

**Kingdom of Cambodia
Nation Religion King**

**Ministry of Economy and Finance
Project Implementation Unit**

**Sustainable Assets for Agriculture Markets, Business and Trade (SAAMBAT)
IFAD Loan No. 2000003102 & Grant No. 2000003102**

**TERMS OF REFERENCE
NATIONAL M & E CONSULTANT**

Project:	Sustainable Assets for Agriculture Markets, Business and Trade (SAAMBAT)
Duty station:	Ministry of Economy and Finance (MEF), General Department of International Cooperation and Debt Management (GDICDM), Project Implementation Unit (PIU)
Section/Unit:	MEF/PIU - Component 2
Contract/Level:	National Consultant
Report to:	MEF/PIU's Project Director
Mode of Contract:	Rolling 12 months' contract with a first probation period of 03 months. The contract will be extendable up to the project period based on satisfactory performance in the preceding contract assessed by the project.

1. General Background

Sustainable Assets for Agriculture Markets, Business and Trade (SAAMBAT is a project of the Government of the Kingdom of Cambodia (GC). The total project cost is estimated at US\$ 95 million of which International Fund for Agriculture Development (IFAD) has committed loan financing of US\$ 54 million and RGC has committed US\$ 11.3 million from domestic resources. The Project Development Objective of SAAMBAT is to "Increase productivity of rural youth, enterprises and the rural economy" which in turn contributes to the Goal of "Reduce Poverty and Enhance Food Security." SAAMBAT is implemented through two Components: (1) Value Chain Infrastructure; and (2) Skills, Technology and Enterprise. These components are designed to deliver two key Outcomes: (1) Poor rural people's benefits from market participation increased; and (2) Poor rural people's productive capacities increased.

2. Overall Project Management.

The Executing Agency for SAAMBAT is the Ministry of Rural Development (MRD), Project Management Unit (PMU). MRD/PMU is responsible for overall project coordination, planning, financial management, procurement and monitoring and evaluation (M&E). MRD/PMU directly implements Sub-Component 1.1: Public Market Linkage Infrastructure. Key outputs of SC1.1 are 225km of bitumen or concrete surfaced roads; 100km of laterite surfaced farm access roads; 25 rural market areas (Economic Poles) improved and 10 other types of infrastructure facility which may include ferry crossings and commodity collection points. Component 2 is implemented by Ministry of Economy and Finance, Project Implementation Unit (MEF/PIU) Sub-Component SC2.1: Skills for Rural Youth, will assist 5,000 rural youth to improve their employment opportunities and about 330 rural youth to start small enterprises. SC2.2: Technology and Enterprise for Rural Value Chains, will support development of digital technology applications for the rural economy and will assist about 10,000 farmers and other value chain actors to increase their use of digital technology for economic purposes. SC2.3: Policy Research and Strategic Studies, finances research and knowledge generation to support policymaking for rural economic development, including financing a major study on the feasibility of establishing regional wholesale markets for the safe / organic vegetable value chain.

SAAMBAT is not designed as a stand-alone project but works in synergy with ongoing initiatives with IFAD financing including Agriculture Services Programme for Innovation, Resilience and Extension

(ASPIRE) and Accelerating Improved Markets for Smallholders (AIMS). This program approach is extended through partnership agreements with projects financed by other development partners.

About 200,000 rural households are expected to benefit from services supported by the project. These households will be located in 50 agriculture production areas known as Economic Poles. The Economic Poles may be in any rural area of Cambodia with ongoing activities of ASPIRE and / or AIMS. Currently, ASPIRE and AIMS support activities in 20 of the 24 rural Provinces of Cambodia.

Accordingly, MEF/PIU is now seeking to recruit a National Monitoring and Evaluation (M & E) Consultant to support implementation of SAAMBAT - Component 2.

3. Objective of the Assignment

The National M & E Consultant will be based in MEF/GDICDM and responsible for setting up M&E system and reporting system, advising on how to record, report and analyse progress against Annual Work Plan and Budget (AWPB) to MEF/PIU of SAAMBAT to implement, coordinate, and monitor project implementation activities and designing the format of such progress report, Monitoring all project activities and expenditure in close coordination with the project team, project consultants as well as MIS consultant.

4. Scope of Work

The National M & E Consultant will undertake task assigns and support the MEF/PIU as following:

- 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.
- To provide data, information and analysis from the M&E system to 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.
- To design M&E system for SAAMBAT financiers and other stakeholders with the information and evidence that they may require in to ascertain that SAAMBAT is being implemented in accordance with the Financing Agreement and with RGC policies and development objectives.
- To support project team for ensuring systematic collection of progress data (physical, procurement, Financial Management, and safeguards, etc.), reliability of the progress data (analysis & verification), and timely availability of the data for the project management, IFAD's supervision mission. At the project start, M&E Consultant supports and designs 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 departments/institutions/ministries, 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.
- To develop M&E templates, table recording form based on the result indicators and objectives of the project for monitoring project progress.
- 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:
 - 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.
 - Compliance monitoring will be conducted to fulfil Social and Environmental Safeguards requirements.

- 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.
 - The monitoring of physical progress or operations is to be done by the M&E Consultant. The MEF-PIU use the Annual Work Plans and Budgets (AWPBs) to track project inputs, activities and outputs.
 - The monitoring of financial progress is to be done by the MEF-PIU, in particular the Finance Team of the MEF-PIU.
- To undertake M&E activities 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 the outline of the project design. The impact of the project is to be evaluated using the impact evaluation methodology that was used in the SAAMBAT project as a point of departure to design an impact evaluation study.
- To undertake M&E activities 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 undertake M&E data collection, that would be collected from all relevant team activities for preparing the MEF-PIU' progress.
- To assist the MIS developer to work with the project finance staff and management staff to develop the MIS modules on these areas.
- To undertake M&E activities for monitoring of the implementation of the AWPB on a day-to-day real-time basis using the MIS module for the AWPB.
- To undertake M&E activities 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 shall to prepare the draft Annual Work Plan and Budget in line with the approved procurement plan agreed with the IFAD, 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 undertake for planning and coordinating the project's M&E activities, with support and inputs from Subcomponent 2.1, 2.2, and 2.3. A semi-annual M&E report would be submitted to the IFAD 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 M&E Consultant. The M&E would be used to inform management of the project performance, guide budget allocation, planning and decision making.
- Work closely with M&E consultant of the MRD-PMU/SAAMBAT to support M&E activities during the project start-up to finalize the terms of reference and specifications for the building of the MIS.
- To undertake M&E activities 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 undertake for coordinating and reporting the monitoring of environmental and social safeguard implementation, and support and inputs to MRD-PMU and MEF-PIU.
- Participate in the project follow-up and IFAD'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 SAAMBAT.

5. Supervision and Reporting

- The National M &E Consultant will report to Director of the Project through Project Manager of MEF-PIU. He/She will prepare and submit monthly performance reports on the tasks performed by him/her to the project director.
- In collaboration with the procurement officer of MEF-PIU, the National M&E Consultant will undertake and support MEF/PIU in monitoring the procurement progress and updating procurement progress in Procurement Tracking Form on the monthly basis.

6. Qualification and Experience Requirements

- Bachelor's degree Project Management, Business Administration & Management, Social Science, Economics or relevant field.
- At least 6 years professional experience with DPs financed project in the areas of M&E.
- Experience working with Government's Public Services/Projects/Programs is an advantage.
- Experience in develop and implement the monitoring and evaluation especially on MIS
- Familiarity experience in carrying out projects/programs M&E activities.
- Familiarity with IFAD, World Bank, and Development Partner' M&E Procedures, Framework.
- Experience with RGC's Standard Operating Procedures for Externally financed Projects.
- Ability and demonstrated experience in providing M&E training is giving an advantage.
- Fluency in written and spoken English and Khmer, as a most Khmer Unicode.
- Comprehensive computer skills with minimum in use of Microsoft Office.