

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

TERMS OF REFERENCE

NATIONAL SENIOR MONITORING AND EVALUATION (M&E) CONSULTANT

Project:	Cambodia Agricultural Sector Diversification Project (CASDP)
Duty station:	Ministry of Agriculture, Forestry and Fisheries, Project Coordination Office (PCO) Phnom Penh, Cambodia
Section/Unit:	CASDP PCO
Contract/Level:	National Consultant
Supervisor:	Project Director
Mode of Contract:	Rolling annual contract with a probation period of three months. The annual contract will be extendable up to the project period based on satisfactory performance in the preceding contract assessed by the project.

1. General Background

The Royal Government of Cambodia has overall investment requirement of US\$101.67 million, including a US\$91.67 million IDA credit and be implemented over 6 years. The proposed project is designed to enhance market opportunities through an inclusive, beneficiary-led, market-driven approach leading to enhanced competitiveness and increased capacity to manage climate risks. The project will have four components, plus a fifth zero-allocation component for the case of an eligible crisis or emergency. The first two components are closely linked and represent the largest part of the investments and will be modular and scalable and adaptable to geographical areas and commodity/value chains. The third component focuses on institutional strengthening and seeks to enhance the impact of the investments made under the first two components in the medium and long term, ensuring sustainability and possible expansion of benefits across the country. The compilation of value chain support, including extensive technical assistance (TA), productive infrastructure, and financial support services under Component 1, emphasizes the proposed project's close ties between direct support to farmers, producer organizations (POs), and small and medium agribusinesses (SMAs) and the public investments in roads and irrigation infrastructure under Component 2. All public infrastructure investments of Component 2 will be prioritized and implemented as described in selected diversification plans (DPIs) prepared under Component 1, applying new civil works codes that reduce vulnerability to climate risks.

2. Overall Project Management.

As the lead executing agency (EA), the MAFF will be responsible for overall project management/coordination and for the implementation of all four components. The MAFF will closely cooperate with the technical units of the MRD and MoWRAM as implementing partners that will take responsibility for the construction of rural infrastructure. Support will be provided for the establishment of a MAFF-led Project Coordination Office and implementation unit and supported by the Secretariat of the Technical Working Group on Agriculture and Water (TWGAW). The project will operate in 12 provinces, plus in Phnom Penh. The provinces have been chosen for their suitable agroecological 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, Mondulakiri, Kratie, Tboung Khmum, Kampong Cham, Kandal, Kampong Speu. *DM*

3. Objective of the Assignment

The objective of the National Senior M&E Consultant is to (i) manage and set up M&E and reporting system in accordance with the Project Result Framework Indicators, Annual Working Plan and Budget (AWPB), Project Operations Manual (POM), RGC's Standard Operations Procedures (SOP)/FMM/PM; (ii) collect data and evaluate the project implementation progress against the result framework indicators and advise any corrective measure if needed; (iii) provide training/coaching on M&E related work to the national and sub-national team; (iv) the consultant is expected to work in close cooperation with the PCO M&E team, international operations consultant, national operations consultant, technical service providers, sub-national team and other relevant officials/consultants from other IAs (MEF, MRD, and MoWRAM). The National Senior M&E Consultant for Cambodia Agriculture Sector Diversification (CASDP) will be based in Project Coordination Office (PCO), Ministry of Agriculture, Forestry and Fisheries (MAFF). The project's results framework and monitoring (RFM) (attached to these ToRs) is a key guide for implementation progress and achievement of results.

4. Term of References and Scope of Work

- Develop an effective M&E system for the project including frequency, timelines, and structure of data/information flow from the field to the project, analysis and reporting formats;
- Conduct M&E work to monitor and evaluate the project implementation based on the result framework; project operations manuals, annual workplan and budget and financing agreement;
- Coordinate and collaborate with international and national consultants in monitoring and evaluation of all aspects of the project implementation and identify problems/challenges with proposed solution, and promptly take follow-up action as required for M&E related works;
- Collect and compile the related data/information for the project M&E, including compilation and quality assurance of all relevant documents and writing related reports as required;
- Prepare and update the action progress and achievements in regard to result indicators, and prepare final reports in advance for all implementation support missions;
- Review and revise if/as necessary the M&E data collection templates, reporting format based on the project result indicators in consultation with M&E unit chef and project management;
- Regular field monitoring at target provinces for speeding up the implementation of the project activities;
- Provide project management with the information and make sure that the project activities are undertaken on time as planned, that the expected outputs are produced, and that project outputs are resulting in the expected outcomes.
- Ensure the data, information and analysis from the M&E system provides the project management team and development partner with insights and evidence of any eventual need to re-visit the underlying assumptions of the project, the design of the investment or any aspect of the approach or targets that might need to be modified.
- Provide training and orientation on the data collection and related M&E requirements at the national and sub-national level, with regular visits to the project sites to monitor progress and maintain dialogue with PDAFF and AC/PO;
- Assist the project management in preparing project progress reports including (i) six-monthly progress report, and (ii) annual progress report, (iii) mid-term review report, and (iv) project completion report, and other reports as required, in collaboration with other international and national consultants.
- Assist in facilitating the baseline, progress and end-line surveys for DPIs/BPIs to be conducted by a service provider;
- Assist M&E team for monitoring of the implementation of the AWPB on a day-to-day real-time basis using the MIS module for the AWPB.
- Assist in coordinating and reporting the monitoring of environmental and social safeguard implementation, with support and inputs from safeguards consultants and all implementing agencies;
- Participate in the project follow-up and Bank's implementation support missions; and any related meetings;
- Undertake other related tasks assigned by Project Director and Project Manager of CASDP.

5. Reporting

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- The National Senior M&E Consultant will work and report to the CASDP Project Director, through day-to-day work with Project Manager.

6. Qualifications required

The National Senior M&E Consultant shall have the following qualifications:

- Minimum Master's degree in rural development, project management, social development, agriculture, public policies or other relevant fields.
- A minimum of 7 years relevant working experience in developing and implementing M&E system especially in development programs.
- Experience with World Bank funded project/programs and/or donor funded programs is a strong advantage.
- Demonstrated record of and proven technical skills in M&E, related tools development and in M&E survey and analysis.
- Proven experience and skill in operating a management information system.
- Fluency in Khmer and English (listening, speaking and writing).
- Excellent computer skills, (SPSS, GIS, MS: Word, Excel/or Access, Power Point).
- Strong commitment in knowledge transfer and on jobs training to the project staff
- Written and spoken proficiency in English. *can be*