

National Project Management Advisor

Title: National Project Management Advisor
Programme: Climate Adaptive Irrigation and Sustainable Agriculture for Resilience (CAISAR)
Duty station: Phnom Penh, Cambodia
Section/Unit: CAISAR Project Management Office at NCDDS
Contract duration: 1 year, renewable upon satisfactory performance and available funding
Supervisor: NCDDS CAISAR Project Manager

1. General Background

The Project is designed to assist the Ministry of Water Resources and Meteorology (MOWRAM) and National Committee for Sub National Democratic Development Secretariat (NCDDS) with its strategic plans to modernize the irrigation sector. The overall goal of the Project is to make the agriculture sector in Cambodia climate resilient and sustainable.

The project goal and objective are to increase climate adaptation, mitigate the negative impact of extreme climate events, and improve the livelihoods of smallholder farmers and vulnerable rural communities in four provinces of Cambodia. The Project aims to make the agriculture sector in Cambodia climate resilient and sustainable through modernization of the irrigation sector by installing resilient irrigation systems. It will also enable farmers to adapt to climate risks and mitigate crop emissions through use of energy- and water-efficient technologies and practices. The Project will provide timely weather information and improved market integration, ultimately enhancing the livelihoods of vulnerable rural groups in the target provinces of Cambodia. The objective will be achieved by implementing three components that aim at addressing climate change vulnerabilities, increasing agriculture productivity, and developing institutional capacities.

The proposed project CAISAR will benefit more than 1.8 million people (Roughly 11% of its population) in four provinces across Cambodia viz, Kampong Speu, Kampong Chhnang, Kandal and Pursat. Identification of the target areas has been done based on i) greater prevalence of poverty, ii) higher exposure to disaster risk especially flood iii) higher vulnerability to climate change. The specific characteristics of each province, mapped against the criteria for selection.

2. Purpose and Scope of Assignment

The National Committee for Sub-National Democratic Development Secretariat (NCDDS) will recruit a National Project Management Advisor to provide support to the implementation of the Climate Adaptive and Sustainable Agriculture for Resilience (CAISAR). S/he will be based in the NCDDS/Project Implementation Unit (PIU) and will report to the NCDDS Project Director and the Project Manager and carry out the following tasks:

- Advise the NCDDS, Provincial Working Group (PWG), District Implementation Team (DIT) and Commune Council in the implementation of the roles and responsibilities under CAISAR.
- Advise the NCDDS, PWG, DIT and the Ministry of Water Resource and Meteorology (MoWRAM) on implementing the decentralization policy in the agricultural sector and other sectors, particularly in the areas of rural productive service delivery and the devolution of functions from the national to the sub-

national levels.

- Assist the NCDDS, PWG, DIT and Commune Council to ensure that the sub-national agencies effectively implement the government's strategies of decentralization, deconcentration, gender mainstreaming, natural resource management, and poverty alleviation.
- Assist the NCDDS, PWG, DIT to coordinate with other ministries & sub-national agencies in the implementation of the CAISAR and with other development agencies with projects/programs in the project area.
- Advise the NCDDS, PWG, DIT on how to improve the D&D systems and procedures for the effective implementation of the CAISAR.
- Assist the NCDDS, PWG, DIT in preparing the annual work plan and budget (AWPB) based on the consolidated proposals from the seven provinces, and to ensure that all project activities are implemented in accordance with AWPB effectively.
- Ensure that the management practices of all staffs involved with CAISAR are effective, efficient, accountable, transparent, and of a high quality.
- Advise and assist the NCDDS, PWG, DIT staffs in management, coordination, financial management, procurement and other tasks for the implementation of CAISAR.
- Provide training to staffs of NCDDS, PWG, DIT in project management and other areas as required and advise national and provincial government staff on monitoring the impact of training activities.
- Assist the NCDDS, PWG, DIT in organizing and facilitating any training or workshop at national and sub-national level.
- Assist the NCDDS, PWG, DIT to develop any necessary guidelines or manual for the project, and review its guidelines/manuals base upon lessons learned from field application.
- Advise the NCDDS, PWG, DIT on ways to improve the effectiveness and efficiency of monitoring and evaluation (M&E), supervision and reporting systems and procedures, the financial management system and internal controls at national and sub-national levels and ensure NCDDS databases are fully compatible with those of MOWRAM.
- Provide advice and assistance to national and SNA in monitoring, reporting (progress reports) and evaluating the implementation of CAISAR in accordance with the M&E plan to assess the project's effectiveness and impact.
- Work closely with the Special Service Providers (SSPs) IRRI, other individual consultants to ensure that the technical advisories are appropriate provided by each consultant.
- Assist the NCDDS, PWG, DIT to cooperate and supervise all recruited SSPs, specifically, IRRI and make sure that all services delivered are in compliance with NCDDS procedures, guidelines and project documents.
- Support the effective communications and coordination with sub-national officials and advisors directly involved with specific project implementation including preparation of periodic project management meetings at national and sub-national level.
- Support effective communications and coordination between the NCDDS and other executing and implementing agencies of the project or and the concerned development partners for project implementation.
- Make regular monitoring and supervision visits of the seven project provinces and

provide backstopping as necessary for project staff and commune staff in order to make sure that all project activities are implemented effectively and in accordance with procedures.

- Assist the NCDDS, PWG, DIT to compile quarterly progress reports which are prepared by each province for submission to PIC Team Leader for consolidation.
- Assist the NCDDS, PWG, DIT to conduct prior or post review of any documents required by IFAD for subproject implementation and as necessary, providing feedback or advice to improve the compliance procedures.
- Assist the NCDDS, PWG, DIT to facilitate regular project review missions of IFAD
- Assist the NCDDS, PWG, DIT to review commune bid announcements to be posted and upload any necessary project documents in NCDDS website.
- Prepare monthly and other work plans and reports in collaboration with M&E adviser as required.
- Assist the NCDDS, PWG, DIT to undertake staff recruitment and performance evaluations.
- Assist the NCDDS, PWG, DIT to prepare documents that analyze the lessons learned from the implementation of the D&D program of CAISAR for dissemination.
- Undertake other tasks as requested by the NCDDS Project Director and Project Manager.

3. Qualifications and Experience

1. Minimum qualifications are:

- A relevant post-graduate university degree or combination of education and appropriate experience.
- Preferably 20 years experiences in the management of large-scale development projects financed by international financial institutions; good up to date knowledge of IFAD, WB and ADB procedures, policies and financial rules and regulations.
- Proven planning, management, and reporting skills in decentralized rural development.
- Computer literacy: word processing, spreadsheets, power point, and database programs.
- Excellent English communication skills, written and spoken.
- Availability and willingness to undertake visits to the target communes.

2. Key Competencies

- Managerial and administrative ability needed to ensure smooth implementation of CAISAR;
- Strongly in project management and day to day monitoring;
- Ability to work with senior government officials, other advisers and consultants;
- Understanding of, and ability to work within government systems;
- Understanding of Development Partner systems;
- High level of English communication skills and computer literacy (IT for project M&E system) and;
- Ability to travel to areas of operations.