

Terms of Reference

<i>Program Title:</i>	<i>National Program for Sub-National Democratic Development</i>
<i>Assignment:</i>	<i>Senior Monitoring and Evaluation Advisor</i>
<i>Location:</i>	<i>NCDD-S, Phnom Penh</i>
<i>Duration:</i>	<i>12 months (with possibility of extension)</i>

1. Background

Based on the Organic Law on Administrative Management of the Capital, Provinces, Districts, Municipalities and Khans adopted in May 2008, the ten-year National Program for Sub-National Democratic Development (NP-SNDD)-2010-2019- and its first three-year Implementation Plan (IP3) – 2011-2013 – have been approved by the Royal Government. The purpose of the NP-SNDD and the IP3 are two-fold: to develop accountable, sub-national democratic institutions with effective administrations, and to promote improved sub-national development for the benefit of the Cambodian population.

Underlying the design of the IP3 is a national effort to develop capacity at all levels of government for democratic development including policy formulation, institutional strengthening and human resource development. At sub-national level, specific emphasis is focused on the level of the district/municipality.

The National Committee for Sub-National Democratic Development (NCDD) is mandated as the overall program authority and through its Secretariat (NCDD-S) is responsible for policy formulation and program coordination. Under the overall management of the Director and his appointed Deputies, the NCDD-S consists of four Divisions: Policy Analysis and Development; Program Management and Support; Administration and Finance; and Monitoring, Evaluation and Information.

The Office of NP Monitoring, Communication and IT Support has the following functions:

- i. IT support to the NCDD-S functions of (i) monitoring the implementation of the National Program and (ii) developing the overall SNA data management. It will support the preparation of periodical NP implementation reports and will provide the framework within which the different databases of the SNAs will be developed and maintained by the responsible agencies (MOP, MOI, NCDD-S/SNA Observatory) and the interface with other databases (e.g. of the Local Finances Department of MEF)
- ii. Communication, including maintenance of the NCCD website, preparation and publication of material for print, radio and TV and the development of an intranet, to allow interaction between staff in different offices and in the provinces.

The Second IP3 (IP3-II) was approved in December 2014. It continues the M&E strategy described in the first IP3 (i.e. the *IP3 Results Framework and M&E Strategy*), updating its

targets by using a “theory of change.” In the first and second IP3s, the practice of M&E included the following: (i) tracking indicators (at output and outcome level); (ii) undertaking periodic outcome assessments (including the governance survey, capacity assessment, and gender audit); (iii) leading the development of IT tools and M&E training (i.e. M&E capacity development activities); (iv) doing impact evaluations, using advanced statistical methods, often together with other researchers; and (v) writing progress reports. Several other areas of work were initiated, but not pursued in great depth including: (1) facilitating learning, for example, through learning forums; (2) evaluating the efficiency and effectiveness of specific outputs (for examples, the effectiveness of training, or the effectiveness of DM charters), (3) supporting compliance inspections, and (4) facilitating policy evaluation, for example, in partnership with civil society.

This Terms of Reference is for the position of Senior M&E Advisor, working within the Monitoring and Evaluation Office under the Monitoring Evaluation and Information Division. This is a senior M&E advisory position, involving the supervision of other M&E officers. All work done is expected to integrate gender fully.

2. Duties and responsibilities

Objective

The Senior M&E advisor is responsible for ensuring M&E is practiced according to the standards and vision established in the first and second IP3s. He / she is responsible for ensuring:

- All stakeholders are aware of how the IP3 is progressing against its targets, both in terms of outcomes and implementation (outputs and activities);
- Decision makers are provided the information they need;
- Results are increasingly managed;
- Policies are increasingly based on evidence;
- Learning, based on results, is increasingly taking place
- All IP3 implementers, at National and Sub-National levels are practicing M&E, as part of their normal or routine work;
- M&E capacity of all IP3 implementers, at National and Sub-National levels, within NCDDS and outside NCDDS is strengthened

The Senior M&E advisor is not expected to be able to implement, individually, the ambitious M&E strategy described in either the IP3 or this TOR. He or she is expected to work closely with other stakeholders, to facilitate and promote the practice of M&E amongst NCDDS staff, SNAs, IP3 implementers, researchers, Civil Society, and others. M&E is expected to be increasingly decentralized, to be implemented outside the NCDDS M&E office. In short, the Senior M&E advisor will be increasingly expected to:

- Establish a clear strategy, vision and direction for the practice of M&E

- Provide incentives and capacity for others to practice M&E
- Sub-Contract and enter into partnerships for the practice of M&E

His/her performance will be evaluated largely in terms of the knowledge and skills transferred to his or her government counterparts.

Main Responsibilities

The primary responsibilities of the Senior M&E Advisor are to:

Key tasks include:

1. Develop M&E strategies and plans, which establish a vision and...for the practice of M&E within the IP3
2. Promote results based management through the use of targets and the design and facilitation of management meetings to discuss performance
3. Track performance by collecting data based on IP3-II targets and indicators; analyse reasons and causes of performance gaps
4. Identify, design, facilitate and ensure outcomes are being monitored, including, but not limited to compliance inspection, governance surveys, capacity assessments, gender audits, measures of autonomy, and other instruments
5. With the Policy Development Division, undertake occasional policy evaluations, both summative and formative
6. With the Program Support Division, undertake occasional evaluations of the quality, efficiency and effectiveness of individual outputs (for example, the effectiveness of DM charters)
7. With other stakeholders, complete periodic impact evaluations, using control and treatment groups and difference of differences approaches;
8. Support M&E arrangements in other projects including social accountability and others;
9. Promote the public availability of SNDD performance data
10. Facilitate learning within the IP3, between SNAs and central implementers, and between SNAs
11. Report IP3 and NP progress, both internally and externally;
12. Support SNA monitoring and the development and use of monitoring and MIS systems by SNAs; Support the use and revision of IT / computerized systems relevant to M&E;
13. Develop NCDDES, SNA, and IP3 implementer's M&E capacity, through training and other initiatives;
14. Undertake planning, management and other responsibilities assigned by NCDDES management
15. Develop MIS strategies and design appropriate systems in partnership with IT team and/or consultant
16. Use data from existing sources to conduct impact assessment of NP as required

3. Reporting Relationship

The Senior M&E advisor will work under the overall supervision of the Head of the NCDD Secretariat, and directly supervised by the director of Monitoring, Evaluation and Information Division. S/he will work closely with the chief and other key staff members and advisers of the NCDDS.

4. Expected Results

The expected results of his/her work will be a series of regular monitoring and reports on the progress of IP3 implementation, outcomes, and impact. A second result will be NCDD's capacity to improve and maintain the NP monitoring system and SNA performance monitoring system.

5. Qualifications

The advisor should have a broad range of M&E skills because his/her portfolio includes very different activities. The advisor will need to have excellent writing, communication, facilitation, and management skills.

The Monitoring Advisor is expected to possess the following qualifications:

1. Master degree in a relevant field (statistics, economics, international development, public policy, law etc.)
2. A minimum of five years of professional experience in programme/project management or M&E experiences or social research and survey management
3. Advanced data analysis with SPSS, STATA, R Programming, or others
4. Ability to design and develop M&E systems, surveys, and indicators
5. Ability to communicate M&E concepts clearly to both M&E practitioners and laypersons; good general communication, interpersonal and reporting skills.
6. Demonstrated capacity for leadership and management and proven ability to work as part of interdisciplinary and multi-cultural teams
7. Understanding of and ability to work within government systems
8. Experience in all aspects of capacity development needs assessments, design of capacity development interventions
9. Proven proficiency in Khmer and English (writing and speaking)
10. A highly motivated and results oriented mature professional with the ability to deliver tasks with minimum supervision and on time, to work effectively in a team and with many actors at many levels and the ability to produce high quality results.
11. Ability to work under pressure, handle a large volume of work and successfully prioritize tasks in order to successfully manage multiple commitments and deadlines.
12. High-level skills in Microsoft office or equivalent software packages and good knowledge of web-based systems