

Terms of Reference

Position: Livelihoods Program Leader (LPL) – International, at least 10 person-months, intermittent

Reporting: The LPL will report to the PIU national project directors (NPDs) from the Forestry Administration (FA) of the Ministry of Agriculture, Forestry and Fisheries, and from the General Department of Administration for Nature Conservation and Protection (GDANCP) of the Ministry of Environment; each NPD leads their respective Project Implementation Unit (PIU)

Significant involvement will be required with PIU staff in Phnom Penh

Duration of contract: At least 15 months; the inputs are expected to average about four (4) months per annum during 2016-2018, however this may be adjusted to front load the position in order to develop the strategy and the capacity to implement the strategy.

Timing: The initial input should start by February 2016.

Scope of Work: The scope of work for the position is to lead the delivery of the outputs of the service package as defined in the TOR of the package.

Expected Outputs:

Output 1: A livelihood strategy and a livelihoods development plan for 2016-2018.

Output 2: A livelihoods-focused capacity strengthening program implemented for the communities.

Output 3: Timely inputs to the strategic management planning for community protected areas (CPAs) and community forests (CFs); monitoring livelihoods strategy effectiveness; and inputs to the development of the BCC Project reporting procedures, with a policy paper related to livelihoods development prepared and disseminated

Output 4: Annual Livelihoods Program planning, performance reviews and progress reporting

Output 5: Implementation of the livelihood strategy

Tasks and Activities by Output:

Output 1: The LPL shall lead the livelihood strategy team of the service provider to prepare a livelihood strategy that supports the overall BCC Project to deliver the outcomes defined in the design and monitoring framework (DMF), with a particular focus on the role of livelihood improvements as a strategic element in developing effective management systems for the CPAs and CFs. Livelihood Program success will be defined in terms of delivering benefits for households targeted for changing their behavior to support CPA and CF management that result in actual behavior changes. Specifically the LPL shall:

- a) Complete a consultative process with Government and other donor projects, and NGO programs on the approaches and lessons learned for livelihoods development.

- b) Prepare a livelihood development strategy that includes (i) consultative problem assessments to define the needs for livelihood programs; (ii) a vision of how and what the Livelihood Program outputs will be with input from the PIUs and communities; (iii) indicative resource requirements in terms of budget, personnel, and information and logistics; and (iv) indicative recommendations of infrastructure investment by the BCC Project to support the livelihood program.
- c) Conduct focused stakeholder briefings on the livelihood development strategy, updating it into a livelihood work plan for 2016-2018 to achieve the outputs required in the TOR
- d) Present the proposed livelihood work plan to the NPDs and project Managers from each PIU for review and comment.
- a) Work with the Grant Implementation Consultant (GIC) Team Leader to ensure that the Livelihood Program is included in the annual work plans and the monitoring and reporting systems.
- b) Ensure that the livelihood planning systems are conducted within the context of CF and CPA management needs

Output 2: Develop and implement a capacity strengthening program. The LPL shall implement an awareness program for the communities, and to the extent possible, engage relevant staff from FA and MOE in the development and delivery of the capacity strengthening program. Specifically the LPL shall:

- c) Conduct detailed training on the proposed Livelihoods Program strategy and implementation plan for national livelihoods specialists and PIU staff assigned to the Program.
- d) Working with PIU staff, develop awareness materials and plan an awareness program and implement the awareness program.
- e) Work with the same staff to develop a detailed implementation process with assigned steps.
- f) Support the national livelihoods specialists to conduct the livelihood planning processes and identify livelihood priorities.
- g) Provide recommendation for 5 livelihood development proposals from each Province.
- h) Ensure that linkages are made between the small and medium enterprise (SME) development and market linkage programs and the demonstration sites.

Output 3: Monitor the Livelihoods Program effectiveness, and contribute to the CPA and CF management strategic planning and BCCP reporting procedures.

(i) The LPL shall develop a set of performance indicators to be included in the BCC Project monitoring framework by:

- a) Ensuring that adequate socio-economic baselines are established against which to measure changes due to the Livelihoods Program, and developing physical implementation targets and performance indicators based on the work plans.
 - b) Ensuring that the required monitoring and reporting systems are incorporated into the Project Performance Monitoring System (PPMS), and that the project reporting and monitoring data bases are populated and regularly updated.
 - c) Ensuring that the Project Progress Reports include (i) data on achievements compared to planned outputs for the current reporting period; (ii) the planned activities for the next reporting period, and (iii) an assessment of effectiveness of the Livelihoods Program and its impact on CPA and CF management.
 - d) Ensuring that an independent assessment of the Livelihoods Program activities is undertaken as part of the evaluation of BCCP activities.
- (ii) The LPL will identify and communicate the specific lessons learned from BCC Project livelihood activities by:
- a) Conducting consultative meetings with field staff and the CPA and CF management teams.
 - b) Participating in stakeholder forums for CF and CPA management both within and external to BCCP.
 - c) Providing input to the institutional strengthening program of the BCC Project with regards to livelihoods as requested by the PIUs
- (iii) Prepare knowledge products:
- a) Recommend policy, regulatory and administrative reforms for enhancing the effectiveness of livelihood strategies, with a focus on the role of livelihoods in community based resource management systems, and as a tool for changing inappropriate resource use behaviors.

Expertise: The candidate shall have a post graduate degree preferred in conservation, rural development, small enterprise development, or agricultural economics. Preferred candidates will have a minimum of 10 years work experience directly in the type of outputs specified below, and must have direct experience working in livelihood programs, especially the development of livelihood strategies and planning, the building of processes for implementation, and supporting capacity development. Candidates must have at least 7 years of experience in conservation based livelihoods, or livelihood improvement in the context of sustainable forest management.

Experience in Cambodia or neighboring GMS countries is an advantage; however emphasis will be placed on a demonstrable track record in the development of livelihood programs that are part of a wider natural resource management strategy.