

TERMS OF REFERENCE

Position	: Senior Project Management Officer
Project Title	: Food Security and Community-based Recovery Support to Flood-affected Communities in Cambodia
Project Number	: NCDDDS-WFP-2021-02
Duty Station	: NCDD Secretariat
Duration	: To end of September 2022

A. Background

The National Committee for Sub National Democratic Development Secretariat (NCDDDS) and World Food Programme (WFP) have a long-standing relationship focused on strengthening sub-national and commune council capacity and local development in Cambodia. In 2013-14, NCDDDS was part of the steering committee for piloting the Productive Assets and Livelihood Support Program (PALs) supported by WFP with the aim of promoting livelihoods and providing regular employment opportunities for food insecure and vulnerable households through labor-intensive works, creating or rehabilitating community assets. Through a participatory process with the commune councils, communities selected assets that contributed to higher agricultural productivity, increased access to markets and social infrastructure, and improved resilience to climate shocks.

In 2016-2017 NCDDDS, with cooperation and financial support from WFP, developed a guidance booklet on the integration of socially inclusive climate change adaptation (CCA) approaches into the Commune/Sangkat (C/S) planning guidelines. 5,000 copies being printed and distributed to all 25 provincial capitals. The booklet was also mainstreamed in the 2017 CS Development Planning and Investment Programming Guidelines as well as the revised C/S Project Implementation Manual (PIM).

In 2019, WFP launched a new Five-Year Country Strategic Plan (CSP) with a focus on contributing to achieving SDG 2 “Zero Hunger” and SDG 17 “Partnership” in Cambodia. The CSP’s Strategic Objective 2 (SO2) aims to support poor and vulnerable communities in Cambodia to be more resilient to shocks and stresses in the food system whilst strengthening the capacity of national and sub-national institutions to mitigate shocks/risks, including disaster risk reduction and climate change impacts on local food systems, in line with the Royal Government of Cambodia’s long-term strategy of poverty reduction. WFP and NCDDDS will work in partnership over the period of the CSP (five years) to achieve these goals to support stronger and resilient and food systems, with a focus on sub-national capacity strengthening through a strategic signed in 2019.

This project forms part of this strategic collaboration between WFP and NCDDDS and builds on the previous and ongoing work at the aim to mitigate the impact of floods on the food security of flood affected households and communities through providing training to provincial, district and commune officials on mainstreaming DRR/CCA in CIP, then executing the plan in 16 communes in Battambang, Pursat, Kampong Thom and Kampong Chhnang provinces. This project will be interlinked other programmes being implemented through NCDDDS, DPs and also other areas of WFP’s CSP. Activities will include a stakeholder workshop to identify and document key lesson learned and best practices from this project and other similar initiatives to be adapted and replicate in other communes and/ or provinces in the future.

The detail activities of this project will be identified through a participatory process and in consultation with relevant NCDDDS divisions and Subnational Administrations (SNAs). And are also in line with Government policies and programmes such as the Cambodia’s Sustainable Development Goals Framework 2016-2030, National Strategic Development Plan 2019-2023 with regard to promoting disaster risk management and climate change resilience and adaptation and improving food security at sub-national level; and the WFP Country Strategic Plan 2019-2023.

Specifically, the proposed project will directly contribute to the National Program on Sub-National Democratic Development II (NP-SNDD Phase 2) and its implementation plans to promote SNAs service delivery and local development. The project activities and investments, therefore, will be integrated into the annual budget plans of Ministries and SNAs. In the longer term, guidelines and investments will be taken over by the Ministries and SNAs plans and programs and funded by Government budget.

In this context, NCDDDS seek to recruit a candidate suited to the post of **Senior Project Management Officer (SPMO)**.

B. Duties and Responsibilities

The SPMO supports to Program Management and Support Division in carrying out the following tasks:

Support to Mainstreaming CCA and DRR in Sub-National Planning

1. Support NCDD in development of CCA & DRR mainstreaming strategy/Guideline into the sub-national planning process for autonomous SNAs.
2. Provide technical support to the Working Group on Sub-National development plans to make sure CCA and DRR aspect is considered in the planning guideline
3. Assist with all consultancy assignments in the area of CCA linking with sub-national planning;
4. Building capacities of SNAs in CCA mainstreaming and CCA strategy/planning and VRA process
5. Transfer knowledge and skills to Programme Officers and other staff to enable them to implement CCA mainstreaming strategy/guideline into the sub-national planning aspects
6. Support and facilitate partnership building among NGO/INGOs/Programme partners and other central agencies and relevant DPs.

Support to Sub-National Planning

1. Provide technical support to the NCDDDS on Sub-National Planning and including participating in working groups, developing and reviewing planning procedures, regulations guidelines and calendar as required
2. Assist in training activities and curriculum design for Sub-nation training sessions
3. Provide input to the NCDD policy team on planning issues particularly from a field perspective and climate change point of view
4. Provide technical backstopping to target province on planning issues as requested.

Support to Implementation of Project

1. Assist NCDDDS to ensure the smooth administration of project and required deliverables
2. Assist NCDDDS in developing annual work plans, budget plan and obtain approval from NCDDDS management
3. Assist NCDDDS in preparing quarterly and annually progress report to WFP
4. Identify and request any support and advice required for the management, planning and control of the program
5. Assist NCDDDS to ensure the proper monitoring of project activities.
6. Ensure that experiences and lessons learnt from project implementation are adequately recorded.

C. Supervision and Reporting

During the contracted period, the SPMO shall work closely with staff in the Program Management and Support Division of NCDDDS to provide support of project daily operation.

The selected SPMO Officer will work full time on a daily basis under the supervision of the Program Management and Support Division Director, He/she will report to Director of Program Management and Support Division.

The Program Management and Support Division will provide office space. Access is available to office utilities.

D. Deliverables

The SPMO is expected to deliver project result outputs as follows:

1. One master training/stakeholder workshop conducted
2. 16 awareness raising sessions on disaster preparedness, food security and livelihoods through the commune investment programme (CIP) cycle conducted.
3. 400 members of commune councils, commune budget committees, and SNAs staff received training on DRR/FSN and are supported to mainstream it into their plans.
4. 48km small-scale infrastructure and facilities in 16 selected communes identified and rehabilitated/constructed within the framework of the updated CIP 2021 & 2022 to support recovery after the floods, as well as mitigate disaster risk.
5. 36,000 inhabitants (direct and indirect beneficiary) in the target areas where agricultural production activities are hindered and food production base is lost receive benefits from the rehabilitated structure in order to resume and improve their livelihood.

E. Qualifications Required

- **Experience**

- Bachelor's degree in Community Development or related field.
- At least 3 years' experience career experience in sub-national democratic development including sub-national planning and budgeting
- At least 3 years' experience in programs related to CCA and DRR
- Good organizational skills with attention to detail and accuracy;
- Experience working with government counterparts
- Good knowledge and understanding of RGC administrative processes, especially those relevant to execution of sub-national administration budgets;
- Good knowledge and understanding of D&D issues, especially as they relate to the field of planning
- Good knowledge and understanding of CCA and DRR and the potential role of sub-national governments
- Strong analytical skills and the ability to master new material quickly
- Good communication, interpersonal and reporting skills
- Detailed knowledge about the Organic Law, the NP-SND is desirable

- **Language**

- Good written and oral communication skills in both Khmer and English.

- **Competency**

- Managerial and administrative ability needed to ensure smooth implementation of project
- Ability to apply insights gained from project implementation to development of practical guidelines for climate change adaptation in sub-national planning
- Ability to work with senior government officials, other advisers and consultants
- Understanding of, and ability to work within government systems
- Understanding of Development Partner systems
- Ability to identify and manage priorities under tight resource constraints
- Is focused on results for the NCDDDS and responds positively to feedback

- Consistently approaches work with energy and a positive, constructive attitude
- Proven ability to work as part of interdisciplinary teams
- Demonstrated capacity for leadership and management

F. Application

The candidate who is interested in performing this assignment, please submit his/her document containing a cover letter briefly describing and justifying how they meet the above-mentioned requirements, an updated CV, and financial offer, in separate files and PDF format, with email subject.