

**KINGDOM OF CAMBODIA  
NATION RELIGION KING**



**MINISTRY OF INTERIOR  
LIVELIHOOD ENHANCEMENT AND ASSOCIATION OF THE POOR PROJECT  
(LEAP)**

**Terms of Reference**

**Project Title:** Livelihood Enhancement and Association of the Poor (LEAP) Project

**Position:** Three (3) Human Resource Development Facilitator (HRDF)

**Location:** Sub Management Team, (PPCH-SMT)

**Duration:** 34 months from the contract signing date, subject to the annual assessment of the performance

**Basis:** Individual Consultancy Contract

**I- BACKGROUND**

The Livelihood Enhancement and Association of the Poor (LEAP) project will be implemented by Ministry of Interior (MoI) in association with Ministry of Agriculture, Fishery & Forestry (MAFF). The project development objective (PDO) is to improve access of poor and vulnerable households in selected communities to financial services, opportunities for generating income, and small-scale infrastructure. This would be achieved through the: (a) establishment of self-help groups (SHGs), savings and credit groups, producer groups, agricultural cooperatives and other people's groups/organizations; (b) provision of capacity building and training to beneficiaries to improve their income generation opportunities; (c) establishment of private sector linkages to improve and expand market opportunities; and (d) identification and provision of community-based social and economic infrastructure to help improve livelihood and economic productivity of the poor.

Siem Reap Province (SRP) aims to address the needs of the IDPoor and vulnerable households in the 47 communes in Siem Reap Province through a demand driven approach. As the predominant sources of income for these rural poor households are from agriculture, livestock and fisheries, the project will leverage the technical support of the Ministry of Agriculture, Fisheries and Forestry (MAFF) and other technical service providers.

The project is divided into three main components. These are:

- Component 1: Improving Livelihoods for Rural Poor and Vulnerable Households
- Component 2: Improving Livelihoods for Urban Poor and Vulnerable Households
- Component 3: Project Management, Coordination, and Monitoring & Evaluation

The organizational structure of the project involves government implementing agencies oversight by a Project Coordination Office (PCO) located in the Ministry of Interior (MoI), and two Sub-Management Teams (SMTs) located at Siem Reap and Phnom Penh Capital Hall with Khan and Commune/Sangkat level facilitators. MAFF's General Department of Agriculture (GDA) will be the technical Implementing Agency (IA) responsible for the agriculture livelihood support for beneficiaries in Siem Reap Province.

The Project Coordination Office (PCO) will support and facilitate executing agencies in their component implementation, and is responsible for project management and coordination, procurement and finance, reporting and communicating with the World Bank and key stakeholders.

**II- OBJECTIVE OF THE ASSIGNMENT**

The main objective of the Human Resource Development Facilitator (HRDF) for Phnom Penh Capital Hall is to assist and support the effective implementation of subcomponent 2.1 under the project with a focus on the facilitation and coordination of skills development activities. The incumbent is expected to work closely with the HRDS, KFs, PCO and other skills development team members in skills development program components to enable them to achieve the program's objectives.

### **III- SCOPE OF THE CONSULTING SERVICES**

The Human Resource Development Facilitator (HRDF) will be based in the Division of Planning and Investment, Phnom Penh Capital Hall (PPCH). She/he will work under the supervision and guidance of the PPCH-SMT and work in close collaboration with the Human Resource Development Specialist (HRDS), and other team members working on the skills components of the project. The HRDF will have the following functions:

- (a) Work with the Khan Facilitators to identify lists of poor households from each Sangkat that are eligible to participate in the skills development activities of the Project by working closely with municipal, Khan and sangkat-level individuals;
- (b) Assist HRDS in liaison with counterparts in the National Employment Agency to ensure that they are aware of LEAP project activities on subcomponent 2.1 and that the support of these entities is provided when needed and appropriate and that LEAP activities are consistent with their approaches;
- (c) Assist HRDS to identify other Development Partners/NGOs delivering skills development and vocational training activities in Phnom Penh to ensure that similar such activities are delivered in a complementary manner;
- (d) Work with the KFs to organize the awareness-building activities for municipal, khan and sangkat officials regarding subcomponent 2.1, including the roles of various actors in the implementation of the subcomponent;
- (e) Assist HRDS to conduct the meeting with Skills Development Committees to inform them their roles/ responsibilities on skills development activities;
- (f) Work closely with Khan Facilitators (KFs) and Skills Development Committees (SDCs) to disseminate information on skills development and distribute IEC (Information, Education and Communication) materials in target Sangkats to promote and attract eligible individuals to apply for support.
- (g) HRDF supports SDCs to assist interested candidates to fill out application form;
- (h) Assist SDCs to effectively manage the process of application, screening and selecting eligible candidates in transparency manner;
- (i) Conduct field data collection and data entry on local labour market assessment;
- (j) Inform selected beneficiaries on induction and skills development planning workshop and assist in organizing and facilitating the workshop accordingly;
- (k) Distribute training voucher to selected beneficiaries and enter the data of beneficiaries and training providers into Management Information System (MIS);
- (l) Enroll selected beneficiaries into training courses with contracting training providers and submit training vouchers;
- (m) Collect request for payment from training providers and handover it to HRDS for verification;
- (n) Monitor performance of students at schools and enterprises during training course and internship to encourage them to complete their course as planned and collect list of bi-weekly attendance data and enter it into MIS;
- (o) Distribute stipend to beneficiaries and enter data into MIS;
- (p) Monitoring training courses delivered by training providers to ensure that all courses delivered with acceptable quality.
- (q) Encourage training providers to arrange jobs for graduated beneficiaries;
- (r) Provide useful resources on vacancies to graduated beneficiaries;
- (s) Conduct three months follow up of beneficiaries who completed training course under project finance to verify job placement;

- (t) Assist in provision of soft-skills training to graduated beneficiaries and or refer them to NEA for soft-skills training;
- (u) Work with the HRDS and PCO communication team to prepare success story of individuals financed by the LEAP project;
- (v) Prepare Monthly Planning and Progress Report (MPPR) and review it against the Annual Work Program & Budget (AWPB) for PPCH-SMT;
- (w) Participate in review meetings, planning meetings, training & exposure programs, workshops, seminars, etc. as required by PPCH-SMT;
- (x) Travel for project related work, as advised by PPCH-SMT;
- (y) Carry out additional tasks as assigned.

#### **IV- OUTPUTS**

The HRDF is expected to produce and deliver the following outputs during the assignment period:

1. Time sheet will be submitted to the PPCH-SMT, detailing tasks done by the consultant, including achievements, constraints and next activities.
2. Monthly progress reports on inputs provided, results achieved, milestones, bottlenecks and constraints, and put forward optimum way of dealing with those constraints with a view to keeping skills development activities on track.
3. Training, workshop and meeting reports of sub-component 2.1
4. Distributed training voucher to selected beneficiaries;
5. Entered the data of beneficiaries and training providers into Management Information System (MIS);
6. Enrolled selected beneficiaries into training courses with contracting training providers; and
7. Successful story of individuals

#### **V- CONTRACT TIMING/ DURATION**

The duration of the contract is 35 months from the contract signing date subject to the annual assessment of the consultant performance, availability of funds and the needs for project. The consultant performance assessment will be carried out by PCO & PPCH-SMT- for the first six months of the service and annually based on the Scope of Services described above, as well as each annual work program approved by PP-SMT management.

#### **VI- SUPPORT FROM LEAP PROJECT**

1. The PPCH-SMT shall:
  - a. make available office accommodation, administrative equipment (printer, photocopier, phone & fax machine, email and internet connection) and office supplies for the purpose of the assignment;
  - b. meet all national communications costs associated with the assignment;
  - c. make available copies of all files and documents relevant to the project;
  - d. provide official transportation for official travel/missions during the course of the assignment and provide per diem and accommodation costs, as agreed by SMT management;
  - e. provide support staff to enable the effective and efficient operation of the services.

#### **VII- KEY MINIMUM QUALIFICATIONS REQUIRED**

1. Bachelor's degree (or equivalence) in a relevant field of study including human resource development, vocational training, rural development and planning, education, and development studies;
2. At least three (3) years' experience working on skills development, training, employment related services;
3. At least two (2) years' experience working with local authorities and/or relevant line government agencies on skills development and/or vocational training activities in poor communities;
4. Prior experience with surveys, interviews, and data collection will be a plus;
5. Dynamic, motivated, and pragmatic
6. Ability to quickly learn new skills

7. Ability to work independently as well as part of a bigger team
8. Good in English and Khmer;
9. Willingness and ability to travel in difficult conditions.

#### **VIII- PAYMENT PROCESS**

Payment shall be made in United States Dollars to Consultant's bank account not later than 14 days following submission of invoices and time sheet.

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent subject to a maximum of eight hours per day in accordance with the rates agreed.

##### ***Criteria for performance assessment***

- Performance evaluation will be based on the following results areas agreed with the consultant. The criteria for performance evaluation that were developed based on the responsibilities included in the TOR.