

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	Monitoring and Evaluation and Policy Specialist
UNDP Practice Area:	Programme Results Unit
UNDP Cluster/Project:	Project to Support the Leading the Way for Gender Equality Program (LWGE)
Location:	Phnom Penh
Type of Contract:	Individual Contractor (IC)
Post Level:	Specialist
Language Required:	English and Khmer
Contract Duration:	60 working days between 01 August 2019 and 31 December 2019

2. Program Description

The 'Leading the Way for Gender Equality' (LWGE) program (2017-2020) is a program of the Ministry of Women's Affairs of Cambodia (MoWA) whose overall objective is "Enabled environment for gender equality, women's empowerment and feminist leaderships in Cambodia through enhanced capacities of the Gender Machinery." The LWGE program is supported by the Swedish International Development Agency (Sida) and UNDP -through the Project to Support the Leading the Way for Gender Equality Program-, and by Oxfam.

The program is focused on three outcomes: 1) More effective institutionalization of gender policies across government, and more effective performance of Gender Machinery to lead gender equality mainstreaming with inclusion of disadvantaged groups of women and girls; 2) Promotion of behavioural change in favour of gender equality among the public and young Cambodians; and 3) Increase number of and capacities of women in decision-making positions and strengthen feminist leaderships.

The first outcome of the program requires the assistance of a national Monitoring and Evaluation (M&E) and Policy Specialist to realize some of the outputs and deliverables under that outcome and to provide necessary capacity building and support to the Cambodian National Council for Women (CNCW) for its implementation and monitoring. Under the LWGE program's Output 3 *-Improved inter-ministerial*

accountability and harmonized monitoring of gender policies-, the support from the Specialist to the CNCW will be critical to strengthen the role of CNCW as oversight mechanism across Government and monitor compliance of the Royal Government with the Convention on the Elimination of Discrimination against Women (CEDAW) and national gender policies such as the First National Gender Equality Policy, Neary Rattanak and the National Action Plan to Prevent Violence Against Women. As part of the LWGE program's Output 1 -*First National Gender Equality Policy and Neary Rattanak 5 are endorsed-*, the Specialist will support the LWGE program team members and relevant MoWA departments for the finalization and approval of the First National Gender Equality Policy and the Neary Rattanak 5.

The Specialist is to provide ongoing technical assistance, mentoring, coaching, training and capacity development to relevant CNCW and MoWA staff, in line with the Capacity Development Framework of the LWGE program that focuses on 4 levels: individual, program, institutional and network-stakeholders levels.

3. Scope of Work

The M&E and Policy Specialist will work under supervision of the LWGE program management team and the Secretary General of the CNCW Secretariat, and in close cooperation with other Technical Assistants of the LWGE program who are contracted by UNDP as well as relevant stakeholders, such as UN Women.

The Specialist will provide critical support to the CNCW and relevant MoWA officers to establish and consolidate a harmonized monitoring system across Government that accounts national gender policies and relevant international and national commitments of Cambodia for gender equality, including the CEDAW Concluding Observations to Cambodia, the 11 recommendations from the Prime Minister for the CNCW Annual Conference, and the relevant indicators and targets on gender from the Cambodian Sustainable Development Goals (CSDGs), the Rectangular Strategy for Growth, Employment, Equity and Efficiency-Phase IV and the National Strategic Development Plan (NSDP). This harmonized monitoring system will be utilized by the CNCW and line ministries and incorporated in the annual reporting of the ministries for the Annual CNCW report and conference presided over by the Prime Minister. This harmonized monitoring system is to be followed by line ministries using some guiding tools and documents that are developed by the Specialist under close supervision of the CNCW Secretary General.

She/he will support MoWA for the effective leadership and facilitation of the Technical Working Group on Gender (TWG-G) to get inputs from stakeholders to the harmonized M&E system for gender equality and for the finalization of the First National Gender Equality Policy and Neary Rattanak 5. She/he will also facilitate additional consultations with stakeholders (i.e. line ministries, development partners, CSOs, etc.) and with the respective MoWA departments to finalize the gender policies, as required.

Capacity Development is a core element of the LWGE program which is expected to result in a transfer of technical and managerial capacities to MoWA and CNCW staff. Thus, the Specialist will provide technical support to implement and monitor key measures of the Capacity Development Framework with the CNCW. This will include support to develop TOR for all CNCW Secretariat with clear roles and responsibilities, to support the management of personal Human Resources files that include annual goals and annual performance evaluations of department staff, and to develop a work calendar that is used by the

department. The Specialist will participate in the monthly meetings of the CNCW Secretariat and provide advice to improve its results-based management, including the quarterly and annual reports. At the beginning of the assignment, the Specialist will undertake a rapid assessment of current capacities of CNCW staff and management practices of the CNCW Secretariat that is focused on the relevant priorities of the Capacity Development Framework's Plan and Results Matrix of the program. At the end of consultancy, the Specialist will deliver a brief final assessment informing on progresses, challenges, lessons learnt and recommendations for the way forward in capacity building of CNCW Secretariat and its staff. The Specialist will also participate at the monthly meetings of the LWGE management team and the Technical Coordination Desk to inform on status of Capacity Development Framework's implementation with the CNCW Secretariat and provide necessary advice.

4. Expected Outputs and Deliverables

The Outputs and Deliverables of assignment will be developed with support from the Specialist and under ownership and leadership from the CNCW Secretariat and LWGE program.

No	Outputs/Deliverables	Estimated Duration of Works	Target Due Dates	Review & Approval
1	Inception report with detailed methodology and workplan in response to scope of work and rapid assessment of current capacities and management practices of CNCW Secretariat. This report includes consultancy work plan and mentoring milestones to the CNCW Secretariat from August to Dec with breakdown plan into two phases from 1 August to 30 September and from 1 st Oct to 20 Dec with clear capacity development activities in each phase correspondence to approved Capacity Development Framework and rapid assessment.	6	1 Aug	CNCW Secretary General, LWGE program coordinator and UNDP Cambodia's Head of Programmes
2	Mentoring and implementation of the consultancy workplan (August to 30 September), resulting in the development of M&E guidelines and tools for CNCW Secretariat to be used by line ministries.	21	30 Sept	
3	Report of the key results of coaching and capacity development support of the phase I workplan and adjust/update the phase II (1 Oct to 20 Dec) capacity development and coaching workplan base on lesson learnt from Phase I implementation.	3	02 Oct	

4	Provide technical support and coach to the LWGE program/MoWA to organize 2 consultations with stakeholders and 2 consultations with MoWA departments to finalize the First National Gender Equality Policy and the Neary Rattanak 5. Incorporation of consolidated inputs into documents and review English/Khmer translation.	15	20 Oct	
5	At least 5 capacity development and coaching tasks completed following phase II workplan	10	20 Dec	
6	A post capacity development assessment of capacities built with the CNCW Secretariat and its staff against the Capacity Development Framework indicators and a narrative report that includes progresses, challenges, lessons learnt and recommendations for the way forward in the implementation of the Capacity Development Framework with them.	5	20 Dec	

5. Institutional Arrangement

The M&E and Policy Specialist will work in close cooperation and under guidance of the Secretary General of the CNCW Secretariat. Overall supervision will be provided by the LWGE program management team (MoWA). The LWGE program coordinator (MoWA) and the Head of Programmes Unit of UNDP will approve on deliverables (to release the payment) based on confirmation of satisfactory outputs. She/he will cooperate closely with other international and national advisors and consultants of the LWGE program.

6. Duration of the Work

The consultant will be given a period of total 60 working days spreading over from 1st August 2019 to 31st December 2019.

7. Duty Station

The duty station of the assignment is Phnom Penh with expectation to travel to provinces for some missions. The travel related expenses of the Specialist to the provinces will be covered by the PSLWGEP project and, hence, should not be included in the price proposal.

Selected individual contractor is required to undertake the *Basic Security in the Field (BSIF) training* (<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>). CD ROMs must be made available for use in environments where access to technology poses a challenge.

8. Minimum Qualifications of the Individual Contractor

Education:	Master's degree in social sciences, international development, or another relevant field.
Experience:	<ul style="list-style-type: none">▪ Minimum 5 years of relevant professional experience in M&E.▪ Strong knowledge and experience in the promotion of gender equality and women's empowerment.▪ Professional experience in international and/or national development organizations and in building capacities of Cambodian government staff.
Competencies:	<ul style="list-style-type: none">▪ Excellent facilitation and interpersonal skills and ability to work in and with teams.▪ Proven ability to set priorities and manage time effectively
Language Requirements:	Fluency in English and Khmer (written and spoken)

9. Criteria for Evaluation of level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Minimum 5 years of relevant professional experience in M&E.	50
Strong knowledge and experience in the promotion of gender equality and women's empowerment.	30
Professional experience in international and/or national development organizations and in building capacities of Cambodian government staff.	20
Total Obtainable Score:	100

10. Payment Milestones

The consultant will be paid on a lump sum basis under the following installments:

No	Outputs/Deliverables	Payment Schedule	Payment Amount
1	Upon satisfactory delivery and acceptance of Output 1	6 Aug 2019	15%
2	Upon satisfactory delivery and acceptance of Outputs 2&3	7 Oct 2019	30%

3	Upon satisfactory delivery and acceptance of Output 4	25 Oct 2019	25%
4	Upon satisfactory delivery and acceptance of Outputs 5&6	25 Dec 2019	30%