

Terms of Reference

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| Position | : CNP Provincial Coordinator (PC) |
| Project Title | : Cambodia Nutrition Project (CNP) |
| Project ID | : P162675 |
| Duty Station | : Provincial Administration of Mondul Kiri, Ratanak Kiri, Kratie, Stung Treng, Preah Vihear, Kampong Chhnang and Koh Kong provinces (7 Provincial Coordinators, 1 per province) |
| Duration | : 1 year contract (with annual performance review and renewable base on the result of performance) |
| Basis | : Individual Consultancy Contract |

1. BACKGROUND

National Committee for Subnational Democratic Development Secretariat (NCDDS) is the implementing agency (IA) for the Cambodia Nutrition Project, a five-year Multi-donor Grant project (2019-2024). The Project Development Objective (PDO) of the project is *to improve utilization and quality of priority maternal and child health and nutrition services for targeted groups in Cambodia.*

The project will finance 'priority maternal and child health and nutrition services', a subset of interventions drawn from the MOH Investment Case (IC) for Reproductive Maternal Newborn Child and Adolescent Health and Nutrition (RMNCAH-N) in Cambodia. These priority services are aimed at reducing neonatal mortality, improving maternal and child nutrition, and improving routine immunization coverage. The priority services were defined in accordance with the expectation of the Royal Government of Cambodia (RGC) to converge interventions with known effectiveness to increase sustainability and efficiency of RMNCAH-N financing. Targeted groups include pregnant and lactating women and children in the first 1,000 days of life living in Mondul Kiri, Ratanak Kiri, Kratie, Stung Treng, Preah Vihear, Kampong Chhnang, and Koh Kong provinces.

The project has three components: Component 1: Strengthening the Delivery of Priority Health Services; Component 2: Stimulating Demand and Accountability at the Community Level; and Component 3: Ensuring an Effective and Sustainable Response.

Component 1 and component 3 implemented by Ministry of Health, and component 2 implemented by NCDDs.

Component 2 will finance community-based interventions in the seven priority provinces to stimulate demand, increase utilization of facility-based priority services, and encourage the adoption of improved RMNCAH-N behaviors. Component objectives are to: i) strengthen the links between the sub-national authorities, the public health providers, and the citizens; (ii) create demand and increase access to priority health and nutrition services; and (iii) strengthen public sector commitment and accountability to improve the availability and quality of priority health and nutrition services; and (iv) use performance-based grants to improve (Sub-National Authority)

SNA delivery and sustainable financing of relevant social service activities linked with the project's priority services.

2. IMPLEMENTATION OF CNP RESPECTS THE FOLLOWING PRINCIPLES:

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

The Implementing Agency for component 2 of the CNP is the National Committee for Sub-National Democratic Development Secretariat (NCDDs), which has overall responsibilities for operational aspects of the component 2 at the sub-national level including contract administration, financial management and operational monitoring and evaluation, as well as for overseeing implementation within the framework of decentralization and de-concentration reforms.

3. DUTIES AND RESPONSIBILITIES

3.1. Main Duties

The CNP Provincial Coordinator (PC) will, coordinate, and support the implementation of CNP- component 2 at the Sub-National Administration (SNA) levels. The CNP Provincial Coordinator will also contribute directly to help ensure that the C/S-SDG Operational Manual, C/S-SDG Implementation Assessment Guidelines, Commune/Sangkat Program for Women and Children (CPWC) are applied and rolled out effectively at the SNA levels. In addition, the CNP Provincial Coordinator will support the NCDDs in identifying opportunities to use CNP to strengthen systems for effective, efficient, and sustainable financing of social services, namely maternal and child health and nutrition, through the sub-national administrations that are in their respective duty station.

3.2 Responsibilities

The CNP provincial coordinator, under the guidance of the CNP Project Manager will be responsible for the following tasks:

3.2.1 Main duties:

A). Support to Capacity Development

- Provide support to NCDDs capacity development team before and during the trainings on C/S-SDG Operation, C/S-SDG assessor trainings, refresher trainings on C/S-SDG, coaching trainings and other training topics based on Capacity Development Plan.
- Attends ToT with PA/DMA trainers at national level, then PC assist PA/DMA trainers at PA/DMA levels) as well as provide direct back up support to PA/DMA before the training, during the training and after the training to the C/S.
- Provide technical support and capacity development of the provincial administration (PA) and district and municipality administration (DMA) CNP team to implement the CNP C/S-SDG and CPWC performances effectively and

efficiently. While developing capacities, special attention shall be paid to project related decision making for effective and efficient project management;

- Joint with provincial and DMA certified assessors in developing coaching plan and carrying out coaching activities at C/S as needed. If necessary, supply them with direct technical assistance upon demand;
- Actively participate in preparation, updating and testing of technical aspects of the project including C/S-SDGs checklist and guideline and performance assessment tools for C/S-SDG;
- Support in building the capacity of the individual provincial and DM trainers to provide quality training on the C/S-SDG OM, C/S-SDG Assessment guideline, CPWC and training follow-up;
- Contribute to the capacity development of the DMA by backstopping individual (technical and administrative) and organizational capacity development interventions through coordination with the assigned trainers at the DMA level and in consultation with the NCDDs CD team. Help ensure that effective training and coaching related to the use of the C/S-SDG OM, C/S-SDG Implementation Assessment Guideline and CPWC.
- Assist in preparation provincial capacity building plan based on national capacity development plan to train C/S key actors on C/S-SDG Operational Manual and other related topics, in coordination with PA/DMA
- Maintain accurate records and report on the progress and achievement of CD activities of PA/DMA

B). C/S-SDG Implementation and Roll Out

- Provide inputs to update and revision of the C/S-SDG tools, user guide, training materials, coaching materials and CPWC Implementation Guidelines, other manuals and guidelines as needed;
- Assist CNP's provincial and DMA managements to ensure the C/S-SDG performance, C/S-SDG assessment, M&E and provide immediate response and support on any FM issues with the province and district/municipality administration, as well as ensuring adherence to social and environment safeguards instruments;
- Assist CNP's provincial and DMA managements in compiling, reviewing, and reporting of C/S-SDG scores, and help ensure the report and request for payment to DMA and C/S administration are submitting to NCDDs on timely manners;
- Provide inputs to the annual review of C/S-SDG guidelines, processes, implementation, and performance at central and sub-national levels.

C). Coordination with stakeholders

- Support the provincial administration for day-to-day tasks, including but not limited to coordinating with the central level, relevant provincial/district line departments, and staff for smooth CNP implementation; supporting in M&E;
- Coordinate and support PA, DMA and C/S Administrations to implement, monitor and evaluate their operational plan and investment program including preparing reports such as monthly, quarterly, semester and annual reports on the results

and challenges in implementation of their annual operation plan and investment program;

- Coordinate and support DMA and C/S Administrations to ensure they are formulating, implementing and closing their annual budget according to the NCDDs' instruction;
- Coordinate and work closely with PADD and relevance divisions of NCDDs in CNP project implementation.

4. SUPERVISION AND REPORTING

- The CNP provincial coordinator will work closely with provincial administration and under direct supervision of Project Manager and indirectly report to Project Management Advisor. In addition, the CNP provincial coordinator will be responsible for preparation and timely submission of monthly report on all progress and activities performed by his/her related to the Component 2 of the Cambodia Nutrition Project.

5. QUALIFICATION REQUIRED

- Minimum bachelor's degree in relevant field (local governance, rural development, project management, health sciences, social sciences or similar fields);
- At least three years progressive experience in implementation of program and project management, especially in areas related to roles and responsibilities of decentralized SNAs;
- Have good understanding of project planning, capacity development, project implementation, M&E, and reporting;
- Understanding of and having ability to work well within government system;
- Demonstrated ability to work in a team, foster collaboration, and motivate stakeholders;
- Demonstrated ability to establish and maintain strong working relationships with colleagues from different sectors;
- Ability to travel and perform effectively under pressure and with time constraints;
- Excellent communication/coordination and interpersonal skills, with excellent written and spoken Khmer and English language skills required;
- Knowledge and skill on Microsoft Excel, Word, and PowerPoint are required.
- Ability to travel by motorcycle and can travel frequently to DMA and C/S.