

TERMS OF REFERENCE

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| Position | : | Senior Monitoring and Evaluation Consultant (MEC) |
| Project Title | : | Project for Strengthening Transparency and Accountability in Local Governance through Civic Engagement (STA) |
| Budget Line | : | UNDP Direct Modality (DIM) |
| Duty Station | : | National Committee for Sub-National Democratic Development Secretariat (NCDDS), Phnom Penh |
| Duration | : | 2-years contract (with annual performance review) |
| Basis | : | Individual Consultancy Contract |

A. Background:

Various strategic documents such as the Rectangular Strategy Phase IV, United Nations Development Assistance Framework, and UNDP Country Programme Document informed that development challenges concerning 'Peace' of the 2030 Agenda include obstacles to participate effectively in development and public institutions, limited performance in transparency and responsiveness to the public, and lack of trust from the people in public services. Limited accountabilities and slow public sector reforms are identified as a part of the causes of the challenges.

The Project for Strengthening Transparency and Accountability in Local Governance through Civic Engagement (STA Project) is a three-year project starting from July 2022 to March 2025 with initial contribution of approx. \$2.5 million from the Government of Japan. It is implemented by UNDP in contributing to the National Programme on the Sub-National Democratic Development Phase 2 (NP2).

The National Programme on Sub-National Democratic Development from 2021-2030 identified remaining key challenges and relevant ones for the project are as follows.

- Vertical accountability and trust (National–Sub-National Administrations–People)
- People's knowledge about their rights and how to hold SNA councils and SNA accountable
- Mainstreaming of cross-cutting issues such as digital governance, climate change, gender equality and social equality and inclusiveness.
- Monitoring and reporting of Cambodia Sustainable Development Goals at the sub-national level

The project's expected results are as follows:

Output 1: Women and men, including the under-represented, marginalized, and vulnerable have more accessible information, especially on local services, development projects and rights to hold SNA accountable in three provinces

Output 2: Women and men, including the under-represented, marginalized, and vulnerable have more opportunities and increased capacity to express their needs in local planning and monitoring

The project applies the following three approaches:

- Human rights-based approach: The project strengthens accountability and participations, which are two of human rights principles and for accountability works, there must be transparency/openness in the processes and procedures in performing and reporting on designated function, too. Other human rights principles (universality, indivisibility, inter-relatedness, and equality) also integrated in the project.
- Adaptive programming: In recognizing needs to understand and learn more existing initiatives and local contexts, and test a new solution, the project includes activities gathering and analysing data and evidence as well as experimenting a new idea. The findings and learning will inform and adapt programming.
- Strategic innovation: For adaptive programming, innovation is needed to find out what works through ideation, prototyping, testing with collective intelligence. The project integrates this approach in all activities.

The National Committee for Sub-National Democratic Development (NCDD) was established to coordinate and to take the lead in delivering the government commitment on Sub-national Democratic Development (SNDD). The NCDD Secretariat (NCDDS) was established as the secretariat to NCDD, to assist NCDD in coordinating, managing, and implementing the National Program for Sub-national Democratic Development (NP-SNDD) in close collaboration and partnership with all stakeholders including line ministries, SNAs, Development Partners, Civil Society Organizations, private sector and others.

Considering the critical roles and the comparative advantages of engaging with NCDDS to deliver some part of the activities contributing to the project expected results, NCDDS was selected as one of Responsible Parties.

B. Duties and Responsibilities:

1) Supervision

The **Senior National Monitoring and Evaluation Consultant** will work under direct supervision of the STA Project Coordinator at NCDDS. S/he will be based at NCDDS, expected to also work closely with and support sub-national teams, and NGOs (as other responsible parties) in monitoring & evaluation of all related STA activities implementation under the NCDDS responsible.

2) Liaison and Cooperation

The National Monitoring & Evaluation Consultant cooperates closely with other national and international consultants, and officers at NCDDS, UNDP, and sub-national team, as well as NGOs partners and other relevant stakeholders to support the STA activities implementation.

3) Roles and Responsibilities

The key role of Senior National Monitoring & Evaluation Consultant is to advise and assist the STA Project Coordinator and other project team at NCDDS and Sub-national team in all aspects related to monitoring and evaluation of all related STA project activities, particularly all the responsible outputs of NCDDS as a responsible party.

a. Specific Tasks:

Management, Coordination and AWPB

- Read, understand, and provide support to NCDDS, Sub-national level and stakeholders on the interpretation of the STA project's activities and outputs, implementation procedure, work schedule and AWPB etc.
- Assist the Project Management team, coordination and collaborations with the International and National Consultants in monitoring and evaluation of all aspects of project implementation and identify issues, suggest resolution, and promptly take follow-up action as required;
- Support all M&E matters including the coordination for all activities under STA project concerning to NP1 & NP2 evaluations, as well as governance survey, and regular facilitate with UNDP team for the implementation.
- Coordinate and participate in the project management meetings, and provide update/regular report to NCDDS management all matter of project progress.
- Assist the Project Director, Project Coordinator, and NCDDS team in the preparation of the STA Project Annual Work-Plan and Budget (AWPB) including coordination to obtain inputs from the technical team of both NCDDS and UNDP, review the draft AWPB, comment on its consistency with the STA Project Cost Tables; and coordinate for approval process for the implementation.
- Perform formal and informal monitoring on the progress of STA project AWPB implementation, including collecting the progress reports from all relevant project units and consolidate into project reports required by STA Management and the UNDP;

Monitoring and Evaluation, and Reporting

- Initiate and advise NCDD team to develop ToR for NP1 & NP2 evaluation, as well as governance surveys which will be contracted out to consulting firms.
- Provide advice for the detail methodology for data collection and information related to projects for monitoring and evaluation, this includes compilation and quality assurance of all relevant documents and align to NCDD reform policy.
- Work closely with team including NCDD, UNDP and consulting firms to provide orientation on M&E plan and activities to relevant stakeholders and SNA to support the data collection process.
- Review and update if/as necessary the M&E plan/methodology based on lesson learned from the implementation/field data collection.
- Provide guidance and technical back up to on the draft report/finding from the consulting firms concerning on NP1 & NP2 evaluation and governance surveys.
- Facilitate consultative meeting with relevant stakeholders to validate the results of evaluation and surveys, and the dissemination activities.
- Work with NCDD and IT consultant to support the development of MIS for SNA, prototype development/experimentation follow findings of NP1 & NP2 evaluation and the governance surveys.
- Prepare and update regular project progress and achievements under responsible of NCDD in regard to the activities schedule and activities results with national and sub-national teams, and prepared final report.

b. Other Duties

- Perform other duties related to monitoring and evaluation as requested by the NCDD Project Management.

C. Qualifications Required

Education/Experience:

- Master degree (or higher) in rural development, project management, public policies and public administration;
- Extensive experience at least 10 years on project management and M&E in local development, community development, governance, local government reforms in Cambodia.
- Advanced understanding project reporting and ability to prepare analytical reports as required by management.

Organizational Competencies:

- Demonstrate commitment to NCDD's mission, and D&D reform policy;
- Display gender, religion, race, nationality and age sensitivity and adaptability and;
- Ability to establish and maintain effective rapport with civil servants, other advisers and with all key NCDD stakeholders.

Functional Competencies:

- Proven communication and advocacy skills;
- Flexible, ability to solve problems and adaptable;
- Ability to work with minimum guidance and proven initiative;
- Good management, coordination and facilitation skills;
- Proficiency using of MS Word, Excel, Power Point, MS Project, etc.;
- Awareness and sensitivity of cross-cultural settings;
- Good report writing skills in English and Khmer and;
- Ability to travel to provinces and fields.