

# NCDD Secretariat

## *Job Description*

**Project Title:** Scaling Up Climate Resilience Grants in Cambodia: Innovative Decentralized Water Solutions to Provide Safety and Resilience for Residential Water Systems Project (Water Resilient Project-WRP)

**Position:** District Water Resilient Project Management Advisor

**Duty Station:** Rukhakiri District, Battambang Province

**Duration:** one year contract

## 1 Background

Based on the Organic Law on Administrative Management of the Capital, Provinces, Districts, Municipalities and Khans (Organic Law), adopted in May 2008, the ten-year National Program for Sub-National Democratic Development (NP-SNDD) 2010-2020 developed and approved by the Royal Government in June 2010. The purpose of the NP-SNDD are to develop accountable, sub-national democratic institutions with effective administrations, and to promote improved sub-national development for the benefit of the Cambodian population.

The three-year implementation plan 2018-2020 is the third and final phase of the National Program on Sub-National Democratic Development (IP3-III) which was approved by NCDD on 08 November 2017. The IP3-III focuses on continuing to strengthen the transfer of functions and to increase financial resources to SNAs (focusing on discretionary funds), to promote social accountability at SNAs and to strengthen capacity development for SNAs, moving from policy to practice.

The goal of IP3-III is that “SNAs are more autonomous and accountable to responding to the needs of citizens in their jurisdiction”.

To achieve the above goal, the specific objectives are:

- Improve reform management of the ministries and SNAs
- Strengthen SNA good governance
- Promote effectiveness and efficiency of SNA HR management and development
- Encourage the transfer of functions and innovations of SNAs to implement their general mandate, transferred and other functions
- Increase SNA financial resources
- Strengthen partnerships with CSOs and private sector in service delivery and local development.

NCDD Secretariat (NCDDS), on behalf of NCDD, takes overall responsibility in the execution of the IP3-III. In this regard the NCDDS will support the NCDD to coordinate and implement the IP3-III in close collaboration with ministries, institutions, SNAs, DPs, CSOs, private sector and other relevant stakeholders. The IP3-III implementers include 21 Ministries and Institutions including those ministries in the course of functional reassignment, 25 Capital and provinces, 203 Municipalities, Districts and Khans, Civil Society Organizations and other stakeholders.

The NCDDS is structured into four divisions:

1. Policy Analysis and Development Division (PADD)
2. Program Management and Support Division (PMSD)
3. Monitoring, Evaluation and Information Division (MEID) and
4. Administration and Finance Division (AFD)

Main responsibilities of the PADD are to conduct studies, researches and analyses to prepare and align legal frameworks on SNDD such as transfer of functions and resources, fiscal decentralization, SNAs' planning, personnel management, NRM, GM, CC and CD; and coordinate with NCDD sub-committees, DPs and other relevant stakeholders in formulation of policy framework and legal framework on SNDD.

Main responsibilities of the PMSD are to develop, support and implement NP-SNDD and its implementation plans, mobilize resources for the implementation of NP-SNDD, implementation plans and NCDD annual workplans and budgets (AWPB), prepare and implement activities related to NRM, CC adaptation, disaster management and social service delivery; and coordinate and align stand-alone programs and projects with NP-SNDD.

Main responsibilities of the MEID are to develop and implement M&E framework on the preparation and implementation of SNDD legal frameworks, NP and its implementation plans, prepare and implement communication strategy and social accountability on SNDD, prepare reports on the implementation of NP-SNDD and other programs/ projects; and collect, document and disseminate reports, data and information related to SNDD.

Main responsibilities of the AFD are to manage, administer and provide support on FIN and ADMIN for the implementation of NP-SNDD and its implementation plans, manage staff, national and international advisors and contract staff employed by NCDD; and administer and manage NCDD assets.

NCDD Secretariat implementing UNCDF's Local Climate Adaptive Living (LoCAL) Program, which is a global programme supporting climate change adaptation by local governments in least developed countries. Since its inception in 2011 LoCAL has expanded to 14 countries in Asia-Pacific and Africa, with further expansion under way. Cambodia's Local Governments and Climate Change (LGCC) was one of the first LoCAL country projects and is a recognized success. Consequently, Cambodia is considered ready to become one of the first LoCAL countries to move to Phase 3, in which the national implementing partners directly mobilizes funds from a variety of external and domestic sources for a programmatic approach to sub-national climate change adaptation.

NCDD and UNCDF, designed project proposal on Scaling Up Climate Resilience Grants in Cambodia: Innovative Decentralized Water Solutions to Provide Safety and Resilience for Residential Water Systems (Water Resilient Project-WRP), and it was successfully funded by the Ministry of Environment of the Republic of Korea. This project will be used to extend the LoCAL Programme in Cambodia on the investment of water related projects during 2020-2021, with its goal to promote resilient communities and economies at the local level in LDCs, for households and communities, thereby contributing to the achievement of the Sustainable Development Goals (SDGs).

The activities under this project aims to:

1. support the functional assignment to local government in area of water management and improve the local government planning and management of water resources taking into account climate change impacts.
2. improve service delivery, increase institutional capacity and coordination for integrated water management to support uses of water resources especially for the diversification of livelihoods by local communities.
3. create a sustainable solution in area of water management to the commune in rural areas.

4. As a result, this will enhance the resilience and adaptive capacity of rural livelihoods to climate impacts and risks on water resources in the most vulnerable areas to climate change impact in Cambodia.

The investment of small-scale projects under this proposal will be for public / community owned and operated projects. Opportunities will also be sought to support the local government to leverage public and private sector investment for projects which have the potential to generate cash flow through water tariffs / user fees.

## 2 Post Supervision and Accountability

The District Water Resilient Project Management Advisor will work under the day-to-day supervision of and report to the District Governor and under the overall supervision of District Council. The DWMA will also work in close coordination and cooperation with the Provincial Administration, relevant provincial line departments, NCDD Secretariat, relevant stakeholders, UNCDF, K-water and the target Commune Councils within the district.

## 3 Main Duties

**The District Water Resilient Project Management Advisor will work and support the District Administration in carrying out the following tasks:**

- a. Assist the district administration to prepare and submit to the NCDD for approval the Annual Work Plans and Budgets (AWPB) of the WRP, consolidating all activities to be carried by sub-national levels;
- b. Support the district administration in administration, implementation, monitoring and evaluation of the WRP;
- c. Communication with NCDDS on matters concerning the WRP project;
- d. Preparing progress and financial reports including key challenges on the WRP implementation with approval from the District Councils; and submitted them to NCDDS regularly and on time;
- e. Building the capacity of district administration including relevant technical offices and commune council in water management;
- f. Close cooperation with local authorities, Provincial Administration, NCDDS, line departments, and partner (including private sector, UNCDF and K-water) to ensure project implementation and delivery of outputs and outcomes;
- g. Work planning, administration, implementation and monitoring of sub-project with target commune on water supply system as directed by District Governor; and
- h. Conducting feasibility study on possibility to scale up the WRP modality to neighboring communes and districts
- i. Other tasks as directed by District Governor.

## 4 Impact

The key results of the District Water Management Advisor's work will include (1) smooth implementation of the WRP within the District Administration, Commune Administration, Provincial Administration, and NCDDS, (2) provide awareness about the WRP and capacity building on sustainable water resilient management to district staffs, commune council and stakeholders under decentralization framework and (3) improved awareness of climate change and capacity for climate change adaptation amongst sub-national administrations, technical agencies and other stakeholders within the District.

## 5 Person Specifications

### 5.1 Education

Bachelor degree in a relevant field or equal experience (WAS management, rural development, climate change science, etc.)

### 5.2 Organisational Competencies:

- Demonstrates commitment to NCDD's mission, IP3 objectives and SNDD values
- Displays gender, religion, race, nationality and age sensitivity and adaptability
- Ability to establish and maintain effective rapport with civil servants, other advisers and with all
- key NCDD stakeholders
- Willingness and ability to transfer knowledge and skills to build capacity

### 5.3 Functional Competencies:

- Managerial and administrative ability needed to ensure smooth implementation of the project
- Familiarity with the challenge posed to Cambodia by national climate change and with the concepts of Climate Change Adaptation
- Ability to work with Commune councils, District Officials, Provincial government officials, other advisers and consultants
- Understanding of, and ability to work within government systems and D&D Reform
- Consistently approaches work with energy and a positive, constructive attitude
- Proven ability to work as part of interdisciplinary teams

### 5.4 Experience

- At least three years progressive career experience in relevant areas
- At least two years' experience in sub-national democratic development including sub-national planning
- At least two years' experience in programs related to climate change adaptation
- Substantial experience of the government administrative system
- Substantial experience of capacity development activities

### 5.5 Knowledge and Skills

- Good knowledge and understanding of sub-national administrative processes, especially those relevant to execution of sub-national administration budgets;
- Good knowledge and understanding of sub-national planning processes
- Good knowledge and understanding of D&D issues, especially as they relate to the field of planning
- Good knowledge and understanding of climate change adaptation and the potential role of sub-national governments
- Good communication, interpersonal and reporting skills