

**UNICEF Cambodia**  
**TERMS OF REFERENCE FOR CONSULTANT**  
**Joint Programme for Children, Food Security and Nutrition in Cambodia,**  
**Provincial 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 support coordination activities in the provinces implementing an integrated nutrition package, it was decided to create the position of a Provincial Programme Coordinator (PPC). Two provincial programme coordinators (PPC) will be hired to support coordination activities in Kampong Speu and Svay Rieng.

The consultants will work from the Provincial Governor's office and will closely work with the National Programme Coordinator, the other Provincial Programme Coordinator, involved

government ministries, UN agencies and implementing partners to support coordinating implementation of the Joint MDG Programme at the provincial level.

**PURPOSE OF THE CONSULTANCY:**

The main purpose of this consultancy is to support coordination and implementation of the Joint Programme for Children, Food Security, and Nutrition in Cambodia at the provincial level, 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 & Coordination**

- a. Based on the annual work plan of the JP prepare a provincial operational plan
- b. At the end of Year 1 prepare a provincial operational plan for Year 2 based on achieved work and the overall JP work plan
- c. Support sub-national partners to ensure JP activities reflect their priorities, work plans and annual budgets

**Implementation Coordination**

- a. Support the NPC to ensure that all partners work together to deliver the programme, in compliance with the work plan;
- b. To advise the NPC on the implementation of the joint programme and to make recommendations on substantive issues;
- c. To establish and maintain effective coordination mechanisms in the respective province by supporting meetings, workshops, and communication campaigns, including organizing quarterly meetings between provincial implementers and the NPC, and facilitating joint monitoring activities
- d. To support all provincial partners successful implementation of the JP activities through the provision of direct technical assistance to operations planning.
- e. To function as the liaison between the NPC and the provincial implementers of JP activities, including seeking NPC support to provide technical assistance to implementers when necessary.
- f. To facilitate resolution of disputes among partners at the sub-national level and to troubleshoot obstacles to timely implementation
- g. Coordinate and share information with the other PPC.

**Capacity Development**

- a. Increase the knowledge of sub-national stakeholders on joint programme activities, the need for them and the expected benefits

#### **Communication & Advocacy**

- a. Work collaboratively with citizen groups fostering their active participation in programme management, implementation, monitoring, and evaluation
- b. Ensure that programmes are accountable to all relevant partners particularly citizens for delivering programme results making available information as and when needed
- c. Facilitate the implementation of the advocacy and communication plan at the sub-national level

#### **Monitoring and Evaluation and Knowledge Management**

- a. To ensure the implementation of the monitoring and evaluation (M&E) plan, in a participatory manner;
- b. To ensure that corrective actions are taken as a result of M&E findings;
- c. To ensure transparency of the M&E process by disseminating information to partners and relevant stakeholders, including citizens
- d. To identify lessons learnt and report these to the NPC

#### **Reporting**

- a. Ensure the delivery of monitoring reports to the National Programme Coordinator
- b. Support the NPC in preparing quarterly updates of the annual workplan

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

- Holding a degree in public or business administration, communication, or related to public health;
- Minimum of 3 years experience in the implementation and monitoring of a development project, including coordination with government and UN agencies;
- Knowledge of public health programs in Cambodia;
- Good interpersonal and 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** 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<sup>1</sup></b>
1. Quarterly monitoring reports	April 2010, July 2010, October 2010, January 2011
2. Quarterly minutes of coordination meetings	April 2010, July 2010, October 2010, January 2011
3. Year 1 operational plan	March 2010
4. Year 2 operation plan	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):**

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**9. Contract Supervisor:**

The consultant will work with the supervision of the UNICEF Nutrition Specialist and the Deputy Governor of the Governor's Office.

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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:**

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The consultant will be provided office facilities at the Governor's Office

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