**Reducing the Vulnerability of Cambodian Rural Livelihoods through Enhance Sub-National Climate Change Planning and Execution of Priority Action**

**(SRL Project)**

**TERM OF REFERENCES**

**The Special Service Provider (SSP)**

**The Special Service Provider for the formation of the Livelihoods Improvement groups, Saving groups and Small Learning Groups Management**

* **Starting Date :** 1st February 2018
* **Duration :** Thirty Months (30 months)
1. **Purpose**
* This Term of Reference (ToR) is for the Special Service Provider to develop and successfully implement all relevant aspects of the formation of the women livelihoods improvement groups and water management to reduce the vulnerability through adopting resilient farming, animal raising and water management technologies.
1. **Introduction**

The National Committee for Sub-National Democratic Development Secretariat (NCDDS) has received financial support from LCDF-GEF through UNDP for financing the project to reduce the Vulnerability of Cambodian Rural Livelihoods through Enhance Sub-National Climate Change Planning and Execution of Priority Action (SRL Project). The Project was signed on 15 January 2016 for the implementation period of 48 months.

This project has been designed to reduce the vulnerability of rural Cambodians, especially land-poor, landless and/or women-headed households. This will be achieved through investments in small-scale water management infrastructure, technical assistance to resilient agricultural and animals raising practices and capacity building support, especially targeting poor women, for improved food production in home gardens. Importantly, these services will be delivered by sub-national administrations (communes, districts and provinces) with a view to strengthen their overall capacity to plan, design and deliver public services for resilience building.

The Department of Climate Change (DCC) of the General Secretariat of the National Council for Sustainable Development (NCSD), chaired by Ministry of Environment (MoE) is the Implementing Partner, with support from number of key technical Ministries including the Ministry of Agriculture, Forestry and Fisheries, the Ministry of Water Resources and Meteorology, etc. To ensure cross-sectoral integration, responsiveness to local needs and sustainability, sub-national activities of the Project will be integrated with the National Programme for Sub-National Democratic Development(NP-SNDD) under the coordination of National Committee for Sub-National Democratic Development Secretariat (NCDDS). The Project will be implemented in 89 Communes and 10 Districts of Siem Reap and Kampong Thom Provinces over a four-year period.

The Project’s outcomes will be (i) Climate Sensitive Planning, Budgeting and Execution at Sub-National Level Strengthened, (ii) Resilience of Livelihoods of the most vulnerable improved against erratic rainfall, floods and droughts and (iii) Enabling environment is enhanced at sub-national level to attract and manage greater volume of climate change adaptation finance for building resilience of rural livelihoods.

1. **Objective**
* The Special Service Provider will carry out the multiple activities on the agricultural extension, animal raising, farmer training, integrated farming and the formation of Farmer Organizations (FOs) such as FWUC/WUG, women’s Livelihood Improvement Groups (LIGs), Saving Groups (SGs), Smallholder Learning Groups (SLGs) that will be formed in accordance with the guidelines on the formation of the Livelihood Improvement Groups (LIGs) of TSSD project (Tonle Sap Poverty Reduction and Smallholder Development). The Special Service Provider is expected to form and build necessary capacity of 160 groups in at least 40 out of 89 target communes through the implementing activities.
1. **Scope of Service**
* The Special Service Provider, in collaboration with Sub-National Administrations (SNAs) and provincial line departments such as the Department of Agriculture, Forestry and Fisheries, Department of Water Resources and Meteorology, and the Department of Women Affairs, etc, will be responsible for building adaptive capacity in order to reduce the vulnerability of rural Cambodians, especially land-poor, landless and/or women-headed households. This will be achieved through investments in small-scale water management infrastructure, technical assistance to resilient agricultural practices, animals raising and capacity building support, especially targeting poor women, for improved food production in home gardens and small livestock (especially chicken and duck) production.
* The expected tasks for the Special Service Provider will be performed in accordance with mutually agreed schedule and the following deliverables:
* A total of 160 groups will be formed (i.e average 16 groups in each of 10 districts). The size of group should be around 25 farmers. A mong the 160 groups of Farmer Organizations, it’s expected that 40 FWUC/WUG, 40 Saving Groups, 80 Women Livelihood and learning Groups will be established.
* The formation of 40 FWUC/WUG in 10 districts to follow the standard steps and procedures in collaboration with Provincial Department of Water Resources and Meteorology (PDoWRAM), but also involving staff of other key line offices, in particular, District Office of Agriculture (DOA) and District Office of Women’s Affairs,
* The Special Service Provider in collaboration with PDoWRAM/PDoWA will carry out capacity development for the FWUC/WUG including leadership training, effective use of water, climate change awareness and climate resilient/smart agriculture practices and other technical related skills,
* Farmer Needs Assessment (FNA) which will include assessment of seasonal water availability, present cropping patterns, market opportunities and will assist the farmers to identify the most appropriate Climate Resilient Agriculture Technology for their situation. At least 400 farmers will be consulted through this FNA.
* The Special Service Provider will facilitate the farmer groups to select suitable climate resilient livelihood options and training from a menu of livelihood activities based on suitability to local circumstances/conditions, access to product markets and interest of the group members,
* Group Savings Scheme, a total 40 saving groups will be formed in cooperation with Micro Finance Institutions (MFI) that are active in the areas. Initially this will involve a joint deposit account managed by the group members followed subsequently by disbursing loans according to internal rules and regulations agreed within the group. The project will explore whether and how, membership in the savings scheme can be leveraged to gain improved access to microfinance credit for the group members. The group may engage in other types of cooperative action, for example in purchase of inputs for the livelihood activity or in marketing of the products. The project will contribute $2,000 per group.
* The conditional cash transfers: The project will provide support of $25 per group member per season for two consecutive agriculture seasons to implement identified livelihood activities aiming at offsetting the cost and risk to the poor households in investing the start-up costs of significant resources (own labour, agriculture inputs) in the livelihood activity related to the subject of the training provided. It is the expected that 3,500 households will access to this conditional cash transfer by the end of the project. Operation of the scheme will draw upon the design and implementation lessons learned from the Cash Transfer Operational Research (CT-OR) programme implemented under CARD in cooperation with NCDDS,
* Smallholder Learning Groups (SLGs) formation and training plan. A total of 500 households (20 groups) will be trained in business plan. The group members will have a short orientation and will then discuss among themselves on the training topics (From a suitable menu) and on organization of the training (delivery method, timing of training, location of demonstration plots, use of the subsidy for training inputs, etc.),
* The SLG trainings will be delivered through a modified Farmer Field School approach (20 FFS) with about 10 training sessions spaced at roughly 1-2 week intervals over the growing season. The intensity of training may be adjusted according to the climate adapting feeding animals and poultry, with specific subject/crop and the needs of the crop cycle. The primary training method will be multiple-event hands-on demonstration in a plot or plots owned by the group members. Classroom style training will be used but will occupy a minority of the training time, mainly as an introductory/orientation session leading to practical learning part. A second, less intensive training module will be provided in Year 2,
* SLGs will receive follow-up visits from the extension agents to review their progress and advise them how to adjust/adapt the techniques to the needs of their own plot. There will also be group follow-up activities including a Farmer Field Day (FFD) and discussion of opportunities for group action, for example in purchasing production inputs or marketing of produce,
* Formation and registration of Agriculture Cooperatives under MAFF guidelines is expected at the end of the project based on groups maturity (NB: This may involve a numbers of groups of farmers with a single leadership taking the functions of both FWUC/WUG and livelihoods improvement groups) (The average of AC member is around 100 farmers in each of 10 districts),
* Development of a climate resilient business plan for the Agriculture Cooperative in10 districts,
1. **Staff of the Special Service Provider**
* The Special Service Provider will carry out the work with at least the number and categories of staff listed below. The Special Service Provider who receives a Request for Proposal (RFP) will be required to provide a list of the names and CVs of all key staffs working on the assignment in a sealed envelope to NCDDS. The qualification of key experts is very important and must be strictly followed in selecting the key experts. The name of the assignment Team Leader, specialize in Agronomy and extension, a Deputy of Team Leader specialize in livestock production, a Provincial Coordinators of Agriculture Agronomy Extension and Animal Specialist, an Admin/Finance Assistant and ten District Facilitators included in the proposal may not be changed unless the replacement has at least equivalent qualifications and experiences to the one being replaced. The replacement of Assignment Team Leader and Specialists of Agriculture, Agronomy Livelihood and Animals Specialist will be subjected to the prior approval of the NCDDS.
* **A Team Leader** will work full time on the assignment in a period of 30 months. S/he will be taking overall charge of all aspects of the work including ensuring the performance of other staff members of the Special Service Provider. S/he will be the direct point of contact and report directly to the PMSD/NCDDS. A Team Leader must have at least a Master or higher decree in agriculture, livestock, agronomy and at least 10 years experiences of managing and implementing participatory development project with a knowledge of decentralization at commune levels. High level of English proficiency and computer skill is required to carry out the assignment.
* **A Deputy of Team Leader**, **Specialize in livestock** health and production, works under the supervision of and report to the Team Leader and coordinate with the NCDDS Project Team. They will provide support, training and guidance to the Provincial Coordinators in the development of guidelines for the formation of Livelihood Improvement Groups (LIGs) and the establishment, management and utilization of Saving Group (SG), FWUC/WUG and Smallholders Learning Groups. S/he assists in the delivery of training and mentoring for the sub-national level for the Provincial Coordinators, District Facilitators and other concerning parties at sub-national levels. A Specialists should have a Master Degree in agriculture, livestock or agronomy and at least 5 years experiences of managing and implementing participatory technical trainings with a knowledge of decentralization at the Sub-national levels, high level of English proficiency and Computer skill.
* **An Admin/Financial Assistant** works full time of a contract period (30 months). An Admin/Fin. Assistant responsible for making sure all financial execution are done properly and soundly. Facilitate with all agencies regarding administrative arrangement, and effective coordination. To ensure that the procedure consistent with all the operational implementing in transparency, review all of the supporting documentation and the reports, consolidate the financial reports, accounting system between the SRL Project Financial Team and NCDDS. Follow up the fund transfer or the release, monitor and support visits to target districts, communes and the groups and collaborate with the auditors.
* The **Provincial Coordinators** (Two positions) will be based in the SRL target provinces and work full time on the assignment in a contract period (30 months). Therefore, they are expected to be presented in the provinces on working days unless absent for a valid reason connected with the assignment. The Provincial Coordinators will be responsible to organize the work plan for the District Facilitators team in the provinces in coordination with the SRL Project Team. They will ensure the performance of the district team members in carrying out the field activities. The Provincial Coordinators should have a bachelor degree in agriculture, livestock or agronomy, animals health and production or the relevant qualification and at least five years’ experience of implementing participatory livelihood related programs. Strong interpersonal skill and computer skill.
* The **District Facilitators** (Ten positions) will be based in the provinces and work full time contract assignment (30 months). The District Facilitators work under the supervision of Provincial Coordinators, responsible to form Livelihood Improvement Groups (LIGs) which include FWUC/WUG, Saving Groups, Smallholder Learning groups and farmers learning school. They will provide training, capacity building, mentoring, provide technical support to the groups, assist in the data collection and reporting the progresses and issues to the Provincial Coordinators. The District Facilitators will work closely with district agriculture, water resources and women affair staffs in the provision of technical trainings. In addition, the District Facilitators will also collaborate with existing Commune Extension Workers (CEW) to carry out and follow up field activities with the group members.

**VI. Qualification**

**(a) Required Qualifications**

The selected Special Service Provider shall possess the following qualifications:

* The private firms or NGOs legally registered in Cambodia.
* Demonstrated experience in implementation of similar agriculture extension, agronomy, livelihood programs and working with village based groups of poor rural households.
* Knowledge on Decentralization at sub-national levels.
* Experiences in climate change adaptation and gender mainstreaming.

**(b) Preferred additional qualifications**

The selected Special Service Provider is preferred to have the following additional qualifications:

* Having implemented similar activities projects and/or program.
* Previous experience working with externally financed project, preferably UNDP, USAID, EU, ADB or IFAD supported projects.