

## **TERMS OF REFERENCE FOR ADB STAFF AND CONSULTANTS**

### **A. Objectives of the Operations Evaluation Mission**

1. An Asian Development Bank (ADB) Evaluation Mission will carry out a sector assistance program evaluation (SAPE) for the agriculture and rural development sector in Cambodia as part of the input into the 2009 CAPE. The Evaluation Mission will collect and analyze data needed for the assessment of (i) ADB's project, programs and technical assistance in the sector for a bottom-up (operational programs) assessment and (ii) the design and implementation of strategies within the sector and among sector for a top-down (strategic level) assessment. The bottom-up and top-down performance assessments will be combined to conclude on the overall performance of ADB assistance in the each of the two areas. Then, key strategic issues and lessons will be identified and recommendations to address them will be made. The evaluation will follow the evaluation framework developed under this Evaluation Approach Paper (Appendix 3) and the SAPE report will be prepared in accordance with the 2006 *Guidelines for the Preparation of Country Assistance Program Evaluations*.

### **B. Terms of Reference for ADB Staff**

2. The Senior Evaluation Specialist/Mission Leader will be responsible for the overall planning and management of the Evaluation Mission and report preparation. He will lead the evaluation and perform the following key tasks:

- (i) Supervise the planning and implementation of the sector evaluation;
- (ii) Coordinate with government and private sector stakeholders, donor agencies, and counterparts within ADB;
- (iii) Coordinate the activities and progress of consultants;
- (iv) Integrate the outputs of the team members;
- (v) Participate in interviews and focus group discussions with relevant stakeholders and ADB staff, together with team members;
- (vi) Collect data relevant to the evaluation studies; and
- (vii) Coordinate and prepare the SAPE report for interdepartmental review and submission to the DEC, taking into account contributions from team members, and prepare the final report for knowledge dissemination.

3. The Evaluation Officer will carry out the following tasks:

- (i) Assist in collecting data related to the relevant loans and TA projects in the agricultural sector and rural development activities;
- (ii) Provide assistance in engaging the consultants and managing the contracts;
- (iii) Assist the Mission Leader in collating the outputs of the consultants;
- (iv) Work closely with the international consultant in obtaining views of ADB staff;
- (v) Update the matrix on program conditions and related program data;
- (vi) Collect data relevant to the evaluation studies;
- (vii) Assist in the preparation of summary analyses for individual projects and TAs
- (viii) Assist with the analysis of study data and
- (ix) Assist in report preparation, finalization, and dissemination.

### **C. Terms of Reference for International Consultant (60 days)**

4. The assignment requires a good knowledge of agriculture and rural development in Asian countries, preferably with some exposure to Cambodia, as well as familiarity with ADB's

operational arrangements and procedures as well as institutional policies and strategies. Under the guidance of the Mission Leader, will carry out for the following tasks:

- (i) Review available documents on the ADB projects, programs and technical assistance in the agriculture and rural development sector which were under implementation during 1998-2008, including RRP, PPR, PCR, PPER, mid-term review reports, review mission back-to-office reports, country portfolio review reports and any other relevant material available;
- (ii) initiate a preliminary project by project review based on a standard template indicating relevance, effectiveness, efficiency, sustainability, impact and institutional considerations;
- (iii) on the basis of the preliminary analysis undertake interviews of ADB staff (headquarters and CRM), EA staff, personnel of key government planning agencies, co-financiers and other donors and other key stakeholders to refine the preliminary project analysis;
- (iv) undertaken field trips to project sites (including sites in the Tonle Sap region) to observe completed and ongoing project works and conduct interviews with beneficiaries and intended beneficiaries;
- (v) on the basis of the interviews and the field observations refine the project by project analysis and prepare a preliminary bottom-up analysis based on the consolidated findings;
- (vi) using data on ADB's overall programming and national statistics (e.g., agriculture production and poverty statistics) and the results of interviews work with the senior evaluation specialist prepare a top-down analysis showing ADB's positioning, performance and contribution to development results;
- (vii) in the process, review ADB's Tonle Sap Strategy of 2005 and assess how closely the program to date has adhered to and contributed to the strategy and whether the strategy is still relevant for future investments in the sector;
- (viii) prepare a paper summarizing the findings of the SAPE to date as the basis for round table discussions with the Government and key stakeholders at a consultative review meeting;
- (ix) assist the senior evaluation specialist in preparing for and undertaking the consultative review meeting;
- (x) revise the SAPE findings based on the outcome of the consultative review meeting and assist in the preparation of the SAPE report for peer review and interdepartmental circulation.

#### **D. Terms of Reference for National Consultants**

##### **1. National Agriculture Consultant (45 days)**

6. The study requires a national agriculture consultant with a good knowledge of the agriculture sector in the country and its institutions as well as ADB's program and its results. The consultant should have previous consulting experience and good English skills. His/her duties will be:

- (i) advise the senior evaluation specialist and the international consultant on current trends in the sector and the programs of other development partners;
- (ii) assist in arranging meetings with key individuals in relevant ministries as well as among the donor community;
- (iii) participate in interviews and discussions to provide a national perspective and to help sensitize the senior evaluation specialist and the international consultant to

- national policies and cultural considerations and to place the results of the interviews and discussions in a realistic perspective;
- (iv) participate in the field trip to provide orientation, provide technical guidance on agriculture issues (e.g., cropping patterns and cultural practices) and to assist with beneficiary interviews;
- (v) assist in preparing for the consultative review meeting;
- (vi) participate in the consultative review meeting and provide views on the meeting outcome to the ADB team;
- (vii) follow up on post-consultative review meeting matters and queries as needed and relevant.

## **2. National Rural Development Consultant (30 days)**

6. The study requires a national rural development consultant with a good knowledge of rural development and poverty reduction in the country, the issues involved and the agencies engaged in rural development activities, as well as ADB's program and its results. The consultant should have previous consulting experience and good English skills. His/her duties will be:

- (i) advise the senior evaluation specialist and the international consultant on current trends in rural development and poverty reduction and the programs of other development partners including key NGOs;
- (ii) assist in arranging meetings with key individuals in relevant ministries as well as among the donor community and key NGOs engaged in rural development activities;
- (iii) participate in interviews and discussions held in the country to provide a national perspective and to help sensitize the senior evaluation specialist and the international consultant to national policies, cultural considerations and the realities and constraints of operating in the rural areas;
- (iv) participate in the field trip to provide orientation, provide technical guidance on poverty reduction and cultural issues and to assist with beneficiary interviews;
- (v) assist in preparing for the consultative review meeting;
- (vi) participate in the consultative review meeting and provide views on the meeting outcome to the ADB team;
- (vii) follow up on post-consultative review meeting matters and queries as needed and relevant.