

TERMS OF REFERENCE

(Individual Consultant)

Title:	Agriculture Extension Knowledge Management and IT Advisor
Programme:	Agriculture Services Programme for Innovation, Resilience and Extension (ASPIRE)
Duty station:	Phnom Penh, Cambodia
Section/Unit:	Programme Technical Assistance
Contract/Level:	National Consultant
Contract duration:	12 months, renewable upon satisfactory performance and available funding
Supervisor:	Programme Manager-Extension

1. General Background

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, Kratie, Stung Treng, Prey Veng, Svay Rieng, Kandal, Takeo and Kampot.

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 an **Agriculture Extension Knowledge Management and ICT Adviser** to support implementation of ASPIRE.

2. Purpose and Scope of Assignment

The purpose of the assignment is to assist the Programme Manager-Extension Services to implement the Policy on Agriculture Extension and in particular to strengthen the capacity of MAFF to deliver and coordinate extension services to smallholder farmers. Areas of strengthening under Component 2.1 of ASPIRE include:

- Defining roles and responsibilities in extension provision within the framework of the Policy on Agriculture Extension;
- Improved systems for assessing farmers' needs for extension materials;
- Providing assistance for the development of improved extension materials including stronger focus commercialization of smallholder agriculture and mainstreaming climate change adaptation;

- Training of extension staff including officials of the Provincial Departments of Agriculture and District Agriculture Offices (DAO) and Commune Extension Workers (CEW);
- Continue to support the activities Farmer to Farmer learning;
- Strengthening the use of Information Technology (IT) in extension;
- Introducing a quality assurance system for extension materials and extension service providers.

The **Agriculture Extension Knowledge Management Adviser** will support in all the above areas but will be particularly responsible for strengthening the Quality Assurance for Agricultural Extension in Cambodia and strengthening the use of ICT in extension.

The scope of work of the **Agriculture Extension Knowledge Management and IT Advisor** includes assisting the Programme Manager-Extension and the Deputy Programme Manager – Extension to:

- Maintain the existing Server Infrastructure in DAE server Room.
- Support to Finance team for installing Sage accounting client on VM remote desktop.
- Coordinate with MIS and M&E for maintain the MIS system.
- Support DAE coordination extension hub team for operating the Extension Hub.
- Maintain and Develop new feature of the extension web portal in case of need.
- Maintain and update Inventory Service Provider.
- Coordinate with 321 IVR Company to maintain Agriculture extension channel.
- Provide training to Coordination extension Hub team on Web developer, Mobile app and ICT in Agricultural Extension.
- Train and Promote media social network to extension officers, extension workers.
- Assist and Support E-learning and ICT aspect with PrekLeap National Colleague of Agriculture.
- Assist and support DAE for implementation call center.
- Assist and support develop the concept note for conducting training, collecting secondary data, extension expose, Mass media campaign...etc.
- Support Mass media Office for producing video clip.
- Collaborate with KM Specialist in ASPIRE Sec. to collect case studies, lesson learn, and update the KM Manual.
- Assist coordination extension hub team to implement the quality assurance.
- Assist and support new extension office of DAE/MAFF and Mass media office in extension material development.
- Assist and support PDAFF for using the Extension Hub and Extension Web Portal.
- Other tasks as requested by the Programme Manager - Extension.

3 Monitoring and Progress Controls

The **Agriculture Extension Knowledge Management Adviser** works under the day-to-day supervision of the Programme Manager – Extension who is assisted by the Deputy Programme Manager – Extension.

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

The assignment will commence in September 2018. The initial contract will be for 12 months work during September 2018 to September 2019, with the possibility of extension subject to satisfactory performance.

The performance of the Agriculture Extension Knowledge Management Adviser 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)

Advanced university degree (master's) in ICT or another relevant field with at least 6 years of relevant professional experience or a bachelor's degree with at least 10 years of similar experience is considered as equivalent.

b. Work Experience

Minimum 6 years of relevant professional experience in ICT with Master's degree or 10 years with Bachelor's degree. Relevant professional should include working as an advisor with ICT / database design and Knowledge management.

Responsibilities in an externally assisted project / programme environment. Previous work experience in the Specialized on LAN and WAN infrastructure and Knowledge Management.

b. Key Competencies

- Good in design and develop Web site, mobile app and online database system.
- Understand the principles of Knowledge Management System;
- Knowledge of the agriculture sector including use of ICT to support extension services to smallholder farmers is preferred;
- Previous experience training users of database and / or mobile applications is preferred;
- Good teamwork abilities;
- 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;

e. Skills

- Advisory Services
- Capacity Building

Programme Authority (Name/Title):		Contract Holder (Name/Title)	
Signature:	Date	Signature:	Date