

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

## TERMS OF REFERENCE

### NATIONAL SENIOR M&E SPECIALIST

<b>Project:</b>	Cambodia Agriculture 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 Component No. 1, 2, 3 and 4
<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 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.

#### 3. Objective of the Assignment

The **National Senior M&E Specialist** for Cambodia Agriculture Sector Diversification (CASDP) will be based in Project Coordination Office (PCO), Ministry of Agriculture, Forestry and Fisheries (MAFF).

The objective of the **National Senior M&E Specialist's** services is to assist the MAFF-PCO to set up M&E system and reporting system, advising on how to record, report and analyse progress against the Annual Working Plan and Budget (AWPB) and designing the format of such progress report, Monitoring all project activities and expenditure in close cooperation with the PCO M&E team, finance consultant and MIS consultant.

#### 4. Term of References and Scope of Work

- To 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.
- The data, information and analysis from the M&E system to provide the project management team 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.
- The designing of M&E system will provide CASDP financiers and other stakeholders with the information and evidence that they may require in to ascertain that CASDP is being implemented in accordance with the Financing Agreement and with RGC policies and development objectives.
- To assist M&E team for ensuring systematic collection of progress data (physical, procurement, FM, and safeguards, etc.), reliability of the progress data (analysis & verification), and timely availability of the data for the project management, Bank's supervision, and Project Steering Committee meetings among others. At the project start, support the M&E team to design the project M&E system including frequency, timelines, and structure of data/information flow from the field to the project, analysis and verification of the field data, MIS data entering, and reporting frequency and formats. Since the project involves several line ministries and commercial banks, it is important to discuss their roles and responsibilities in the project M&E. Similarly, participatory monitoring by beneficiaries, groups, and other stakeholders needs to be emphasized.
- The designing of project monitoring system including (i) performance; (ii) compliance; and (iii) impact which are complementary to each other and will be undertaken simultaneously throughout the project timeframe:
  - a. Performance monitoring is the process of measuring performance against a set of predefined indicators and targets. The **progress monitoring will be very** important to emphasize monitoring of progress in all areas, including procurement, financial management and key risks etc.
  - b. Compliance monitoring will be conducted to fulfill Social and Environmental Safeguards requirements.
  - c. Impact monitoring will be conducted at baseline, mid-term and end-of project completion.
- The designing of M&E system comprises of: (i) physical progress, (ii) financial progress, (iii) results and outcomes, and (iv) impact.
  - a. The monitoring of physical progress or operations is to be done by the M&E staff in the PCO and the PTs. They should use the Annual Work Plans and Budgets (AWPBs) to track project inputs, activities and outputs.
  - b. The monitoring of financial progress is to be done by the PCO, in particular the Finance Unit of the PCO.
- To assist M&E team located in PCO and PTs for monitoring of results and outcomes, using the Results Framework. The intended results, results indicators, and arrangements for results monitoring are specified in the Results Framework and Monitoring and in PAD. The impact of the project is to be evaluated using the impact evaluation methodology that was used in the CASDP project as a point of departure to design an impact evaluation study.
- To assist M&E team in PCO and PTs for commissioning and facilitating the Impact Evaluation and the baseline and end-line surveys to be conducted in connection with the Impact Evaluation. It shall also produce the project Mid-term Report, and Completion Report.
- To assist M&E data collection at the central level they would be collected from the MAFF' progress reports and at the provincial level from the PDAFFs' progress reports through existing structure and networks of

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the PDAFFs, districts and village extension groups, and from farmer and producers groups established and facilitated under the project.

- To assist the MIS developer to work with the project finance staff and management staff to develop the MIS modules on these areas.
- To 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.
- To assist M&E team for regular reporting on the progress of the project, including its activities, outputs, outcomes and impact. As mentioned above the Annual Work Plan and Budget will serve as the basis upon which to report on project's activities and outputs, including expenditures made in connection with project implementation. In this connection, the M&E consultant and M&E team shall assist the PCO and PTs to prepare the draft Annual Work Plan and Budget in line with the approved procurement plan agreed with the Bank, according to planning and budgeting schedule that corresponds to the Government's requirements and in line with any indications that may be present in the Financing Agreement.
- To assist PCO for planning and coordinating the project's M&E activities, with support and inputs from MRD and MoWRAM. Quarterly provincial implementation reviews would be undertaken to assess the physical and financial progress and performance based on the Annual Work Plan and Budget (AWPB), and address issues and constraints in implementation and management. A semi-annual M&E report would be submitted to the Bank according to the agreed dates, usually in time for the implementation support missions. The project M&E system would be supported by a computerized management information system (MIS) that is supported by database, software and dedicated national and provincial M&E Officers. Community-based approach would be used, wherever feasible, to help strengthen transparency, ownership and accountability. The M&E would be used to inform management of the project performance, guide budget allocation, planning and decision making.
- Work closely with international M&E consultant to support M&E team during the project start-up to finalize the terms of reference and specifications for the building of the MIS.
- To assist M&E team to prepare project progress reports including (i) six-monthly progress report, and (ii) annual progress report, (iii) mid-term review report, and (iv) project completion report.
- To assist PCO for coordinating and reporting the monitoring of environmental and social safeguard implementation, with support and inputs from MoWRAM, MRD and MEF.
- Participate in the project follow-up and Bank's supervision missions.
- Participate in any meeting where the topics are related to M&E.
- Undertake other related tasks assigned by project director and project manager of CASDP.

## 5. Reporting

- The **National Senior M&E Specialist** will work and report to the CASDP Project Director and Project Manager.

## 6. Qualifications required

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

- Minimum bachelor's degree in development management, agriculture or equivalent, project management, or other relevant fields.
- A minimum of 7 years relevant working experience in M&E especially in development programmes.
- Experience with World Bank funded project/programmes and/or donor funded programmes 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 Khmer and a working knowledge of English. 