

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

**TERMS OF REFERENCE**

<b>Position:</b>	<b>National Operations Consultant</b>
<b>Project title:</b>	Cambodia Agricultural Sector Diversification (CASDP)
<b>Duty station:</b>	Ministry of Agriculture, Forestry and Fisheries, Project Coordination Office (MAFF-PCO) Phnom Penh, Cambodia
<b>Section/Unit:</b>	MAFF-PCO, All relevant Component
<b>Contract/Level:</b>	National Consultant
<b>Supervisor:</b>	MAFF-PCO, Project Manager and Project Director
<b>Mode of Contract:</b>	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 CASDP is a project to support the implementation of the Royal Government of Cambodia's 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 recently approved CASDP are to facilitate the development of diversified agriculture value chains in selected geographical areas in Cambodia and to provide 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. 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 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.

**2. Implementation of CASDP respects the following principles:**

- Promote good governance and rule of law;
- 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;
- Encourage civic engagement;
- Prevent environmental degradation;
- Promote transparency and accountability; and
- Ensure sustainable growth.

**3. Overall Project Management.** The executing agency (EA) is MAFF. Under the institutional arrangement for the implementation of CASDP, 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 MEF, 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

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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, Monduliri, Kratie, Tboung Khmum, Kampong Cham, Kandal, Kampong Speu.

**4. Post supervision.** The CASDP Operations Consultant/Adviser is under supervisor of project director and project managers and works closely with MEF, MRD and MoWRAM sub-national teams to monitor, advises on and assist with discharge of CASDP.

**5. Liaison and Cooperation.** The CASDP Operations Consultant/Adviser cooperates closely with other Firms and/or NGOs, international and national consultants/advisers and officers at MAFF, MEF, MRD and MoWRAM and sub-national team as well as development partners and other relevant stakeholders to support the CASDP activities.

The CASDP Operations Consultant/Adviser is assisted in his or her duties by the CASDP Provincial Operations teams.

**6. Objective of the Assignment/Duties.** The objective of the National Operational Consultant's services is to advise and assist the CASDP project director, Project managers, and teams in all aspects of his/her duties related to implementation of CASDP.

#### **7. Specific Tasks and Scope of Work**

##### **Management**

- a) Read, understand, assist and advise MAFF on the interpretation of the CASDP results framework and monitoring (and their description of the RF and M), the CASDP Project Operations Manual and the CASDP Project Cost Tables, and ensure that monitoring and evaluation activities generate the information necessary to support Project Management level, including timely preparation and submission of six-month and annual reports;
- b) Assist the Project Director, project Managers and the International and national Consultants/Advisers to monitor all aspects of implementation, identify issues, suggest resolution, and take follow-up action as required, and act as focal point within MAFF for coordination on across all departments, and with other ministries. Support MAFF to organize meetings of the members of the Project Implementation Unit and other agencies, as needed, to implement the project;
- c) Support CASDP management with all operational matters including mission's arrangement, evaluations and report preparation, policy development, and program management;
- d) Assist MAFF project director, project manager and PCO in liaison with implementation support missions (ISM) of IDA, and in coordinating with key officials within MAFF-PCO and other government stakeholders to ensure that agreed actions and next steps in the Project Documents are carried out based on agreed timelines;
- e) Coordinate and participate in the project management meetings, including to assist the MAFF-PCO and Management for Project Coordinating for CASDP to follow up and with Implementing Agency (MRD-PMU, MoWRAM-PMU and MEF-PIU) and concern project implementing parties under components on progress of project activities and reporting management;
- f) Assist MAFF and PCO to evaluate the efficiency and effectiveness of CASDP operations. Facilitate the reviews of project working procedures and provide input for improvement when needed;
- g) Coordinate and provide input to annual project staff reviews;
- h) Provide input to the project management on the performance of the provincial levels;
- i) Provide coaching and support on project operation to the provincial teams, including make regular visits to CASDP provinces and CASDP locations and selected groups to monitor progress and to maintain dialogue with Provincial Administration (PA);

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- j) Works closely with International Operational Consultant;
- k) Coordinate with Finance unit to ensure the financial progress report to Government and Bank on time
- l) Coordinate with the technical working group (agriculture and water);

#### **AWPB**

- a) Assist the Project Director, project managers and CASDP teams in the preparation of the Annual Work-plan and Budget (AWPB) including coordination to obtain input from the MEF, MRD and MoWRAM and other relevant stakeholders, review the draft AWPB, comment on its consistency with the CASDP Results Framework and Monitoring, Project Operations Manual and Project Cost Tables;
- b) Coordinate the preparation of the annual AWPB workshop including discussion with WB, MEF, MRD and MoWRAM and the project implementing bodies at the sub-national level.
- c) Assist in the coordination of project implementation to ensure harmonization with MAFF, MEF, MRD and MoWRAM strategies and procedures, and with overall RGC regulations.
- d) Assist in ensuring that all contracts and agreements are implemented in accordance with the required systems and procedures.
- e) Perform formal and informal monitoring on the progress of AWPB implementation, including collecting the progress reports from all relevant project units and consolidate into a project report.

#### **Monitoring and Evaluation**

- a) Cooperate with International/national M&E specialist to develop the MIS of CASDP and regular update the progressive activities and achievements in regard to the project result framework with national and sub-national teams;
- b) To develop M&E manual including the template, table recording form based on the result indicators and objectives of the project for national and sub-national team update the project progress
- c) To train and orientation the related M&E for national and sub-national level for keep recording the progressive achievement;
- d) To update regularly of project progress and achievement based on the updated result form the national and sub-national team and MIS;
- e) Assist to evaluate the efficiency and effectiveness of CASDP Project operations through field monitoring, case study and in-depth interview with beneficiaries and implementation agencies;
- f) Regular field monitor to target province for speeding up the project activities;
- g) Coordinate with national and sub-national levels on survey and study of new groups upon required by the project.

#### **Social and Environmental Safeguards**

- a) Develop and document the social and environmental safeguard of project and printing for distributed to national and sub-national levels, NGOs and stakeholders;
- b) Provide capacity building and orientation on social and environmental safeguard of project for sub-national teams;
- c) Assist sub-national team on safeguard aspect for business planning and preparation and development activities;
- d) Assist sub-national teams for keep recording and documentation on social and environmental safeguard including project activities on business preparation, business development issues, selection process, complain mechanism from people in the target sites and provinces;

**Other Duties.** Perform other duties relating to CASDP operation as requested by the Project Director, and project managers as well as PCO.

#### **8. Qualifications Required**

**The National Operational Consultant shall have the following qualifications:**



- a) Master degree (or higher) degree in Rural development management, project management, policies, Business administration, and agriculture economist, or a closely related field;
- b) At least ten (10) years progressive experiences in implementation of projects in areas related to rural development and agribusiness development;
- c) Understanding of rural/agriculture market and agribusiness issues, public administration, and Development Procedures under World Bank and/or DPs funded projects/programs, and/or within private company;
- d) At least 10 years in positions with substantial project management responsibilities;
- e) At least three years in develop and implement the monitoring and evaluation especially on MIS;
- f) Experience in project facilitation/coordination, in preparation/coordination workshop, meeting and other training as needed by the project, and able to provide on the job training of the best practice and procedure to relevant officer/project staff;
- g) Proven skills in staff and administrative management, coordination & facilitation and capacity to work effectively as part of a team under pressure and deadline.
- h) Good written and spoken English and Khmer
- i) Willingness and ability to travel in difficult conditions
- j) General computer literacy especially on Windows and MS Office;
- k) Written and spoken proficiency in Khmer and a working knowledge of English. 