

TERMS OF REFERENCE

Consultant for Conservation Agriculture and Sustainable Intensification Consortium (CASIC)

1. Overview of the Assignment

Project: The Innovation for Sustainable Agriculture (ISA)
About: Conservation Agriculture and Sustainable Intensification Consortium (CASIC)
Duration: January 2023 until December 2023.
Location (s): Ministry of Agriculture Forestry and Fisheries with 30% Travel

2. Swisscontact

Swisscontact - the Swiss Foundation for Technical Cooperation is an independent, non-profit foundation based in Zürich, founded in 1959 by leading figures from the Swiss private sector and Swiss universities. It is exclusively involved in international development, active in more than 38 countries with 120 programmes with more than 1,000 staff members. At the heart of all Swisscontact's work stand the private sector and its crucial role for achieving more inclusive economic growth. Swisscontact approaches this through 8 working areas: Initial Vocational Education and Training, Labour Market Insertion, Upskilling and Reskilling, Sustainable Agriculture, Trade, Green Cities, Tourism and Entrepreneurial Ecosystem. Swisscontact has been present throughout South-East Asia for more than 30 years. Swisscontact has been operating in Cambodia since 2013, establishing its office in the country in April 2016.

3. ISA

ISA

The Innovation for Sustainable Agriculture (ISA) is financed by the Happel Foundation, the Marcuard Family Office, among other donors, and is part of the Swisscontact Development Programme, which is co-financed by the Swiss Agency for Development and Cooperation (SDC), Federal Department of Foreign Affairs FDFA. In line with the aspirations of the Royal Government of Cambodia, ISA will work to make the Cambodian agriculture sector move towards sustainable intensification. The project will support existing public and private institutions to provide appropriate sustainable technologies and techniques to smallholder farmers. It will do so by piloting new business models in extension and other services. The project will work closely with the Ministry of Agriculture, Forestry and Fisheries and its various Departments, Universities, and the private sector.

4. Assignment and Objectives

4.1 Assignment

To support the Conservation Agriculture and Sustainable Intensification Consortium through ISA Project based in Phnom Penh with regular travel to field locations. The JPO will work as part of CASIC Secretariat team with minimal supervision and support from ISA team of Swisscontact.

4.2. Objective

Support CASIC secretariat office and Subcommittee work.

5. Scope of Work

- **Task 1:** Support CASIC on event organizing, meeting and field visit: organize, facilitate, and support on logistics for different events and activities of the programme (trainings, workshops, meetings etc)
- **Task 2:** Support CASIC on budget and financial management: Work closely with CASIC supporting partners and manage CASIC overall budget, budget plan and financial reports
- **Task 4:** Support CASIC subcommittee to ensure all the activities match with CASIC annual workplan and follow the deadlines.
- **Task 3:** Support CASIC chair in a day-to-day work: work in a small secretariat team in MAFF CASIC secretariat operate smoothly.

6. Deliverables

- Ensure CASIC budget management and financial documents matches with partners' requirements and deadlines
- Ensure CASIC meeting, workshop, field visit, etc, is organize successfully.
- Ensure CASIC's Subcommittee function properly
- Ensure CASIC's days-to-days work is done smoothly

7. Duration and timing of assignment

The duration of this assignment is from **January to December 2023**

8. Requested skills set

- Bachelor's degree in International Development/ Business Administration/ Economics/ Agronomy or other relevant subjects
- Fresh university graduates
- 1-year equivalent experiences working in government related sectors
- 1-year equivalent experiences working with stakeholders and development partners
- Experiences with project management and budget management

- Ability to work independently, with high motivation, responsibility, and professionalism to deliver programme activities to a good standard
- Fluent in writing and speaking Khmer and with advance English literacy
- Computer and digital literacy especially on Microsoft Word, Power Point and Excel
- Willingness to work as team with commitment and ambition to contribute to sustainable and inclusive economic development in Cambodia
- Good interpersonal and communication skills
- Good attitude, open-minded and willing to learn things