

**UNICEF Cambodia**  
**TERMS OF REFERENCE FOR CONSULTANT**  
**Joint Programme for Children, Food Security and Nutrition in Cambodia,**  
**National Programme Coordinator**

**Requesting Section:** Child Survival

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**1. Background and Purpose:**

**BACKGROUND:**

The Joint Programme (JP) for Children, Nutrition and Food Security in Cambodia addresses issues of critical importance for the health of women and children, and of highest priority for nutrition and food security as recognized by the Royal Government of Cambodia (RGC) as well as by the UN Country Team and other key stakeholders in the country.

The JP will contribute to the achievement of three Millennium Development Goals: MDG 1 - eradicating extreme poverty and hunger, MDG 4 - reducing child mortality, and MDG 5 - improving maternal health. In addition, the JP will directly contribute to strategic development goals as articulated in national strategic frameworks for nutrition and food security.

Developed through a consultative process involving government partners, UN agencies and other relevant stakeholders, the JP will make an important and sustainable contribution to reducing undernutrition among children 0-24 months and pregnant and lactating women and improving food security.

Based on internationally recognized evidence together with lessons learned in the country, the JP will adopt a comprehensive and integrated strategy to achieve its outcomes through providing support to:

- 1) The development and implementation of a nationwide comprehensive Behaviour Change Communication (BCC) plan comprising mass media, interpersonal communication and social mobilization for breastfeeding, complementary feeding, and iron and folic acid (IFA) supplementation for women during pregnancy and in the post-partum period
- 2) The provision of an integrated comprehensive package of nutrition and food security interventions delivered with intensity and high coverage in two food insecure provinces – Kampong Speu and Svay Rieng. The package will be delivered through government health services and existing community interventions in the areas of education, agriculture, food safety and nutrition.
- 3) The review of implementation and strengthening of existing nutrition, food security, and agricultural policies; and the development of new nutrition policies
- 4) The development of an integrated national food security and nutrition (FSN) monitoring system.

In order to coordinate overall implementation of the program, it was decided to create the position of a National Programme Coordinator (NPC).

The consultant will work from the office of the Council for Agriculture and Rural Development and will closely work with the Joint Programme Management Committee, Provincial Programme Coordinators, involved government ministries, UN agencies and implementing partners to support CARD in coordinating the Joint Programme.

**PURPOSE OF THE CONSULTANCY:**

The main purpose of this consultancy is to support CARD for overall coordination for planning, implementation, M&E and reporting for the Joint Programme for Children, Food Security, and Nutrition in Cambodia, including coordination of involved government ministries, UN agencies, and implementing partners.

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**2. Programme Area and Specific Project Involved:**

Programme areas: Child Survival

Project involved:

Sub-project:

Activity:

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**3. Work Assignments/TOR:**

Under the authority of the UNICEF representative in Cambodia and under direct supervision of the UNICEF Nutrition Specialist, the consultant will have the following duties:

**Planning and Coordination**

- a. To develop Annual Work Plans and Budgets for the JP in close consultation with the operational teams of the Agencies and Partners and the Provincial Programme Coordinators (PPC),
- b. To consolidate and present the Work Plans and the Annual Budget to the Programme Management Committee (PMC) for review and approval;
- c. Consolidate changes to the Work Plan and submit to the PMC for review and approval
- d. Support national partners to ensure that joint programme activities reflect their priorities, work plans and annual budgets
- e. Support PPC to develop operational plans

**Implementation Coordination**

- a. To play the lead role in ensuring that all partners work together to deliver the programme, in compliance with the work plan;
- b. To advise the PMC on the implementation of the joint programme and to make recommendations on both substantive and financial issues, including budget revisions;
- c. To provide secretariat services for the PMC and to follow up on the decisions taken, including coordination with the Global MDG-F Secretariat and the National Steering Committee and supervising the Provincial Programme Coordinators;
- d. To establish and maintain working level coordination mechanisms, including serving as a focal point to all partners for routine information sharing
- e. To support all partners successful implementation of programme activities through direct assistance and technical and operational advice, including keeping track of overall expenditure
- f. To facilitate resolution of disputes among partners and to troubleshoot obstacles to timely implementation

- g. To attend quarterly meetings with provincial implementers and make regular supervisory visits to the PPC. To inform partners of travel plans and organize joint monitoring trips when requested.

#### **Capacity Development**

- a. Promote national and provincial ownership by supporting the government in its leadership role within the joint programme and strengthen the government's capacity to play this role
- b. Ensure that all joint programme activities prioritise sustainable capacity development of the targeted beneficiaries

#### **Communication and Advocacy**

- a. To develop and implement an advocacy and communications plan, in close collaboration with the JP UN agencies and partners, for advancing policy changes based on the JP outcomes and experiences.
- b. To establish strategic partnerships with media organizations, government institutions, and relevant civil society actors with the aim of increasing awareness and visibility of the linkages between poverty, food security, and undernutrition in Cambodia
- c. To communicate how achieving Cambodia's Millennium Development Goals 1, 4, and 5 contributes to human and national development.

#### **M&E and Knowledge Management**

- a. To guide and supervise the PPC on the implementation of the monitoring and evaluation plan, in a participatory manner;
- b. To advise the PPC on necessary corrective actions found as a result of M&E ;
- c. To ensure transparency of the M&E process by disseminating information to partners and relevant stakeholders
- d. To document and disseminate lessons learnt
- e. To forge links with other initiatives, including joint programmes, to identify best practices and share lessons with partners
- f. To facilitate M&E by adapting the global mid-term evaluation template to the local context and drafting the terms of reference for the final evaluation

#### **Reporting**

- a. To prepare colour-coded quarterly updates of the JP annual workplan for review by the PMC and submission to the MDG-F Secretariat
- b. To draft the semi-annual JP Monitoring Reports
- c. To consolidate financial reports and progress information from implementation partners, and draft the narrative for the Annual Reports to the MDG-F Secretariat

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#### **4. Qualifications or Specialized Knowledge/Experience Required:**

- Holding an advanced degree in public or business administration, communication, or related to public health;
- Minimum of 5 years experience in the management of a development project at a senior level, including coordination with government and UN agencies;
- Knowledge of human nutrition and a clear understanding of the factors that influence maternal and child nutrition and food security in Cambodia;

- Knowledge of public health programs in Cambodia
  - Good interpersonal skills and strong communication skills;
  - Fluent in Khmer and English, both oral and written
  - Experience in food security and nutrition preferred
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**5. Estimated Duration of the Contract (Dates and period):**

It is estimated that the consultant will work **full time for 11 months** over the period from **1 February 2010– 31 January 2011**.

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**6. Deliverables with due date:**

The contract will be ‘service-type’ and not ‘deliverable-based.’ However, a number of deliverables will be expected from the consultant. The deliverables and their dates are only approximate and will be revised following a more detailed planning with the consultant at the beginning of the assignment and revised.

<b>Deliverables</b>	<b>Estimated due date</b>
1. Quarterly updates of JP annual workplan	April 2010, July 2010, October 2010, January 2011
2. Biannual JP Monitoring Reports	July 2010, January 2011
3. Annual narrative progress report	January 2011
4. Annual financial progress report	January 2011
5. Revised mid-term evaluation template	December 2010
6. Terms of reference for final evaluation	December 2010
7. Advocacy and communications plan	March 2010
8. Year 2 annual workplan	September 2010
9. Quarterly minutes of PMC meetings	April 2010, July 2010, October 2010, January 2011

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**7. Payment Schedule (Please link to deliverables to the extent possible):**

Monthly payment upon certification of services rendered satisfactorily and in accordance with agreed work plan. The monthly time sheet and brief progress report will be prepared by the consultant and certified by the supervisor

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**8. Official Travel Involved (specify if yes):**

As part of the mission the consultant’s minimum travel will be to Kampong Speu and Svay Rieng on a quarterly basis

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**9. Contract Supervisor:**

The consultant will work under the supervision of the UNICEF Nutrition Specialist and in close consultations with the Deputy Secretary General of CARD.

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**10. Type of Supervision that will be Provided:**

Supervisor will have frequent interactions with the consultant at various stages in order:

- to brief the consultant on the situation/assignment; agree on the process and clarify the deliverables;
- to introduce the consultant to key stakeholders and counterparts;
- to track the progress made by the consultant.

The supervisor will certify delivery of due reports, evaluate the consultant's work and process the payments.

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**11. Consultant's Work Place/Any facilities to be provided by office:**

The consultant will be provided office facilities at CARD

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