

National Program for Sub-National Democratic Development Secretariat (NCDDS)

Integration of Social Accountability into National and Sub-National Systems Project phase II

Terms of Reference

Position	: Gender, Disability and Inclusion Consultant (GDIC)
Duty Station	: NCDD Secretariat, Phnom Penh
Duration	: 11 months (February 2025 to December 2025, with a possibility of extension)
Basis	: Individual consultancy contract

1. BACKGROUND

National Program on Sub-National Democratic Development

The National Committee for Sub-National Democratic Development (NCDD) is an inter-ministerial committee that has key roles in assisting the Royal Government of Cambodia to lead, coordinate, formulate and implement policies related to Decentralization and Deconcentration reform or so-called Sub-National Democratic Development Reforms. The Secretariat of the NCDD (NCDDS) is responsible for assisting the NCDD in the daily management, preparation and implementation of the National Program for Sub-National Democratic Development, which is a long-term plan for the implementation of Decentralization and Deconcentration policies and the Organic Laws, including the Law on Capital, Provincial, Municipal, District and Khan Administration Management and Law on Commune/Sangkat Administration Management.

Within the framework of Decentralization and Deconcentration reform, so far, the NCDD has been leading and coordinating the implementation of the 10-year National Program for Sub-National Democratic Development Phase 2 (NP-2: 2021-2030) after the National Program for the Sub-National Democratic Development Phase 1 has successfully completed its implementation by the end of 2020. The NP-2 has goal to “promote democratic, inclusive, equitable, and just development, through the modernization of sub-national governance and improved access, quality, and utilization of public service delivery. This will contribute to the elimination of poverty and the improved quality of life for all citizens.”

The NP-2 also focuses on cross-cutting issues related to gender equality, social equity, and inclusiveness. Sub-National Administrations (SNA) will recruit and manage staff and prepare plans and resources to administer public services and foster local development without discrimination based on gender, religion, disability, ethnicity, or other social characteristics. SNAs will work proactively to assist women and disadvantaged groups in an equitable and inclusive manner to overcome the challenges they face in utilizing public services and fully engaging in local development, the economy, and society.

Social Accountability

Social accountability is an essential mechanism for improving 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 ISAF-I (2016-2018) and ISAF-II (2019-2025). The Strategic Plan and its frameworks have been implemented through the cooperation between the NCDDS, development partners and civil society organizations 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-2. Both phases of I-SAF specify activities to be undertaken by the supply side-by government entities at national and sub-national level and the demand side – coordinated by civil society organizations. Building on the lessons learned and results established in ISAF-I, the World Bank's Multi-Donor Trust Fund on Social Accountability and Service Delivery (SDSD-MDTF) was established to support the implementation of ISAF-II projects, including: (i) Integration of Social Accountability into National and Sub-National Systems Project phase I, which NCDDS is an implementing agency to coordinate and support I-SAF supply side and (ii) Engaging Citizens to Improve Service Delivery Through Social Accountability Project which World Vision International-Cambodia is an implement agency to coordinate and support I-SAF demand side. The main development partners of MDTF are the Swiss Agency for Development and Cooperation (SDC) and KfW Development Bank of Germany for the implementation period of 2019 – 2024.

The Integration of Social Accountability into National and Sub-National Systems Project phase I financed by the MDTF closed by the end of June 2024, then the project phase II operation was designed and effective in October 2023 in order to continue social accountability implementation with the support from the PROMISE Trust Fund, financed by the Australian Government Department of Foreign Affairs and Trade (DFAT). The project phase II's development objective (PDO) has been updated, aiming to support the advancement of social accountability implementation, to improve the quality and responsive of public service provision through the strengthening and institutionalization of transparency and citizen engagement process in selected subnational planning and service delivery systems. The project is seeking to promote the inclusion of gender, persons with disabilities, and ethnic minorities, ensuring the active participation of women, men, children, youth, and marginalized groups (including the ID poor, Indigenous Peoples, ethnic minorities, the elderly, persons with disabilities, people living with HIV/AIDS, and the LGBTQI+ community) in the activities carried out by the project. With this particular focus, the project is seeking to recruit a consultant with expertise in Gender, Disability and Inclusion to support the project in its endeavor to better address the needs and priorities of disadvantaged groups, as well as provide capacity development for the project team, SNA officials and service providers.

2. ROLE OF THE GENDER, DISABILITY AND INCLUSION CONSULTANT

Post Supervision

The Gender, Disability and Inclusion Consultant will work under the overall supervision of the Head of the NCDDS, and direct supervision of the Project Director and Manager. The Consultant will work closely with the I-SAF Team, including liaising with the officials and other advisors/consultants of the Monitoring, Evaluation and Information Division (MEID), SNA and relevant civil society organizations, as appropriate. The consultant will be subject to 3 months' probation period and annual performance evaluation processes as established by the NCDDS policy.

Specific Tasks

Management, Coordination and AWPB preparation

1. Develop a plan of activities – with clear objectives and timeline for implementation – to promote greater participation of women and persons with disabilities in project implementation in particular, and I-SAF in general, (e.g., as members of JAAP Committees, participation in monthly meetings of C/S Councils, Health Center Management Committees, Primary School Support Committee, etc.
2. Contribute inputs to support policies development, program management initiatives that strengthen gender, persons with disabilities and inclusion. Support Gender focal person and the other national consultants to monitor all aspects of gender, disability and inclusion

implementation, identify issues, suggest solutions, and undertake follow-up actions as required to ensure effective project implementation in terms of gender, inclusion and person with disability.

3. Provide technical inputs on matters related to budget proposed to support the initiatives or activities that address gender, disabilities and inclusion to be included in AWPB or project costing table.
4. Ensure the effective implementation of gender, inclusion and person with disabilities activities at both the national and sub-national levels.
5. Assist in the preparation of Gender audit in line with the decentralization and deconcentration reform program.
6. Review and evaluate the progress and challenges during implementation of gender mainstreaming strategies and policies that aim to empower women and increase the number of women in management positions in sub-national administrations.

Capacity Development

7. Conduct a needs assessment of the capacity building needs of project staff, sub-national level teams and SNA officials on the topics of gender, disability and inclusion.
8. Develop trainings to SNAs focused on challenges and opportunities for gender and disability inclusion, to raise awareness of C/S councilors and service providers about the obstacles for women and persons with disabilities to engage with SNAs and service providers, receive services, take decision-making roles, etc., and encourage SNAs and service providers to enable and promote greater opportunities for women and persons with disabilities in these areas.
9. Coordinate with gender focal person of the project to review existing gender, inclusion and disability training materials/curriculums and update training materials to ensure all aspects of comments from WB gender specialist, as well as the other requirements advised by development partner are adequately included/addressed as needed.
10. Provide training, coaching and support to project team and sub-national level teams on the topics of gender and disability inclusion, including making regular visits to sub-national level to monitor progress and to maintain dialogue with them in order to improve actions on gender, disabilities and inclusion.
11. Work with training team to deliver ToT training to SNA officials on gender, disabilities and inclusion following the schedule.
12. Coordinate with sub-national level team to monitor the implementation of activities and training on gender, disabilities and inclusion at SNA, and provide technical coaching as needed.
13. Work with communication team to develop case stories that capture key lessons learnt on gender and disability inclusion under I-SAF, and dissemination those stories widely.
14. Provide strategic guidance for scaling up interventions that promote gender, persons with disabilities and inclusion.
15. Ensure that the relevant measures for gender, disability and inclusion have been taken into account in the implementation of social accountability countrywide.
16. Lead discussion with other consultants on matters related to gender, persons with disabilities and inclusion to initiate capacity development plan and transfer knowledge to officials in charge of implementation of capacity development plan.

Social and Environmental Safeguard, M&E

17. Coordinate with WB and NCDDDS focal person to develop/update Environmental and Social Commitment Plan (ESCP) whenever required, focusing specifically on aspects related to gender and disability inclusion.

18. Follow up meetings with WB team and regular join events/trainings on ESCP, Gender and Disabilities.
19. Work with team to ensure that the matters related to activities' implementation comply with ESCP, as well as NCDDDS's policy related to Gender and inclusion.
20. Draw up lessons learnt and key areas for improvements in the project implementation related to E&S risks, gender, disabilities and inclusion for incorporating into project reports.
21. Coordinate and support M&E officials to update the M&E database system when needed and regularly update the progress and achievements regarding the project report on gender section as well as result indicators framework related to description on gender, disabilities and inclusion.
22. Regularly communicate with other implementing partners to verify that the gender, inclusion and disability data are consistent and conduct data auditing during field visits.
23. Regular monitoring of activities implementation at the SNA in order to ensure all aspects of gender, disabilities and inclusion are taken into account.
24. Ensure that gender, inclusion and disability section and analysis of data are included in project reports.

Reporting

25. Assess availability of sex- or gender-disaggregated data and data gaps relevant to the project (on ID poor, person with disability, ethnic groups, etc.) and provide recommendations in terms of data collection if needed.
26. The consultant is expected to prepare monthly reports on their own activities in accordance with procedures established under the NCDDDS personnel management guidelines and SOP; substantive reports on progress and constraints for inclusion in the NCDDDS Progress Reports; and other reports as requested by NCDDDS management.
27. Preparation of periodic and ad hoc reports on gender, inclusion and disability progress, strengths, weaknesses, lessons and recommendations.
28. Draft gender, inclusion and disability section of the 6-month and annual progress report of ISAF in both Khmer and English
29. Prepare gender, inclusion and disability section of the project closing report as per the reporting schedule.

Other Duties

30. Perform other duties as requested by the Project Director and Project Manager.

3. QUALIFICATONS

The consultant is expected to have the following qualifications:

Education/Experience:

- Bachelor's degree or higher in Gender and Development, or other related fields, e.g. community development, institutional development, sociology, Anthropology rural development, or related fields.
- At least 5 years of experience integrating gender, inclusion and disability in projects or large-scale government programs including developing training materials and leading capacity building activities.
- Robust knowledge and understanding of issues related to gender, women's empowerment, disability inclusion, inclusion and their related policies and strategies at the national sub-national levels.
- At least five years of experience and good knowledge in local development context, governance, and sub-national reforms in Cambodia, as well as work experience with CSOs, NGOs, and gender promotion projects.
- Good experience in working with government institutions, particularly D&D reform.

- Familiar with coordination in cross multi sectors, and good experiences in working closely with sub-national level, including district and commune level.
- Good experience in project management including M&E, facilitate training, coordination, and report to development partners.

Organizational Competencies:

- Demonstrate commitment to NCDD's mission, and social accountability.
- Display 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 NCDD stakeholders.

Functional Competencies:

- Proven communication skills in Khmer and English.
- Flexible, ability to solve problems and adaptable.
- Ability to work with minimum guidance and proven initiative.
- Good management, coordination and facilitation skills
- Proficiency in the use of MS Word, Excel, Power Point, MS Project, etc.
- Awareness and sensitivity of cross-cultural settings
- Good report writing skills in English and Khmer.
- Ability to travel to provinces for field visits.