

TERMS OF REFERENCE

1. General Back ground

The Royal Government of Cambodia has received financing in the form of a loan (USD26.1 million) from the International Fund for Agricultural Development, a grant (USD15 million) from the Adaptation for Smallholder Agriculture Programme Trust Fund, and Government funding (USD11.4 million) from the Ministry of Economy and Finance to implement the Agriculture Services Programme for Innovation, Resilience and Extension (ASPIRE). The total confirmed financing is approximately USD 52.5 million. The lead implementing agency is Ministry of Agriculture, Forestry and Fisheries (MAFF) with Supreme National Economic Council (SNEC) and National Committee for Sub-National Democratic Development Secretariat (NCDD-S) also having implementation responsibilities. ASPIRE will be implemented over a seven-year period 2015-2021 with activities at national level and initially five pilot provinces : Kampong Chhnang, Pursat, Battambang, Preah Vihear and Kratie.

The goal of ASPIRE is to reduce poverty and increase the resilience of poor and vulnerable smallholder farmers in the Kingdom of Cambodia. The Programme Development Objective is that by 2021 an enhanced Cambodian model of agriculture services is demonstrated as effective for assisting a diversity of smallholder farmers to contribute to broad-based economic growth through profitable and resilient farm businesses and is adopted as policy.

Accordingly, MAFF is now seeking to recruit a **National Extension Specialist to Review Extension Materials** to support implementation of ASPIRE.

2. Purpose and Scope of Assignment

The purpose of the assignment is to work and assist MAFF's General Directorate of Agriculture (GDA) to Review and Validation Existing Materials.

The National Extension Specialist to Review Extension Materials will work closely with the National Agriculture Extension Advisor, Climate Change Coordinator, Deputy Program Manager and GDA. Under the guidance and supervision of the Programme Director and the Program Manager-Extension. **The National Extension Specialist to Review Extension Materials** shall be responsible for performing the following duties in accordance with MAFF, ASPIRE guidelines, policies and practices:

1. Review existing extension materials in Cambodia by conducting desk review, analysis and conclusion with relevant stakeholders including MAFF's agencies, PDAFF and private sectors, program and projects and NGOs.
2. Meeting with stakeholders including MAFF's agencies, PDAFF and private sectors, program and projects to collect and identify extension materials.
3. Organize stakeholder's meetings/workshops to collect extension materials.
4. Organize focal point meeting to validate existing materials.
5. Screen, prioritize and select extension materials.
6. Compile selected extension materials in digital and electronic tools for integration in other agricultural database
7. Support DAE of GDA and PDAFF to integrate other related agriculture database.
8. Work with government counter parts and TA team to organize extension material exhibition

9. Assist in proof reading on the translation of document / report/ guideline from English to Khmer and vice versa.
10. Carry out other tasks assigned by the program manager and assisted team members when needed

3. Monitoring and Progress Controls

The **National Extension Specialist to Review Extension Materials** works under the day-to-day supervision of the Programme Manager – Extension who is assisted by the Deputy Programme Manager – Extension.

The workplan and time-bound of the **National Extension Specialist to Review Extension Materials** will be developed in coordination with the Program Manager.

The assignment will be based in Phnom Penh with travel as required. Home based work may be undertaken with the prior approval of the Program Director.

The performance of **The National Extension Specialist to Review Extension Materials** will be defined and measured through an Annual Performance Review, which will include SMART targets and at least two performance review meetings (mid-year and year-end). In addition to the formal performance review, regular meetings or other progress review updates will be put in place in coordination with the supervisor.

4. Qualifications and Experience

a. Education (Level and area of required and/or preferred education)

The National Extension Specialist to Review Extension Materials will hold an advanced university degree (Bachelor's or higher) in Agriculture Education and Extension, extension, extension materials development, information, communications

b. Work Experience

The National Extension Specialist to Review Extension Materials will have the following work experiences:

- Minimum 6 years of relevant professional experience;
- Substantial experiences of design and development contents and curriculum on extension materials training course;
- Experiences in developing agricultural extension materials training manuals and guidelines;
- Experience in training on extension materials development;
- Experiences in developing contents, lectures, training materials and extension materials for agricultural education and training institutes;
- Experiences in post and integrated documents, extension and training materials in ICT tools , social media and other related database.
- Experiences of the agriculture and rural development sector will be an asset;
- Experiences as an advisor to a public sector agency in an externally financed development program will be an asset;
- Previous experiences in Cambodia or a comparable country strongly preferred.

c. Key Competencies

- Understanding of the design and apply extension materials development training;
- Understanding of the training and extension materials development,
- Understanding use, post and integrate document and extension materials in ICT tools, social media and other related database.

- Relevant technical knowledge, skills and extensive work experiences in design and developing extension materials,
- Familiarity with extension and education strategy and development management strongly preferred;
- Good teamwork abilities;
- High level of computer literacy;
- Personal interest, commitment, flexibility and willingness to work in a highly motivated team of professionals; and
- Ability to travel to areas of operations.

d. Languages

- Fluency in English and Khmer is essential;
- Knowledge of English and French is an advantage.

e. Skills

- Advisory Services
- Budget management
- Capacity building
- Client management
- Knowledge Management
- Monitoring and Evaluation
- Multistage Reporting
- Project design
- Project development
- Project Management
- Risk Analysis
- Stakeholder Management
- Develop project team
- Team working.