

Ministry of Agriculture, Forestry and Fisheries
Cambodia Agricultural Sector Diversification Project
IDA Credit No. 6366 KH

TERMS OF REFERENCE

Position:	International Operations Consultant
Project Title:	Cambodia Agricultural Sector Diversification (CASDP)
Duty station:	Ministry of Agriculture, Forestry and Fisheries (MAFF), Phnom Penh, Cambodia
Section/Unit:	CASDP
Contract/Level:	Individual International Consultant
Supervisor:	Project Director
Mode of Contract:	12 months and Subject to renewal based on the project needs and satisfactory performance

I. General Background.

1. The CASDP is a project to support the implementation of the Royal Government of Cambodia to enhance market opportunities through an inclusive, beneficiary-led, market-driven approach leading to enhanced competitiveness and increased capacity to manage climate risks and to be implemented over 6 years. The Project Development Objectives of the CASDP are to facilitate the development of diversified agriculture value chains in selected geographical areas in Cambodia and to provide an immediate and effective response in case of an eligible crisis or emergency. The project aims to support (i) facilitating integrated agribusiness investment; (ii) investing in farm-level organizations and farm productivity; (iii) expanding value chain linkages; (iv) stimulating agribusiness innovation; (v) investing in critical public goods which provide the supportive environment; and (vi) identification and provision of key economic infrastructure to remove constraints to diversified agriculture development.

2. The key results the project expects to achieve are (a) Increase in the volume and value of gross sales at benefitting farms (percentage); (b) Increase in the value of gross sales of benefitting agribusinesses (percentage); (c) Share of the non-rice production area of participating farmers. The main beneficiaries of the project are: (i) farmers in selected project regions, both rural and peri-urban; (ii) agribusinesses (entrepreneurs and workers) participating in identified value chain development; (iii) general population in rural project areas; and (iv) project implementing agencies (IAs) at national and sub-national level. The project operates in 12 provinces, plus in Phnom Penh. The provinces have been chosen for their suitable agro-ecological conditions for high-value products, with Phnom Penh as the location of many potentially participating SMAs. The locations include Kampong Chhnang Battambang, Siem Reap, Preah Vihear, Stung Treng, Ratanakiri, Mondulhiri, Kratie, Tboung Khmum, Kampong Cham, Kandal, Kampong Speu.

3. **Implementation of CASDP respects the following principles.**

- a) Promote good governance and the rule of law;
- b) Support and strengthen the government rectangular strategy and the industrial development policy, related agriculture and agribusiness reform agenda of the Government, and support the poverty reduction agenda of the Government;
- c) Encourage civic engagement;
- d) Prevent environmental degradation;
- e) Promote transparency and accountability; and
- f) Ensure sustainable growth.

II. Overall Project Management.

4. MAFF is leading the overall project management and coordination as Executing Agency (EA). The Ministry of Rural Development (MRD) and the Ministry of Water Resources and Meteorology (MoWRAM) are Implementing Agencies (IAs) for public infrastructure activities. The Ministry of Economy and Finance (MEF) oversees the financial service support. A PCO has been established, chaired by CASDP's Project Director, and consists of MAFF, MRD, MoWRAM, and MEF core team and management team, and supported by the Secretariat of the Technical Working Group on Agriculture and Water (TWG-AW).

5. **Reporting.** The International Operations Consultant is reporting to the Project Director with day-to-day work with the Project Managers at the MAFF, MEF, MRD and MoWRAM, including units/specialized teams.

6. **Liaison and Cooperation.** The International Operations Consultant assisted the Project Director and cooperate closely with other Firms and/or NGOs, international and national consultants, officers at MAFF, MEF MRD, and MoWRAM as well as those team members at the sub-national level, development partners, and other relevant stakeholders to support the CASDP implementation activities.

III. Objectives of the Assignment, Tasks, and Deliverables

7. The International Operations Consultant is expected to (i) provide technical advice and strategic guidance to EA, IAs, and sub-national teams for the implementation of the project's activities in accordance with the financing agreement, result framework indicators, and Project Operations Manual (POM); (ii) assess progress in project's implementation, and advise the project management on necessary and corrective measures; (iii) work in close collaboration with National Operations and M&E Consultants to prepare semi-annual and annual progress reports, project implementation plan (PIP), Annual Work Plan and Budget (AWPB), and M&E plan.

8. **Specific Tasks and Scope of Work.** The International Operations Consultant will perform the following tasks:

- a) ***Planning and Management of Project's Implementation*** - Assist the Project Director and Project Management Team (PMT) to:
- monitor and assess the overall progress in implementation, advise on strategy development to ensure the project implementation plan is on track as set forth in the project development objective and result framework and monitoring (RFM);
 - supervise and coordinate with the consulting firms and technical service providers, to ensure that the assigned tasks are implemented and delivered in according to the ToRs and meet the project objectives and result framework indicators;
 - review/update of Project Operations Manual, and other project documents (including safeguards documents) as needed;
 - provide technical inputs and strategic guidance related to agriculture value-chain financing, agricultural cooperative development, and any relevant policies and guidelines within MAFF, MRD, MoWRAM and MEF, and other agencies, as required;
 - provide technical support/advice for the organization of business matching/team-up events, including business roundtable forums and local workshops for supporting the formation of value chain stakeholders (ACs, POs, SMAs, Buyers etc.);
 - provide strategic advice for the organization of the project's annual reflection workshops, including the development of the program, participants, and workshop

materials as well as ensure that the main conclusions and outcomes of the workshops are properly documented;

- support the Project Management Team and all EA/IAs for readiness in the preparation of the project Implementation Support Mission (ISM), ensure that quality reports are prepared and submitted on time before the mission, and monitor agreed upon follow-up actions;
- provide advice/inputs to the Project Director regarding collaboration with the technical working group on agriculture and water;
- proactively identify project risks and devise appropriate mitigation measures for considerations by the Project Management to ensure effective implementation of the project.
- coordinate among EA/IAs to ensure harmonization with MAFF, MEF, MoWRAM, and MRD for effective project implementation;

In addition, the International Operations Consultant will:

- assist the Project teams in managing cross-cutting issues such as civic engagements, nutrition, and gender equity in the process of implementing Diversification Plans (DPLs) and Business Plan (BPLs) of Agriculture Cooperatives (ACs);
- prepare semi-annual and annual progress reports, and M&E plan, in collaboration with the national consultants and project teams;
- provide coaching support on the project operations to project teams at national and sub-national levels, including visits to targeted project sites; and

b) Project Implementation Plan (PIP) and Annual Work Plan and Budget (AWPB) - Assist the Project Director and Project Management Team (PMT) to:

- prepare the Project Implementation Plan (PIP) and Annual Work Plan and Budget (AWPB), and ensure that these are consistent with the Results Framework and Monitoring Indicators and their descriptions;
- implement of the AWPB and ensure the activities are carried out according to the plan;
- perform formal and informal monitoring on the progress of AWPB implementation, including collection the progress reports from all relevant project units, implementing agencies and consolidate them into project reports;

c) Monitoring and Evaluation - Cooperate with the national M&E and Operations Consultant:

- develop and operate the Project M&E System, including template, questionnaires, table recording based on the result indicators and objectives of the project;
- report writing by providing inputs and correction when needed to the RFM table, and ensure that these reports are in compliant with the project objectives and result framework and they are of good quality;

9. Deliverables. The International Operations Consultant will assist the Project Director and Project Management Team (PMT) to timely produce the following outputs:

- a) AWPB in accordance with the legal covenant required in the Financing Agreement.
- b) Quality semi-annual and annual progress reports prepared and submitted timely in accordance with POM.
- c) Updated Project Operations Manual and annual Project Implementation Plan.
- d) Monitoring and evaluation reports on the project progress and result framework and monitoring following the agreed timeline set forth in the project documents and Aide-Memoires.

- e) Supervising and managing outputs of consulting firms and technical service providers and *advise* to the Project Director and Project Managers.
- f) Reports/documents for the Implementation Support Mission, such as result framework monitoring reports, status of agreed actions, and other required documents for the mission are well prepared and submitted before the mission;
- g) Identify implementation issues and suggest resolutions to the Project Director.

IV. Experiences, Skills and Qualifications Required. The International Operations Consultant shall have the following qualifications:

- a) A Master's (or higher) degree in agribusiness, development management, agriculture economics, rural development, public administration, and or in a discipline relevant to project management and a closely related field;
- b) At least 15 or more years' professional experience in a relevant field such as international development or private sector development in developing countries, progressive experience in areas related to agribusiness development policy, rural development or rural marketing-related policy, and local and international export and food safety policies;
- c) At least ten years in positions of substantial project management responsibilities, including excellent skills in managing multicultural teams and working in a cross-cultural environment;
- d) Prior experience in project management, monitoring, and evaluation would be a strong advantage;
- e) Understanding of agribusiness, agriculture value chain financing and rural market and development issues;
- f) Understanding of monitoring and evaluation principles and procedures;
- g) Fluent in written and spoken English;
- h) Previous experience in Cambodia or another Southeast Asian developing country will be an advantage;
- i) Knowledge of the World Bank procedures, policies and financial rules and regulations would be an advantage;
- j) Computer literacy: word processing, spreadsheets, PowerPoint and database programs; and
- k) Availability and willingness to travel and visit to the target communes in difficult conditions.

V. Location, Duration and other Matters

- a) The duty station will be at the Ministry of Agriculture, Forestry and Fisheries (MAFF)
- b) The consultant will be employed on intermittent contract up to 12 months period, which is included around 10 working days per month. The intermittent contract will be extendable subject to the project's needs and satisfactory performance in the preceding contract period.
- c) The consultant is expected to start the work as soon as possible.