

Annex A: Term of Reference

Title:	Climate Change Adaptation and Monitoring and Evaluation Advisor (CCAMEA)
Programme:	Agriculture Services Programme for Innovation, Resilience and Extension (ASPIRE)
Duty station:	Phnom Penh, Cambodia
Section/Unit:	ASPIRE Component 4 Programme Management NCDDDS
Contract/Level:	Local – XXXX Contract duration: 1 year, renewable upon satisfactory performance and available funding
Supervisor:	ASPIRE Component 4 Programme Manager of NCDDDS

1. General Background

(Brief description of the national, sector-specific or other relevant context in which the individual contractor will operate)

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 five provinces: Kampong Chhnang, Pursat, Battambang, Preah Vihear and Kratie.

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-S) 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-S 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-S will facilitate smooth cooperation between the sub-national administrations and the agriculture activities of ASPIRE.

The Climate Change Adaptation and Monitoring and Evaluation Advisor will (i) support smooth implementation of NCDD-S responsibilities under ASPIRE as well as integration between ASPIRE, other climate change related interventions of NCDD-S and the NP-SNDD, (2) support climate-vulnerable Districts/Municipalities and Communes/Sangkats to integrate climate change adaptation in their plans and investment programmes, (iii) Monitoring and Evaluation CCA related project implementation at the districts and communes level (in cooperation with the Provincial Departments of Agriculture), (iv) support mainstreaming of climate change adaptation into the sub-national planning guidelines in cooperation with the Sub-Committee on Planning of NCDD, (v) Develop the CCA related project implementation M&E system and (vi) assist NCDD-S in other tasks related to CCA sub-national planning and CCA project related M&E.

2. Purpose and Scope of Assignment

(Concise and detailed description of activities, tasks and responsibilities to be undertaken, including expected travel, if applicable)

Under the guidance and supervision of the ASPIRE Component 4 Programme Manager NCDDDS, the CCAMEA shall be responsible for performing the following duties in accordance with NCDDDS and MAFF ASPIRE guidelines, policies and practices:

A. Support to M&E Climate Change Resilience Infrastructure at the Districts and Communes and Mainstreaming Climate Change Adaptation in Sub-National Planning

- ✓ Support NCDD-S to prepare and deliver Training of Trainers (ToT) in climate change adaptation planning (CCAP) and Climate Resilience Infrastructure Project M&E in 32 districts of 8 target provinces;

- ✓ Provide technical support to the provincial team to conduct CCA project M&E and formulate CCA project M&E system in 34 target Districts;
- ✓ Provide technical support to NCDD-S team, provincial team and Districts/Municipalities to conducted climate resilient infrastructure projects M&E;
- ✓ Assist NCDD-S to manage all consultancy assignments in the area of CCA linking with ASPIRE programme and sub-national planning;
- ✓ Building capacities of SNAs in CCA & DRR mainstreaming and CCA strategy/planning, VRA Assessment and PBCRG annual performance assessment;
- ✓ Review and update the PBCRG annual performance assessment and project participatory M&E and provide ToT training to provincial and district team work;
- ✓ Transfer knowledge and skills to Programme Officers and other staff to enable them to implement CCA&DRR mainstreaming strategy/guideline into the sub-national planning and project M&E aspects
- ✓ Support and facilitate partnership building among NGO/INGOs/Programme partners and other central agencies (MAFF, MOP, MOE, MOI and MEF) and relevant DPs.
- ✓ Facilitate knowledge sharing, cooperation with other CCA related programmes especially CCA interventions of NCDD-S with proper CCA project related M&E System ;
- ✓ Working with NCDD-S M&E and information division for mainstream CCA project related M&E into NCDD-S project M&E System;
- ✓ Working with NCDD-S IT office to mainstream CCA project related M&E System in to PID, NAD and SPD System;
- ✓ Facilitate integration of NCDD-S CCA interventions into the NP-SNDD.

B. Support to Sub-National Planning and project M&E (General)

- ✓ Design and support project's logframe to streamline with M&E system
- ✓ Assist in training activities and curriculum design for Sub-national training sessions on CCA planning and CCA project M&E system;
- ✓ Provide input to the NCDD policy and M&E Division on planning and CCA project M&E issues particularly from a field prospective and climate change point of view
- ✓ Provide technical backstopping to the Sub-National PC (including DM teamwork) on planning and CCA project M&E issues as requested.

C. Support to Implementation of ASPIRE

- ✓ Assist NCDD-S to ensure the smooth administration of ASPIRE Component 4 and required deliverables with the regular CCA project M&E;
- ✓ Assist NCDD-S to facilitate smooth cooperation between sub-national administrations and all components / activities of ASPIRE as relevant to CCA project M&E system;
- ✓ Participate NCDD-S in developing annual work plans, budget plan and obtain approval from NCDD-S management and ASPIRE Secretariat;
- ✓ Assist NCDD-S in preparing quarterly and annually progress report to ASPIRE Secretariat as the result of CCA project M&E system;
- ✓ Identify and request any support and advice required for the management, planning, project M&E and control of the program
- ✓ Assist NCDD-S to ensure the proper monitoring and evaluation of programme activities.
- ✓ Ensure that experiences and lessons learnt from programme implementation are adequately recorded.
- ✓ Perform any other relevant duties as may be assigned by the supervisor.

3. Monitoring and Progress Controls

(Clear description of measurable outputs, milestones, key performance indicators and/or reporting requirements which will enable performance monitoring)

The performance of the Climate Change Adaptation Planning and M&E Advisor will be defined and measured through an Annual Performance Review, which will include SMART targets and at least two performance review meetings (mid-year and year-end). In addition to the formal performance review, regular meetings or other progress review updates will be put in place in coordination with the supervisor.

4. Qualifications and Experience

(List the required education, work experience, expertise and competencies of the individual contractor. The listed education and experience should correspond with the level at which the contract is offered.)

a. Education (Level and area of required and/or preferred education)

BA in project Cycle Management or project M&E, environment, social development studies, community development, public administration or other fields relevant to the above duties with at least 6 years of relevant professional experience or a bachelor's degree with at least 6 years of similar experience is considered as equivalent.

b. Work Experience

(List number of years and area of required work experience. Clearly distinguish between required experience and experience which could be an asset.)

Minimum 5 years of professional experience knowledge of Democratic Development at Sub-National is advantages. In development programs related to climate change adaptation and DDR mainstreaming and CCA Project Related M&E at Sub-national level such as conducting VRA assessment and Venerable Mapping, PBCRG Assessment, Project Participatory M&E at Sub-national level and formulating CCA strategy and CCA project related M&E System at Sub-national level.

c. Key Competencies

(Technical knowledge, skills, managerial competencies or other personal competencies relevant to the performance of the assignment. Clearly distinguish between required and desired competencies)

- ✓ Managerial and administrative ability needed to ensure smooth implementation of ASPIRE;
- ✓ Ability to apply insights gained from ASPIRE implementation to development of practical guidelines for infrastructure resilience and climate change adaptation in sub-national planning;
- ✓ Strongly in project M&E management and day to day monitoring;
- ✓ Strongly understand of project M&E system such as PID, NAD and PSD;
- ✓ Ability to work with senior government officials, other advisers and consultants;
- ✓ Understanding of, and ability to work within government systems;
- ✓ Understanding of Development Partner systems;
- ✓ Ability to identify and manage priorities under tight resource constraints;
- ✓ Is focused on results for the NCDD-S and responds positively to feedback;
- ✓ Consistently approaches work with energy and a positive, constructive attitude;
- ✓ Good teamwork abilities;
- ✓ High level of computer literacy (IT for project M&E system);
- ✓ Personal interest, commitment, flexibility and willingness to work in a highly motivated team of professionals; and
- ✓ Ability to travel to areas of operations.

d. Languages

- ✓ Fluency in English is essential;

e. Skills

- ✓ Advisory Services
- ✓ Agriculture infrastructure development
- ✓ Climate change adaptation
- ✓ Natural disaster risk management
- ✓ VRA and Vulnerable Mapping implementation
- ✓ Capacity Building
- ✓ Client Management
- ✓ Contracts Negotiation
- ✓ Financial Rules and Regulations
- ✓ Knowledge Management
- ✓ Multistage Reporting
- ✓ Stakeholder Management
- ✓ Develop project team

- ✓ Project M&E system such as PID, NAD and PSD
- ✓ IT for M&E system