

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

TERMS OF REFERENCE

Position:	National Senior Operations Consultant
Project title:	Cambodia Agricultural Sector Diversification (CASDP)
Duty station:	Ministry of Agriculture, Forestry and Fisheries (MAFF) 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.

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 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

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

II. Objective of the Assignment/Duties.

4. **Objective.** The CASDP National Senior Operations Consultant will: (i) provide technical support and advice to the EA, IAs and sub-national teams for overall project implementation to ensure project result framework indicators are on track; (ii) in collaboration with the National Senior M&E Consultant, develop M&E data management system and provide training to project staff; and (iii) in collaboration with the International Operations Consultant, prepare semi-annual and annual progress report and advise the project management on necessary and corrective measures.

5. **Reporting, Liaison and Cooperation.** The CASDP National Senior Operations Consultant will work under the direct supervision of Project Director and through close collaboration with Project Managers, Firms and/or NGOs, international and national consultants and officers at MAFF, MEF, MRD and MoWRAM, and sub-national team as well as development partners and other relevant stakeholders.

6. The project's results framework and monitoring (RFM) (attached to these ToRs) is a key guide for implementation progress and achievement of results.

7. Specific Tasks and Scope of Work

8. Planning and Management of the Project's Implementation

- a) Facilitate implementation of project activities as spelled out in the results framework indicators and Project Operations Manual (POM);
- b) Support the Project Director, Project Managers, in collaboration with the international and national consultants, in monitoring and assessing the progress of project implementation, identifying issues, suggesting solutions, and formulating follow-up actions as required;
- c) Support Project Management Unit in preparation of implementation support missions (ISM) by the World Bank, and coordinating with key relevant project officials within MAFF, MEF, MRD, MoWRAM, and other stakeholders to ensure that agreed actions and next steps in the Project Documents are carried out based on agreed timelines; preparing documents for the mission such as RFM, the status of agreed actions, project progress report, etc.
- d) Works closely with International Operational Consultant and other project staff and consultants preparing semi-annual/annual reports and other related documents as required.
- e) Coordinate and participate in the project management meetings, including assisting in monitoring and assessing implementation progress, and formulating follow-up actions with all Implementing Agencies;
- f) Act as a focal point for coordination with all line 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;
- g) Assist Project Management to evaluate the efficiency and effectiveness of CASDP operations. Facilitate the reviews of project working procedures and provide input for improvement when needed;
- h) Coordinate and provide input to annual project staff reviews;
- i) Provide input to the project management on the performance of the provincial levels;
- j) Provide coaching and support on project operation to the provincial teams, including making regular visits to project target provinces and ACs, to monitor progress and maintain dialogue with Provincial Teams;
- k) Coordinate with the technical working group (agriculture and water); *fill*

9. **Annual Work Plan and Budget (AWPB)**

- a) Assist the Project Director, Project Managers and CASDP teams in the preparation of the 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.

10. **Monitoring and Evaluation**

- a) In collaboration with National Senior M&E Consultant, assist and advise MAFF on the interpretation of the CASDP results framework and monitoring (and their description), and 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
- b) monitoring and evaluation data management system for the project;
- c) Cooperate with National Senior M&E Consultant to regular monitor and update the progress of implementation and achievements in regard to the project result framework with national and sub-national teams;
- d) Provide training and orientation the related M&E for national and sub-national levels for data recording of the progress ;
- e) Monitor regularly of project progress and achievement based on the updated result form from the national and sub-national team and MIS;
- f) Assist in evaluation of the efficiency and effectiveness of CASDP Project operations through field monitoring, case study and in-depth interview with beneficiaries and implementation agencies;
- g) Regular field monitor to target province for speeding up the project activities;
- h) Coordinate with national and sub-national levels on survey and study of new groups upon required by the project.

11. **Social and Environmental Safeguards**

- a) Under the guidance of the Project Director, the consultant will work closely with the Environmental and Social Consultants and relevant project teams, to provide support on E&S-related issues in the project implementation following the guidelines and manuals.
- b) Work closely with the E&S Consultants and assist the national and sub-national team for recording and documentation on social and environmental safeguard activities
- c) Assist the national and sub-national teams on safeguard related aspects for business planning preparation and implementation.

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

13. **Qualifications and Required Skills.** The National Senior Operational Consultant shall have the following qualifications:

- a) Master decree (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. *PK*