Construction (MLMUPC) is an Implementing Agency. Under project design documents GDH is responsible for the overall coordination, infrastructure development, land policy application, capacity building and management and monitoring and evaluation of project.

NCDDS is responsible for the overall coordination and management of the project, with responsibility for the procurement and financial management aspects. NCDD delegates most operational responsibilities to Provincial Authorities in the participating provinces. A limited set of operational tasks are performed at national level by the NCDDS's divisions. These responsibilities include:

- Overall project financial management;
- Overall procurement;
- Contract administration;
- Monitoring and evaluation;
- Preparation of Annual Work-Plans and Budgets; and
- Preparation of Annual Reports.

The General Directorate of Agriculture (GDA) is supporting agriculture-based livelihood systems (LASED II Sub-Component 1.3), being responsible for the planning, coordination and implementation of agriculture support activities and quality assurance of goods and services that are provided to project beneficiaries. The GDA is also responsible for coordinating and tapping the technical expertise of other technical departments within the MAFF, including engagement and supervision of required national technical consultants and third party service providers/delivery organizations (e.g. NGOs) to support the implementation of sub-projects. Together with the Provincial Department of Agriculture, they are responsible for the planning, and coordination and implementation of agriculture support activities and quality assurance of goods and services that would be provided to project beneficiaries. LASED II will be implemented over a period of 5 years (2016-2021) in 5 target provinces such as Kratie, Kampong Thom, TbongKhmum, Kampong Chhnang and Kampong Speu.

The **LASED II Provincial Operational Advisor** works closely with the Permanent Member of Provincial Administration (PA) and Planning and Investment Division (PID) to monitor advice on and assist with discharge of PA and PID's responsibilities with respect to LASED II Project.

C. Post Supervision

The Provincial Operational Advisor (POA) works under the overall supervision of the LASED II Project Coordinator through LASED II Provincial Project Manager. The POA will work as a member of the Advisory Team attached to PA and PID on his/her day-to-day activities and he/she will be coordinated by LASED II Coordinator, Provincial Manager, PA and PID Permanent Members and the Provincial Program Management Adviser (PPMA) of IP3 Advisory Team.

D. Liaison and Cooperation

The POA advises and assists the Permanent Member of PA, PID, Project Director, and Project Coordinator on all aspects of PA and PID responsibilities related to LASED II.

The POA is assisted in his/her duties by the LASED II International Advisor (if any) and the LASED II Senior Sub-National Project Management Advisor.

E. Definition of Duties

- The POA advises and assists the Permanent Member of PA and PID in all matters for implementation of LASED II.
- Specifically, the LASED II Provincial Operational Advisor will:

◆ Management

- Read, understand and advise Provincial Administration and Planning Investment Division on the interpretation of the LASED II logical framework, the LASED II Project Implementation Manual and consolidate the LASED II Annual Work Plan and Budget, and review for consistency with LASED II Logical Framework, Project Implementation Manual and Project Cost Tables;
- Assist the LASED II Project Director, Coordinator and Provincial Administration Structure and Planning and Investment Division to monitor all aspects of LASED II implementation, identify issues, suggest resolution, and take follow-up action as required;
- Support LASED II Project Coordinator, Project Director and Project Manager, PAS and PID with all operational matters including missions arrangement, monitoring and evaluations and report preparation, policy development, and program management;
- Assist the Contract Administration Unit to prepare sub-contracts for implementation of LASED II activities.
- Coordinate and participate in the project management meetings,
- Assist the Contract Administration Unit to monitor the physical implementation of sub-contract evaluate the efficiency and effectiveness of LASED II 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 and district working group, and to assist the Commune Councils to implement Component 1 (Infrastructure and Livelihood Systems) and 2 (Project Management) of LASED II; in particular:
 - a. Negotiation of contracts for implementation of LASED II Component 1 and 2 activities by State Agencies, and follow-up monitoring of implementation;

- b. Preparation of tender documents, procurement and contract supervision of contracts with private sector contractors, suppliers and service providers.

◆ AWPB

- Assist the Project Director, Coordinator, Project Manager, PA and PID in the preparation of the LASED II Annual Work-plan and Budget (AWPB) including coordination to obtain input from the NCDDS and other relevant stakeholders, review the draft AWPB, comment on its consistency with the LASED II logical framework, Project Implementation Manual and Project Cost Tables;
- Coordinate the preparation of the annual AWPB workshop including discussion with WB, NCDDS, PA, PID and the project implementing bodies at the sub-national levels.
- Assist in the coordination of project implementation to ensure harmonization with LASED II 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.

Other Duties

- Perform other duties relating to the LASED II operations as requested by the LASED II Project Director, LASED II Project Coordinator, and LASED II Provincial Manager.

Qualifications Required

The qualifications required for the posts of LASED II Provincial Operational Advisor are as follows:

- A degree-level qualification (Master's preferred) in a discipline relevant to project management or to rural development.
- At least five years progressive experiences in implementation of projects in area related to rural development and land policy.
- Understanding of rural land right issues.
- At least three years in positions with substantial project management responsibilities.
- Understanding of monitoring and evaluation principles and procedures.
- Familiarity with RGC, SOP, FMM and Commune/Sangkat PIM
- Ability to work independently and provide training.
- Demonstrate ability to consult and work cooperatively with others.
- Good communication skills, written and spoken in Khmer and English.
- Cambodian nationality and
- Ability to travel in difficult conditions