**Terms of Reference**

**Position** : Senior National Operation and M&E Consultant (SNOMEC)

**Project Title:**: Land Allocation for Social and Economic Development II (LASED II)

**Budget Line:**: Credit no. 5807-KH

##### **Duty Station:**: General Department of Housing (GDH), Ministry of Land Management Urban Planning and Construction (MLMUPC), Phnom Penh

##### **Duration:** 2 years contract (with annual performance review)

**Basis:** : Individual Consultancy Contract

1. **Background:**

The Land Allocation for Social and Economic Development Project II (LASED II) is supporting the implementation of the Royal Government’s Social Land Concessions (SLC) Program to distribute state private land to the landless and land-poor to improve the livelihood of poor households and vulnerable groups through the mechanism of “Commune-Based Social Land Concessions”. Under the overall authority of the Ministry of Land Management, Urban Planning and Construction (MLMUPC), the SLC program, including LASED II is implemented in close coordination and with collaboration of several ministries, jointly contributing to agriculture and rural development.

The Executing Agency for LASED II is the General Department of Housing (GDH), based in the Ministry of Land Management, Urban Planning and Construction (MLMUPC). Under a Memorandum of Understanding signed between MLMUPC, Ministry of Interior (MOI) and Ministry of Agriculture, Forestry and Fisheries (MAFF), GDH responsible for the overall coordination, capacity building and management and monitoring and evaluation of project.

The National Committee for Sub-National Democratic Development (NCDD) is mandated through its Secretariat (NCDDS) for policy formulation and program coordination. NCDDS’s responsibility includes coordination of the project in particular at sub-national level. It is carrying responsibility for the procurement and related financial management aspects. NCDDS delegates most operational responsibilities to the Provincial Administration (PA) in the participating provinces. A limited set of operational tasks are performed at national level by the NCDDS’s divisions.

The General Directorate of Agriculture (GDA) is responsible for supporting agriculture-based livelihood systems (Sub-Component 1.3). The GDA carries responsibility for coordinating and tapping the technical expertise of other technical departments within the MAFF, including engagement and supervision of required national technical consultants and third-party service providers/delivery organizations (e.g. NGOs) to support the implementation of sub-projects. Together with the Provincial Department of Agriculture, they are responsible for the planning, and coordination and implementation of agriculture support activities and quality assurance of goods and services that are provided to project beneficiaries. LASED II is implemented over a period of 5 years (2016-2021) in 5 target provinces such as Kratie, Kampong Thom, Tbong Khmum, Kampong Chhnang and Kampong Speu. The Project started operations in August 2016 and is at the moment preparing for its Mid-Term Review, scheduled for May/June 2019.

The project development objective (PDO) is to help improve the target beneficiaries’ access to agriculture resources and selected infrastructure and social services in project communities. The project will be achieved by:

* Strengthening community groups to better identify and prioritize technology and infrastructure investments;
* Financing priority productive and social community infrastructures; and
* Scaling up agricultural and livelihood support activities.

1. **Implementation of LASED II respects the following principles:**

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

1. **Duties and Responsibilities:**

**a. Post Supervision**

The **Senior National Operation and M&E Consultant** will work under direct supervision of the LASED II Project Director at GDH. S/he will be based at MLMUPC/GDH, expected to also work closely with and support NCDDS, GDA and sub-national teams in implementing and monitoring all LASED II activities and operations.

**b. Liaison and Cooperation**

The Senior National Operations and M&E Consultant cooperates closely with other international and national consultants and officers at GDH, NCDDS, GDA and sub-national team as well as development partners and other relevant stakeholders to support the LASED II activities and operations.

The Senior National Operations and M&E Consultant is assisted in his or her duties by the LASED II Provincial Operations Consultants.

**c. Definition of Duties**

The key role of SNOMEC is to advise and assist the LASED II Project Director at GDH, Project Coordinator at NCDDS, Project Manager at GDA and teams in all aspects related to implementation and operations of all LASED II.

**d. Specific Tasks:**

***Management***

* Read, understand and advise GDH, NCDDS and GDA and provincial LASED II staff and stakeholders on the interpretation of the LASED II Results Framework, the LASED II Project Implementation and Community Operations Manuals and the planning and preparations of LASED II AWPB;
* Assist the Project Director, Project Coordinator, Project Manager and assist the LASED II management and with the coordination and collaborations with the International and National Consultants in monitoring all aspects of implementation and project operations, identify issues, suggest resolution, and promptly take follow-up action as required;
* Support LASED II management with all operational matters including, missions arrangement, evaluations and report preparation, policy development, and program management, and when and where possible with the supports of the International Consultant;
* Assist GDH, NCDDS and GDA in liaison with IDA and other DP missions;
* Coordinate and participate in the project management meetings;
* Assist on evaluating the efficiency and effectiveness of LASED II operations;
* Facilitate the regular review of project working procedures and provide input for improvement when and where, needed;
* Coordinate and provide input to annual project staff reviews;
* Provide input to the LASED II project management on the performance of the provincial levels;
* Provide coaching and support on project operations to the provincial teams, including regular visits to LASED II provinces sites to monitor progress and to maintain dialogue with Provincial Administration;
* Provide assistance in solving problems and issues related to project;

***AWPB***

* Assist the Project Director, Project Coordinator, Project Manager and LASED II teams in the preparation of the Annual Work-Plan and Budget (AWPB) including coordination to obtain inputs from the GDH, NCDDS, GDA, FM and procurement consultants and other relevant consultants and stakeholders, review the draft AWPB, comment on its consistency with the LASED II Results Framework, Project Implementation and Community Operations Manuals and Project Cost Tables;
* Assist LASED II Project Management in coordination of the preparation of the annual AWPB workshops including discussion with WB, GDH, NCDDS, GDA and the project implementing bodies at the sub-national level;
* Assist LASED II Project Management in the coordination of project implementation to ensure harmonization with GDH, NCDDS & MAFF strategies and procedures, and with overall RGC regulations;
* Assist LASED II Project Management in ensuring that all contracts and agreements are implemented in accordance with the required systems and procedures;
* Perform formal and informal monitoring on the progress of AWPB implementation, including collecting the progress reports from all relevant project units and consolidate into a project report;

***Monitoring and Evaluation***

* Cooperate with International/national M&E specialist in developing and operating/populating the MIS of LASED II;
* Collect all data and information related to projects for monitoring and evaluation, those include all relevant documents;
* Quarterly, Semi-Annually and Annually update the activities progress and achievements in regard to the project result indicators framework with national and sub-national teams, and prepared final reports in advance of all the implementation support missions;
* Review and revise if/as necessary the M&E manual including the template, table recording form based on the result indicators and objectives of the project for national and sub-national team update the project progress;
* Provide orientation and training on the related M&E requirements for national and sub-national level;
* Prepare and update regular project progress and achievement reports based on the updated result from the national and sub-national team and MIS;
* Assist to evaluate the efficiency and effectiveness of LASED II Project operations through field monitoring, case study and in-depth interview with beneficiaries and implementation agencies;
* Regular field monitor to target province for speeding up the project activities;
* Coordinate with national and sub-national levels on survey and study of new SLC communes as required by the project.

***SOCIAL AND ENVIRONNETAL SAFEGUARDS***

* Assist the relevant project officials in document the social and environmental safeguards activities and achievements of the project;
* Provide capacity building and orientation on social and environmental safeguards of project to sub-national teams;
* Assist sub-national team on safeguard aspects for land use planning preparation and development activities;
* Assist sub-national teams in record keeping and documentation on social and environmental safeguard including project activities on land preparation, land issues, TLR selection process, complaints handling mechanism at SLC sites and communes;

***OTHER DUTIES***

* Perform other duties related to LASED II operations as requested by the Project Director, including Project Coordinator and Project Manager.

1. **Qualifications Required**

The minimum qualifications required for the post of Senior National Operations and M&E Consultant are as follows:

* Master degree (or higher) in rural development, project management, policies and land management;
* Very good communication skills, including very good English skills in reading, writing, speaking;
* At least eight years progressive experience in implementation of projects in areas related to rural development, agriculture and land policy;
* Understanding of rural land rights issues;
* At least eight years in positions with substantial and direct project management responsibilities;
* Understanding project reporting formats and ability to prepare analytical reports as required by LASED II management;
* Understanding of financial management and procurement principles and procedures of both government and the world bank;
* At least eight years in developing and implementing monitoring and evaluation systems, and MIS;
* Willingness and ability to travel in difficult condition.