

Terms of Reference

Position : M&E Consultant
Project Title : Cambodia Nutrition Project
Budget Line : Credit no. 5807-KH
Duty Station : NCDDS
Duration : 1 year contract (with annual performance review and renewable for 5 years)
Basis : Individual Consultancy Contract

A. Background:

The National Committee for Sub-National Democratic Development (NCDD) is an inter-ministerial committee mandated to oversee the policy reforms on decentralization and deconcentration and the implementation of a 10-year national program. The Secretariat (NCDDS) is responsible for facilitating policy formulation and program coordination, implementing the Three-year Implementation Plan (IP3), program management and coordination through its four Divisions: The Policy Development and Analysis Division; the Program Management and Support Division; the Monitoring and Evaluation and Information Division; and the Finance and Administration Division.

NCDDS is the implementing agency (IA) of the Cambodia Nutrition Project, a five-year Multi-donor Grant project (2019-2024). The main development objective (PDO) of the project is to improve utilization and quality of priority maternal and child health and nutrition services for targeted groups in Cambodia.

The project will finance ‘priority maternal and child health and nutrition services’, a subset of interventions drawn from the MOH Investment Case (IC) for Reproductive Maternal Newborn Child and Adolescent Health and Nutrition (RMNCAH-N) in Cambodia. These priority services are aimed at reducing neonatal mortality, improving maternal and child nutrition, and improving routine immunization coverage. The priority services were defined in accordance with the expectation of the Royal Government of Cambodia (RGC) to converge interventions with known effectiveness to increase sustainability and efficiency of RMNCAH-N financing. Targeted groups include pregnant and lactating women and children in the first 1,000 days of life living in Mondulakiri, Ratanakiri, Kratie, Steung Treng, Preah Vihear, Kampong Chhnang, and Koh Kong provinces.

The project has three components: Component 1: Strengthening the Delivery of Priority Health Services; Component 2: Stimulating Demand and Accountability at the Community Level; and Component 3: Ensuring an Effective and Sustainable Response.

Component 1 leverages the HEF and SDG systems—existing results-based health sector platforms—to improve the supply-side delivery of priority interventions. The component will aim to improve the accessibility, affordability, and quality of these priority services. The component has two sub-components outlined below.

Component 2 will finance community-based interventions in the seven priority provinces to stimulate demand, increase utilization of facility-based priority services, and encourage the adoption of improved RMNCAH-N behaviors. Component objectives are to: i) strengthen the links between the sub-national authorities, the public health providers, and the citizens; ii) create demand and increase access to priority health and nutrition services; and (iii) strengthen public sector commitment and accountability to improve the availability and quality of priority health and nutrition services ; and (iv) use performance-based grants to improve (Sub National Authority) SNA delivery and sustainable financing of relevant social service activities linked with the project’s priority services.

Component 3 will finance: i) central level actions needed to enhance the effectiveness and sustainability of project investments; ii) development and delivery of modernized social and behavior change

communication (SBCC) campaigns; iii) comprehensive monitoring, evaluation and adaptive learning; and iv) project management.

Component 1 and 3 will be implemented by the Ministry of Health and component 2 will be implemented by NCDD-S.

B. Implementation of CNP respects the following principles:

- Promote good governance and rule of law;
- Support and strengthen the health reform and decentralization and de-concentration agenda of the Government;
- Encourage civic engagement;
- Promote transparency and accountability; and
- Ensure sustainable growth.

The Implementing Agency for component 2 of the CNP is the National Committee for Sub-National Democratic Development Secretariat (NCDD-S), which has overall responsibilities for operational aspects of the component 2 at the sub-national level including contract administration, financial management and operational monitoring and evaluation, as well as for overseeing implementation within the framework of decentralization and de-concentration reforms. CNP will implement for the period of 5 years (2019-2024) in 7 target provinces such as Mondulkiri, Ratanakiri, Kratie, Steung Treng, Preah Vihear, Kampong Chhnang, and Koh Kong provinces.

C. Duties and Responsibilities:

The Monitoring and Evaluation Consultant's primary role is to provide coaching, capacity building, and technical support to NCDD-S/ the Monitoring and Evaluation and Information Division to ensure their ability to design, test and implement an M&E system for DMA-SDG, C/S-SDG rollout and reporting procedures. The Consultant will support the development of an M&E structure aligned with existing NCDD M&E processes and reporting system that is conducted at subnational level. The M&E Consultant will support the coordination with various teams within NCDD-S that is implementing the DMA-SDG, C/S-SDG process and capacity building at subnational level.

Main duties:

M&E Consultant is to work closely with the MEID team and **build the capacity of NCDD-S on M&E and support monitoring and reporting tasks, including:**

1. Support for M&E Preparation and Planning
 - establish CNP's M&E system to align with the existing routine NCDD-S' M&E system including developing monitoring of DMA-SDG, C/S-SDG rollout and reporting procedures at national and subnational level;
 - Prepare M&E and reporting activities to include in annual work plan and budget (AWPB) for CNP-Component 2;
2. Support for M&E System Design, and Capacity Building
 - Define and develop required reporting templates, reporting lines, frequency of reporting, and identify indicators to monitor progress using existing subnational level indicators (i.e. ISAF) and new indicators proposed in the CNP Project Results Framework
 - Train and orient national and subnational level on M&E reporting systems and procedure for C/S-SDG implementation in cooperation with CD team;
3. Support for Reporting, Progress Tracking and Reviewing of Results
 - Assist the project team to design instruments and monitor all aspects of implementation of DMA-SDG, C/S-SDG including CPWC activities, and functioning of village level actors, identify challenges, and take follow-up actions as required;
 - Update regularly on project progress and achievement through collecting data and developing semi-annual progress reports comparing achievements against CNP-results frameworks attached with conclusion and recommendations;

- Facilitate the reviews of project working procedures and provide input for improvement when needed;
 - Regularly update the progress of activities and achievements according to the project result indicators framework with national and sub-national teams, in cooperation with IT and MIS specialists, as necessary;
 - Assist evaluation of the efficiency and effectiveness of CNP operations through field monitoring, case study and in-depth interview with beneficiaries and implementation agencies;
 - Regular field monitoring to identify communities requiring support to speed up the implementation of project activities;
4. Support for Digitizing M&E Process and Developing Analytics Tool
 - Support project team to recruit and select firm to transition from a paper-based to ICT-based DMA-SDG, C/S-SDG assessment system, including contributions to terms of reference, selection committee, and others, as needed;
 - Coordinate with program support team and ICT firm to develop dashboards that support SNA decision making for DMA-SDG, C/S-SDG implementation;
 5. Support for External Communication and Advocacy
 - Support the impact evaluation (baseline, midline and endline);
 - Set up and update home pages of official NCDDS website with CNP update and progress
 - Develop information sharing materials including leaflet, booklets, video on CNP activities, outputs and impacts;
 - Perform other tasks as requested.
 6. Coaching and Capacity Building
 - In each aforementioned area, the Consultant is expected to work closely with the NCDDS MEID team and fin

D. Supervision and Reporting

The M&E Advisor reports directly to CNP's Project Manager under the guidance and direct supervision of the Head of MEID. The Consultant works closely on a day to day basis with the MEID team as well as CNP/NCDDS team.

The CNP Monitoring and Evaluation Consultant will prepare and submit monthly and quarterly progress reports on the tasks performed by him/her including upcoming monthly and quarterly plan to project manager and copy to MEID director.

E. Qualifications Required

The minimum qualifications required for the position of M&E Adviser are as follows:

- A post-graduate university degree in relevant field (local governance, information technology, statistics, health sciences, social sciences, international development) or equivalent
- At least five years progressive experience in M&E works including designing of M&E systems and report writing on implementation of projects in areas related to community development, local government and or health
- At least five years in similar positions with substantial project management responsibilities;
- Good knowledge and understanding of D&D reforms, structure and working procedure of SNA including C/S level
- Demonstrate ability to work as a team
- Understanding of, and ability to work within government system
- Ability to cooperate and work with other advisors and team
- Ability to network with a range of agencies/stakeholders
- Ability to work with minimum guidance, take initiative, and follows through with all tasks
- Knowledge to effectively use desktop computers, word processing, power point and other applications related to M&E procedure.
- Proven experience with Local Administration and Health System in Cambodia is an advantage
- Willingness and ability to travel to difficult places
- Excellent Khmer and English writing, speaking and communication skills