

TERMS OF REFERENCE

Individual Contractor – Monitoring, Evaluation and Reporting Consultant

1. Assignment Information

Assignment Title:	Results Monitoring, Evaluation and Reporting Consultant (Open for National or International Consultant with residence in Cambodia)
Cluster/Project:	Programme Unit, Early Warning System
Post Level:	International Associate Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Home-based with mission to provinces in Cambodia
Contract Duration:	80 working days (1 February – May 2020)
Start date	1 February 2020

2. Background

The Early Warning System (EWS) is one of the priorities of the Royal Government of Cambodia's. The purpose of an EWS is to monitor climate and environmental data on a real-time basis, detect adverse trends and conduct reliable predictions of possible impacts in the form of early warning information. An early warning therefore refers not only to advisories in emergency situations, but also to information related to the changing climatic trends revealed after tracking and analyzing climate and weather data over time. An effective EWS would thus enable timely response to natural hazards and extreme weather events, to support the implementation of the risk-informed development.

The project "Strengthening climate information and early warning systems in Cambodia to support climate resilient development and adaptation to climate change" ("the EWS project") is being implemented to assist the Government in achieving the early warning system gaps and challenges in the country. The project seeks to address the current barriers through three complementary outcomes:

1. Increased institutional capacity to assimilate and forecast weather, hydrological, climate and environmental information.
2. Climate and weather information available and utilized for national, sectoral and sub-national planning as well as for transboundary communication in the region.
3. Strengthened institutional capacity to operate and maintain EWS and climate information infrastructure, both software and hardware, in order to monitor weather and climate change.

To meet the above three outcomes, the approach adopted by the project is to 1) invest in early warning infrastructure – hydro and meteorology stations nationwide; 2) mobilize technical expertise to enhance capacity of national entities (namely MOWRAM, NCDM, and MAFF) in making use of the information; and 3) ensure the smooth flow of information sharing both at national level and between national and provincial level. Over the last two years, the project has shown significant progress in supporting the provision of climate information and climate forecast capacity in Cambodia.

Communicating the result of the project's activities is an important undertaking to ensure that the progress of the project is well documented and promoted to wider audience. Since the project enters the last year of implementation, a Monitoring, Evaluation and Reporting Consultant is required to help document the project results, achievement and impacts.

3. Scope of Work

The primary scope of work is to monitor, evaluate and report activities of EWS under the existing agreements of the project and other technical undertaking.

Tasks will include:

- Provision of technical and administrative support to the team in monitoring, evaluating and reporting the progress and result of EWS project and Disaster Risk Reduction portfolio of UNDP Cambodia.
- Contribute to knowledge building and knowledge sharing.

1. Provide technical and administrative support to the team in monitoring, evaluating and reporting the progress and result of EWS project and disaster risk reduction portfolio of UNDP Cambodia.

- Data collection and background analysis of the progress of the on-going collaboration of UNDP Cambodia on EWS and DRR;
- Conducting field work in various provinces in Cambodia in gathering the impact of the various project activities;
- Providing background document, results and impacts of the EWS project necessary for the compilation of results of EWS project and DRR portfolio of UNDP Cambodia;
- Conducting an analysis of the capacity building impacts of EWS project in Cambodia, including quantitative and qualitative analysis of the capacity building component of the EWS project;
- Providing backstopping of the EWS Project's Project Final Evaluation;
- Providing support to organization of conferences, workshops, and other events, including drafting of press releases and minutes of meetings;
- Providing necessary administrative support related to the activities under DRR and EWS activities, in coordination with EWS Project team;

2. Knowledge building and knowledge sharing support.

- Regularly collect and share relevant information with the Communication team for website and social media;
- Providing information / results of the project to the communication consultant, videographer and graphic designer consultants of EWS project;
- Providing content / technical information for the production of communication product of EWS project, including EWS Project booklet, infographics and video;
- Providing support to the promotion of EWS tools in Cambodia;
- Support in final editing of technical documents / assessment produced by the project (between 5-7 documents);

4. **Expected task / deliverable**

Task / Deliverable	Estimated duration (days)
Task / Deliverable 1. Data collection and background analysis of the progress of the on-going collaboration of UNDP Cambodia on EWS and DRR;	5
Task / Deliverable 2. Conducting field work in various provinces in Cambodia in gathering the impact of the various project activities;	10
Task / Deliverable 3. Conducting an analysis of the capacity building impacts of EWS project in Cambodia, including quantitative and qualitative analysis of the capacity building component of the EWS project;	10
Task / Deliverable 4. Providing background document, results and impacts of the EWS project necessary for the compilation of results of EWS project and DRR portfolio of UNDP Cambodia;	5
Task / Deliverable 5. Providing information / results of the project to the communication consultant, videographer and graphic designer consultants of EWS project;	10
Task / Deliverable 6. Providing content / technical information for the production of communication product of EWS project, including EWS Project booklet, infographics and video;	10
Task/ Deliverable 7. Support in final editing of technical documents / assessment produced by the project (between 5-7 documents);	10
Task / Deliverable 8. Providing backstopping of the EWS Project's Project Final Evaluation;	10
Task / Deliverable 9. Providing support to organization of conferences, workshops, and other events, including drafting of press releases and minutes of meetings;	5
Task / Deliverable 10. Providing necessary administrative support related to the final evaluation of the EWS project	5
Total	80 Days

5. Payment arrangement

The consultant will be paid on a lump sum basis (all-inclusive of expense relate to the above assignment including travels outside and inside the duty station and any tax obligation) under the following installments:

No	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of task / deliverable 1-3	5 March 2020	30%
2	Upon satisfactory completion of task / deliverable 4-6	15 April 2020	30%
3	Upon satisfactory completion of task / deliverable 7-10	30 May 2020	40%

6. Institutional Arrangement

This consultancy will be performed under the direct supervision of the Project Manager, Early Warning System, with the oversight of Programme Analyst and Assistant Resident Representative (Programme) of UNDP Cambodia.

7. Duration of the Work and Duty Station

The consultant will work for 80 working days over the period of This contract covers the period of 1 February 2020 to 30 May 2020. The duty station of for this assignment is Phnom Penh, with fieldwork to the provinces in Cambodia.

Travel inside the country will be required to monitor the progress of the project implementation in the country with various Implementing Partners. UNDP will cover all associated costs for travel inside the country. The fieldwork timeline will be communicated at later stage.

8. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none">Master's Degree in international development, social science or other related fields.
Experience:	<ul style="list-style-type: none">At least 1 year of relevant working experience in project or programme management or monitoring and evaluation.Good understanding of developing countries context, particularly Cambodia. Some prior work experience with development agencies, particularly the UN system in Cambodia is an asset.Strong writing, drafting, communications and quality assurance skills, demonstrated by articles / policy briefs / press releases / impact stories or development articles, particularly on Cambodia's affairs.
Competencies:	<ul style="list-style-type: none">Strong analytical skills and exceptional ability in communication and writing, transforming technical reports into ones that are aimed at publics.Excellent attention to detail when reviewing results frameworks and inputs to communication products.Proficiencies in Microsoft Excel, Word, and design software.Strong ability to prioritize tasks, meet deadlines, produce high-quality work in a timely fashion.
Language Requirement:	<ul style="list-style-type: none">Fluency in English mandatory, particularly writing skill.

9. Criteria for Evaluation

Technical Evaluation Criteria	Obtainable Score
Master's Degree in international development, social science or other related field.	10
At least 1 year of relevant working experience in project or programme management or monitoring and evaluation; good understanding of developing countries context, particularly Cambodia. Some prior work experience with development agencies, particularly the UN system in Cambodia is an asset	30
Demonstrated experiences in producing communication products of project, through articles / policy briefs / press releases / impact stories or other development-related articles, particularly on Cambodia.	60
Total Obtainable Score:	100

10. Approval

Signature:

Name: Rany PEN

Title/Unit/Cluster: Assistant Resident Representative,
Programme and Results

Date: