**National Committee for Sub-national Democratic Development Secretariat (NCDDS)**

**Agriculture Services Programme for Innovation, Resilience and Extension (ASPIRE)**

**TERMS OF REFERENCE**

National Knowledge Management Specialist (Short Term Consultant)

# General Background

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 ten provinces: Kampong Chhnang, Pursat, Battambong, Preah Vihear Kratie Kampot, Kondal, Prey Veng, Svay Rieng and Takeo province.

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 ASPIRE Financing Agreement was signed between RGC and IFAD on 05 March 2015 and the program will become fully operational by July 2015. Accordingly, RGC is seeking the services of qualified individuals to fill a number of advisory, technical specialists and programme support positions at national and sub-national levels.

In 2018 ASPIRE Component 4 of NCDD Secretariat implements climate change planning and execution of priority actions in 107 communes, 24 districts in Kampong Chhnang, Pursat, Battambang, Preas Vihea, Kratie, Preyveng, Svay Rieng and Kampot provinces.

The ASPIRE uses Performance Based Climate Resilience Grants (PBCRG) which are annual grants to target districts and their constituent communes. PBCRG are transferred to the budgets of the districts/communes and are used as top-up funds to finance (1) the cost of climate proofing local infrastructure; (2) the cost of constructing infrastructure that directly supports climate change adaptation; and (3) local services for climate change adaptation. ASPIRE will implement the PBCR grant from 2018 until 2021.

For sharing the best practice and successful story of programme implementation on building small scale climate resilience to support local agriculture development and building the capacity of climate change adaptation at local community of ASPIRE implementation.

The ASPIRE Component 4 NCDD secretariat will is seeking two qualified national short term consultants to develop the knowledge management of best practice and case study of programme implementation in 2018.

# Objective of the Assignment

The objective of the assignment is to prepare and develop the poster, writing best practice, writing case study, writing successful story of ASPIRE component 4 NCDD-S programme implementation.

The National Knowledge Management Specialist will work and consult with the CRS, CIS, national programme teamwork, PC, district teamwork, commune councils and direct beneficiary to develop the poster and writing successful story of programme implementation. In addition, the consultant will provide verbal and written on poster and successful story to ASPIRE Component 4 of NCDD-S on the experience of best practice programme implementation and successful story of project implementation at sub-national level on climate change adaptation.

# Scope of Work

The **National Knowledge Management Specialist** will perform the assignment by carrying out the following activities:

1. Study carefully and reach a full understanding of the ASPIRE component 4 NCDD-S programme implementation;
2. Attend a orientation in the knowledge management methodology, including opportunity to clarify any parts of the methodology that are not clear from the objective;
3. With the CRS, CIS and national team work propose a work plan for the task. The time required for the develop poster, writing case study and successful story. The work plan is to be agreed in advance by ASPIRE Component 4 of NCDD-S.
4. Conduct the field visit in each target district in accordance with the agreed work plan.
5. The National Knowledge management Specialist will be primarily responsible for checking documents and consultation meeting with national team, district team and beneficiary.
6. The Climate Change Monitoring and Evaluation Specialist will also facilitate project beneficiaries to conduct Participatory Evaluations of selected projects.

# Outputs

The required outputs of the assignment are:

1. A work plan for the task;
2. A Final Report in MS PowerPoint format including:
	1. A poster;
	2. A best practice;
	3. A successful story ;
	4. A case study.
3. A soft copy for printing.

Reports will be submitted in Khmer and English Language.

# Timing and Duration

The assignment should commence on 11th December 2018 and be completed by 31th December 2018.

The total staff inputs required for the Climate Change Monitoring and Evaluation Specialist are estimated to be 20 days.

# Supervision and Reporting Line

The National Knowledge Management Specialist will work under the direct supervision of the ASPIRE Component 4 Climate Resilience Specialist of NCDD-S and under the overall management of the ASPIRE Component 4 Program Manager of NCDD-S. The National Knowledge Management Specialist will cooperate closely with staff of ASPIRE Component 4 teamwork at NCDD-S, provincial and district administrations as needed.

# Support from NCDD-S

NCDD-S will provide the following support:

1. Detailed methodology for the Knowledge Management, Poster Development, Case Study Writing, Successful Story Writing and Best Practice Writing;
2. Liaison with provincial and district administrations to facilitate arrangements for the field study.

The National Knowledge Management Specialist will be fully responsible for all costs of his / her travel, accommodation, office supplies, communications, equipment etc.

# Qualifications Required

The Climate Change Monitoring and Evaluation Specialist will have the following qualifications:

* Graduate degree (master’s preferred) in education, environmental science, climate change or another relevant discipline;
* Has at least seven years professional experience;
* Strong background in education including experience of developing poster, writing best practice, writing case study and successful story or similar tasks;
* Strong understanding of the impacts of climate change on Cambodian rural communities, and suitable strategies for climate change adaptation;
* Experience of working with government officials (substantial experience working with sub-national governments preferred);
* Strong numeracy;
* Native Khmer speaker, strong English language skills preferred.

ASPIRE Component 4 of NCDD-S will take into account the preference to select a gender balance to development poster and writing case study.

# Payment milestone

1. 30% upon contract singed
2. 70% submission the final report