

**National Committee for Sub-National Democratic Development Secretariat
(NCDDS)
Integration of Social Accountability into National and Sub-National Systems Phase II Project**

Terms of Reference

Position	: Training Assistant (TA)
Duty Station	: NCDD Secretariat, Phnom Penh, Cambodia
Duration	: Two years contract (with annual performance review)
Basis	: Project support staff (Long Term)

1. 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 the first 10-year National Program (National Program phase I) 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 approved and launched to continue strengthening the Decentralization and Deconcentration reform. NP-2 will be implemented in two five-year phases, known as IP5-I and IP5-II. The first implementation plan covers a period of five years from 2021-2025 (IP5-I) and the second implementation will cover the next five years from 2026-2030 (IP5-II).

❖ Social Accountability

Social accountability is an essential component for enhancing 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 I-SAF-I (2016-2018) and I-SAF-II (2019-2025). 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; and for the second phase of I-SAF, a project is developed and named as Integration of Social Accountability into National and Sub-National Systems Phase II. The both phases of I-SAF specify activities to be undertaken by the supply side-led by government entities at national and sub-national level, and the demand side – by civil society organizations.

❖ *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 ISAF has been mainly assigned to the Monitoring and Evaluation and Information Division (MEID).

❖ *Project Training*

Capacity Development is a main activity of Social Accountability, which involves training focal persons and service providers at SNAs in order to increase their competence and contribute to the strengthening of transparency, accountability, quality, and effectiveness of service delivery. NCDDS play the important role to deliver training for SNA, including I-SAF core training and refresher training. Indeed, the NCDDS require assistances to support the project team, particularly to support the arrangement and facilitation during training for SNA as well as monitoring and evaluation. The project is recruiting a Training Assistant to provide technical support and strengthen the project implementation to achieve the project's development objective.

2. ROLE AND RESPONSIBILITIES

Post Supervision

The TA will work under the overall supervision of the Head of the NCDDS, and direct supervision of I-SAF Project Director. The TA will work closely with other I-SAF consultants and will liaise with the officials as well as other assistants and contract staff of the NCDDS, SNA, and relevant civil society as appropriate. The TA will be subject to probation period (3 months after commencement) and annual performance evaluation processes as established by the NCDDS.

Main duties

The TA is responsible for assisting project team in terms of conducting training on Social Accountability to SNA and other stakeholders including planning, developing training materials, facilitating, and monitoring and evaluation of training. The primary responsibility of the TA as follows:

- a) Assist in organizing and facilitation the meeting, training, and workshop of I-SAF at national and sub-national levels and ensuring all necessary resources are available.
- b) Prepare necessary tasks before training including planning, budget request, training venue, related letter informing SNA and inviting trainees.
- c) Support project team during training on registration, venue arrangement,
- d) Conduct pre and post training evaluation, reporting, and collecting training materials including I4Cs, I-stands to keep in proper place.
- e) Assist and coordinate and participate in project management meetings.
- f) Provide any enquiries regarding training.
- g) Maintain accurate records of training activities, participant attendance, and evaluation results and record training data into Kobo Toolbox as part of update result framework indicator of the project.

- h) Prepare reports and/or minutes on training outcomes for management.
- i) Provide support in relation to logistic, administrative, during training, workshop, and meeting.
- j) Collaborate with NCDDS team in monitoring and evaluation to assess the impact of training and provide suggestions to improve the effectiveness of future training sessions.
- h) Perform other duties assigned by the I-SAF Management.

QUALIFICATIONS

The TA is expected to have the following qualifications:

Education/Experiences:

- At least bachelor's degree or higher in social science, public administration, or any relevant fields.
- At least two years of experience in supporting and/or delivering training and awareness building activities.
- Experience in organizing meetings, training sessions, and workshops at both national and sub-national levels, and M&E record.
- Experience working with Sub-national administration, NGOs and/or any other development projects is preferable.
- Good computer skills.
- Good report writing
- Good communication skills in Khmer and English (written and verbal)

Organizational Competencies:

- Demonstrates commitment to NCDDS's mission, NP2 objectives and the Social Accountability.
- Displays gender, religion, race, nationality and age sensitivity and adaptability.
- Ability to establish and maintain effective rapport with civil servants, other advisers and with all key NCDDS stakeholders.

Functional Competencies:

- Flexible and adaptable.
- Ability to work with minimum guidance and proven initiative.
- Good facilitation skills and ability to solve problems.
- Awareness of cross-cultural settings.
- Ability to travel to provinces and fields.
- Extending for new learning.

