**National Program for Sub**‐**National Democratic Development**

**Integration of Social Accountability into National and Sub-National Systems Project**

**Terms of Reference**

**Position : Senior Project Management and M&E Consultant (SPMMEC)**

**Duty Station :** NCDD Secretariat, Phnom Penh

**Duration :** 26 months (subject to satisfactory annual performance review with 3 months of probation period).

**Basis :** Individual consultancy contract

# BACKGROUND

## National Program on Sub-national Democratic Development

The Royal Government of Cambodia has committed to improve Sub-national Democratic Development (SNDD). The National Committee for Sub-National Democratic Development (NCDD) was established by Royal Decree to undertake the Organic Law and Decentralization and Deconcentration reform through Democratic Development. To implement these legal documents, NCDD developed a 10-year National Program (NP-SNDD) which is divided in 3 phases, or platforms. The first 4-Year Implementation Plan (IP3) of the NP, which ran from 2011-14, focused on developing Sub-National Administration (SNA) operational systems and procedures. The second phase (the IP3-II), which covers the period 2015-2017, aims to apply the new structures, systems and procedures developed during the first and second phase to improve SNA service delivery and governance. The third (the IP3-III), which covers the period 2018-2020 focuses on key priorities wish to achieve in the final phase of the NP and includes the continuing to strengthen the transfer of functions and to increase financial resource to SNAs. The National Program phase II 2021-2030 is under designed to continue strengthening the Decentralization and Deconcentration reform.

## Social Accountability

Social accountability is an essential component for improving SNA service delivery and governance. Therefore, the Social Accountability Strategic Plan was approved by NCDD on July 11, 2013 and Frameworks for Implementation of the Social Accountability Strategic Plan have been developed and approved twice which are ISAF-I (2016-2018) and ISAF-II (2019-2023). The Strategic Plan and its frameworks have been implemented through the cooperation between the NCDDS, development partners and civil society organizations in order to enhance the constructive engagement between citizens and government as an integral element of governance arrangements

– through which public decision-making and action takes place. It includes all those activities in which citizens and their representatives can advocate for their interests (voice) and thereby check the performance of officials and service providers (accountability) as they make, implement and enforce public decisions (collective choices) relating to rights, regulations, investment/resources and service delivery.

The I-SAF represents an integral component of the NP-SNDD. The both phases of I-SAF specify

activities to be undertaken by the demand side – led by civil society organizations and the supply

side-by government entities at national and sub-national level. During I-SAF Phase II, World Bank through multi-donor trust fund on Social Accountability and Service Delivery (SDSD-TF) has designed two projects following: (i) Integration of Social Accountability into National and Sub-National Systems Project which NCDDS is an implement agency to coordinate and support I-SAF supply side and (ii) Engaging Citizens to Improve Service Delivery Through Social Accountability Project which World Vision International-Cambodia is an implement agency to coordinate and support I-SAF demand side.

## NCDDS Structure

The NCDD Secretariat, responsible for supporting and coordinating the National Program for Sub-National Democratic Development (NP-SNDD) and the implementation plans, is comprised of four divisions as follows: The Policy and Analysis Division; the Program Management and Support Division; the Monitoring and Evaluation and Information Division; and the Finance and Administration Division. The responsibility for management of the I-SAF has been mainly assigned to the Monitoring and Evaluation and Information Division (MEID).

## Project Management and M&E:

NCDDS has I-SAF M&E Database System which help tracking the progress of data entry by SNA. However, NCDDS needs more technical support for the project team to strengthen the project management and M&E. The project is to recruit Senior Project Management and M&E Consultant to provide technical support and strengthen the project management and M&E.

# ROLE OF THE SOCIAL ACCOUNTABILITY CONSULTANT

## Post Supervision

The SPMME will work under the overall supervision of the Head of the NCDDS, and direct supervision of ISAF Project Coordinator and Manager. The SPMME will work closely with I-SAF Team including other ISAF Consultants and will liaise with the officials and advisors/consultants of the NCDDS Divisions, SNA and relevant civil society as appropriate. SPMME will be subject to probation period and annual performance evaluation processes as established by the NCDDS.

## Specific Tasks

* **Management, Coordination and AWPB preparation**
1. Support the Project Coordinator, Project Manager and the other national consultants to monitor all aspects of implementation, identify issues, suggest resolution, and take follow-up action as required to ensure for effectively project implementation.
2. Support ISAF management with all matters including the coordination with development partners and implementing partners, mission arrangement, evaluations and report preparation, policy development, and program management initiatives.
3. Regularly coordinate for project management meeting, PSC meeting and follow up actions.
4. Initiate the implementing efficiency and effectiveness of I-SAF including draw up on the lesson learns, improve the project management matter such as facilitate the reviews of project working procedures and provide input for improvement when needed.
5. Provide coaching and support on project management at sub-national level teams, including make regular visits to sub-national level to monitor progress and to maintain dialogue with them in order to improve the management and implementation.
6. Provide technical inputs for the matter of budget monitoring to follow the budget plan and AWPB or project cost table and ensure for the effective budgeting and activities implementation to achieve the result indicators.
7. Support for the management of database systems, including the monitoring of system functioning, as well as initiate for improvement.
8. Support the coordination roles between NCDDS and ISAF Implementing partners, and development partners to ensure for harmonization of work plan, activities implementation and other implementation support missions of the project.
9. Provide strategic initiative for scaling up intervention of ISAF countrywide and maintain dialog with development partners.
10. Liaise with the NCDDS Policy Division officials and advisors on matters pertaining to policy and program design arising from ISAF implementation.
11. Coordinate with sub-national level team to monitor the implementation of Annual Work-plan and Budget (AWPB) through the meetings and consultations to inform with transparency and participatory approach.
12. Assist the Project Coordinator, Project Manager and I-SAF teams in the preparation of the AWPB including coordination to obtain input from implementing partner as well as other relevant stakeholders in harmonize activities plan, review and finalize the draft AWPB, comment on its consistency with logical framework, Project Implementation Manual and Project Cost Tables and submit for management approval.
13. Assist in ensuring that all contracts and agreements are implemented in accordance with the required systems and procedures.
14. Provide orientation on management and AWPB implementation for sub-national level team to ensure they are well understood with all planning and activities implementation effectively.
15. Perform formal and informal monitoring on the progress of AWPB implementation, including collecting and following up result against project cost designed.
* **Monitoring and Evaluation**
1. Coordinate and support M&E official to update the I-SAF database system follow comments and feedbacks and regular update the progressive activities and achievements in regard to the project result indicators framework with national and sub-national teams.
2. To monitor M&E results follow table recording form based on the result indicators and objectives of the project for national and sub-national team update the project progress.
3. To provide capacity building and technical assistances on M&E for national and sub-national level for keep recording the progressive achievement effectively.
4. Regularly update of project progress and achievement based on result from the national and sub-national team incorporate into M&E system and generate report for management.
5. Assist to evaluate the efficiency and effectiveness of I-SAF Project implementation through field monitoring, case study and in-depth interview citizen as the beneficiaries and other implementing partners.
6. Regular coordinate with other implementing partners to verify the M&E results, make consistent verifications and report.
7. Carry out periodic visits to SNA to assess performance and prepare short field trip reports on findings and recommendations to improve performance.
8. Work with M&E official to consolidate reports from supply side and demand side for project management report as well as provide initiative inputs for the assessment of project performance again vs Result Framework Indicators.
* **Reporting**
1. The SPMME is expected to prepare monthly reports on their own activities in accordance with procedures established under the NCDDS personnel management guidelines and SOP; substantive reports on progress and constraints for inclusion in the NCDDS Progress Reports; and other reports as requested by NCDDS management.
2. Preparation of periodic and ad hoc reports on ISAF progress highlighting strengths and weaknesses and actions necessary to improve performance.
3. Prepare 6 months and annual progress I-SAF report both Khmer and English for management and Development Partners.
4. Coordinate with team to prepare mid-term assessment report and project closing report follow the reporting schedule.
5. Develop I-SAF concept Note and other relevant documents on new proposed initiatives for NCDDS management when needed.
* **Other Duties**
1. Perform other duties relating to I-SAF operation as requested by the Project Coordinator and Project Manager.

# Qualifications

The SPMME is expected to have the following qualifications:

## Education/Experience:

* University degree or higher in public administration, project management, rural development and planning or a related field especially I-SAF.
* Extensive experience 7 years in local development context, governance, and government reforms in Cambodia.
* Experiences in working with government institution, particularly D&D reform
* Familiar with coordination in cross multi sectors, and good experiences in working closely with sub-national level, including district and commune level.
* Good experience in Project Management including M&E, coordination, and report to development partners.

## Organizational Competencies:

* Demonstrate commitment to NCDD’s mission, objectives and the I-SAF;
* Display gender, religion, race, nationality and age sensitivity and adaptability and;
* Ability to establish and maintain effective rapport with civil servants, other advisers and with all key NCDD stakeholders.

## Functional Competencies:

* Proven communication and advocacy skills;
* Flexible, ability to solve problems and adaptable;
* Ability to work with minimum guidance and proven initiative;
* Good management, coordination and facilitation skills;
* Proficiency using of MS Word, Excel, Power Point, MS Project, etc.;
* Awareness and sensitivity of cross-cultural settings;
* Good report writing skills in English and Khmer and;
* Ability to travel to provinces and fields.