

**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 Consultant to Support Technical Working Group on Agriculture and Water (TWG A&W) Secretariat**

<b>Project:</b>	Cambodia Agricultural Sector Diversification Project (CASDP)
<b>Duty station:</b>	Ministry of Agriculture, Forestry and Fisheries, Project Coordination Office (PCO) Phnom Penh, Cambodia
<b>Section/Unit:</b>	Department of Planning and Statistics (located at MAFF)
<b>Contract/Level:</b>	National Consultant
<b>Supervisor:</b>	Director Department planning and Statistic, Project Manager and Project Director
<b>Mode of Contract:</b>	Rolling annual contract with a probation period of three months. The annual contract may be extended upon satisfactory performance of tasks in the preceding contract as 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 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 has five components, including (a) Enabling Agriculture Diversification; (b) Supporting Public Infrastructure; (c) Improving Agriculture Information Systems and Quality Control Management; (d) Project Management, Coordination, and Monitoring and Evaluation; and (e) Contingent Emergency Response. 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 will operate within the targeted 12 provinces, plus in Phnom Penh, including Kampong Chhnang Battambang, Siem Reap, Preah Vihear, Stung Treng, Ratanakiri, Mondulakiri, Kratie, Tboung Khmum, Kampong Cham, Kandal, Kampong Speu. The provinces have been chosen for their suitable agroecological conditions for high-value products, with Phnom Penh as the location of many potentially participating Small and Medium Agribusinesses (SMAs).

## **2. Overall Project Management.**

The Ministry of Agriculture, Forestry and Fisheries (MAFF) is leading the overall project management and coordination as Executing Agency (EA) and will include Ministry of Rural Development (MRD) and Ministry of Water Resources and Meteorology (MoWRAM) as Implementing Agencies (IAs) for the related public infrastructure support. The Ministry of Economy and Finance (MEF) will oversee the financial services support. Support will be provided for the establishment of a Project Coordination Office (PCO), chairs by CASDP's Project Director, and consists of MAFF, MRD, MoWRAM

and MEF core team and management team, and the Secretariat of the Technical Working Group on Agriculture and Water (TWG A&W).

### **3. Objective of the Assignment**

The Consultant will assist the TWG A&W Secretariat in planning and implementing the overall coordination and collaboration through the TWG A&W mechanism under the overall supervision of co-chairs in cooperation with the Co-lead DP facilitators, and direct supervision of the Director of Planning and Statistics, Head of the TWG Secretariat. It is expected to facilitate donor (and NGO) support and mobilize (additional) TA as necessary by the MAFF (teams) and other IAs. The project would fund the necessary additional technical and managerial staff/consultants to ensure that the TWG A&W Secretariat can perform its additional role effectively and efficiently.

### **4. Terms of Reference and Scope of Work**

The Consultant will be responsible for the following tasks:

- (a) Serve as the designated contact point in the TWG Secretariat, for the DP facilitator and other TWG A&W members on behalf of the Co-chairs.
- (b) Organize TWG A&W meetings, develop agenda, taking and keeping records/minutes/reports of TWG and circulating information before and after meetings as required.
- (c) Follow up on actions agreed during the TWG and sub-group meetings by facilitating communication with the relevant line ministries, agencies, development partners and other stakeholders, and monitor implementation status.
- (d) Coordinate the development of the TWG Annual Work Plan.
- (e) Draft reports on progress with the implementation of the Annual Work Plan.
- (f) Coordinate the development of TWG Joint Monitoring Indicators and the reporting on the achievement of these Indicators.
- (g) Coordinate and timely draft other joint TWG - A&W reports and serve as the focal point for contacts with CRDB/CDC;
- (h) Assist Department of Planning and Statistics to collect data, analysis and drafting the guideline, strategy and Policies of MAFF
- (i) Represent the TWG – A&W in the Partnership and Harmonization TWG.
- (j) Update the TWG members regularly on the TWG progress and decisions, and on the emerging development cooperation and relevant sectoral policies, strategies or frameworks of both government and development partners relating to the agriculture and water sectors.
- (k) Coordinate with development partners to secure the development funding in the sector.
- (l) Support efforts to achieve greater harmonization of Development Partner projects and programmes and their alignment with government policies and plans through the sharing of information by DPs and MAFF and MOWRAM and the encouragement of a consultative approach to strategic planning and decision-making.
- (m) To ensure the PCO will be invited to regularly report on project implementation progress at TWGAW meetings. As being part of the TWGAW mechanism, donors and other members will be invited to contribute experience and experts where and when needed.
- (n) Other tasks as assigned by Director of Department Planning and Statistic, Project Manager and Project Director.

### **5. Reporting**

The consultant will report directly to Director of Department Planning and Statistic, the Consultant will be based at MAFF and the Consultant shall bring his or her own laptop to carry out the assignment.

### **6. Qualifications required**

**The National Consultant to Support Technical Working Group on Agriculture and Water (TWG A&W) Secretariat shall have the following qualifications:**

- (a) At least a Master's degree on agriculture development, economics, or equivalent relevant with assignment or related fields;
- (b) Minimum 7 years' experience in working with technical working group or similar institution, especially on agriculture and water strategy and policies, and agricultural projects/programmes
- (c) Significant experience working with Government and development partners
- (d) Pro-active and well-organised
- (e) Highly competent computer skills (Word, Excel, Power Point...)
- (f) Experience as project/ aid coordinator in development cooperation (desirable)
- (g) Proficiency in writing and speaking both in Khmer and English