

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	Monitoring and Evaluation and Reporting Advisor
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:	70 working days between 01 May 2020 and 31 December 2020

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 Programme.

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.

This year is the last year of implementing the Project to Support the Leading the Way for Gender Equality Programme that will focus on the institutional monitoring system where the tools and materials related to monitoring and reporting are fully equipped and implemented beyond the project cycle. To foresee the important role of this monitoring system, the project is looking for a specialist/advisor to support the project team to fulfil this role. The Monitoring and Evaluation and Reporting Advisor will serve as the principal

advisor on designing and implementing M&E and reporting tools and materials to ensure it is aligned with the Cambodian government and UNDP M&E monitoring system. The Advisor will also provide guidance and analysis to the project team in the areas of performance monitoring and evaluation and reporting on a regular basis.

3. Scope of Work

The assignment aims to assist the Ministry of Women's Affairs with the development and management of M&E and Reporting tools and provide technical guidance and support to the project management team and relevant departments units of MoWA¹ on how to perform/utilise the M&E tools and reporting in a result based oriented. The Advisor is also required to provide the reliability and quality of data and information; and exercise extensive judgment in planning and conducting tasks, in resolving problems and conflicts, and in taking steps necessary to meet deadlines.

The assignment will be expected to, but are not limited to the following:

- Review existing tools, adjust or develop an appropriate M&E and reporting tools and methodologies and provide guidance to MoWA 1) use the tools and to 2) collect and analyze the data and to 3) report the results
- Provide technical support to the project team in performing project's M&E
- Ensure the monitoring tools and materials are operating effectively, and that reliable deliverable indicators are collected, and analysed periodically to support project management, compliance and reporting responsibilities.
- Work closely with the project management team to monitor activities undertaken by the relevant departments and line ministries; track progress against activity plan; implementation plans and annual work plans.
- Assess the progress and potential barriers to the achievement of results with the recommendation made to the project team to address problems, and documents results, and lessons learnt.
- Ensure that the deliverable of the Results Framework is adequately measures progress and accomplishments of the project activities.
- Integrate results of various studies and analyses related to gender equality into comprehensive technical briefings, reports, and technical papers.
- Assist the project team to develop the quarterly report, annual report and completion report (end of project report); and make sure the reports are result based oriented
- Assist the project management team to document good practices, case studies and success story of project activities in terms of knowledge management sharing.
- Assist the project management team to facilitate workshops, meetings and trainings as required.
- Perform other tasks as requested by the project team as required.

4. Expected Outputs and Deliverables

¹ MoWA: Gender Equality Department, Women and Education Department, Information Department, Young Professional Network and Secretariat of TWG-G.

No	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required by UNDP Cambodia
1	Inception report with detailed methodology and workplan in response to scope of work.	2 days	8 May 2020	<ul style="list-style-type: none"> • H.E The Chhunhak, Project Coordinator • Ms. Mao Meas, Programme Analyst • Ms. Rany Pen, Head of Programmes
2	Review and adjust existing tools if needed and develop an appropriate M&E and reporting tools and methodologies and provide guidance on how to use it effectively	15 days	15 June 2020	
3	<ul style="list-style-type: none"> • Provide technical support to the project management team and relevant units of MoWA in measuring the quality control of project activities • Ensure the monitoring tools and materials are operating effectively, and that reliable deliverable indicators are collected, and analyzed periodically to support project management, compliance and reporting responsibilities. • Work closely with the project team to monitor activities undertaken by the relevant departments and line ministries; track progress against activity plan; implementation plans and annual work plans. 	20 days	15 August 2020	
4	<ul style="list-style-type: none"> • Assess the progress and potential barriers to the achievement of results with the recommendation made to the project management team to address problems, and documents results, and lessons learnt. • Ensure that the deliverable of the Results Framework is adequately measures progress and accomplishments of the project activities. • Integrate results of various studies and analyses related to gender equality into comprehensive technical briefings, reports, and technical papers. • Assist the project management team to develop the quarterly report, annual report and completion report (end of project report); and make 	20 days	15 October 2020	

	sure the reports are result based oriented			
5	<ul style="list-style-type: none"> Assist the project team to document two good practices, case studies and success story of project activities in terms of knowledge management sharing. Assist the project team to facilitate workshops, meetings and trainings as required. Perform other tasks as requested by the project team as required. 	10	20 November 2020	
6	Submit the summary report of the assignment including the recommendations presented to the LWGE project team	3	20 December 2020	
Total		70 days		

5. Institutional Arrangement

The Advisor will be directly supervised by the Project Coordinator and Programme Analyst of UNDP Cambodia, under overall guidance from UNDP Cambodia's Programmes Unit. S/he will also work closely with relevant departments of MoWA and government officials from line ministries, UN agencies, CSOs and other development partners to ensure the M&E and Reporting tools and methodologies are consistent and friendly to use.

Payments will be released based on confirmation of satisfactory outputs from the Project Coordinator and Programme Analyst and Head of Programmes. Meetings and appointments during consultant's mission will be coordinated and responsible by the consultant.

6. Duration of the Work

The Advisor will be given a period of total 70 working days spreading over from 1st May 2020 to 31st December 2020.

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 Advisor 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, development studies, or another relevant field.
Experience:	<ul style="list-style-type: none"> ▪ Minimum 5 years of relevant professional experience in M&E. ▪ Solid experience in the practical approaches to M&E; knowledge of the concepts, principles, techniques and best practices of M&E related programmes, ▪ Experience writing complex documents, project reports, case studies, and other analytical reports ▪ 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"> ▪ Demonstrated ability to communicate effectively with government and development partners. ▪ Good facilitation and presentation skill. ▪ Strong interpersonal skills, ability to work with people from different backgrounds to deliver quality products within short timeframe. ▪ Be flexible and responsive to changes and demands. ▪ Be client oriented and open to feedback. ▪ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. ▪ Treats all people fairly without favoritism. ▪ Excellent computer literacy.
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 (the practical approaches to M&E; knowledge of the concepts, principles, techniques and best practices of M&E related programmes),	40
Strong knowledge and experience in the promotion of gender equality and women's empowerment, including in relation to M&E and reporting.	30

Experience writing complex documents, project reports, case studies, and other analytical reports and professional experience in international and/or national development organizations and in building capacities of Cambodian government staff.	30
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	8 May 2020	10%
2	Upon satisfactory delivery and acceptance of Outputs 2	15 June 2020	30%
3	Upon satisfactory delivery and acceptance of Output 3	15 August 2020	20%
4	Upon satisfactory delivery and acceptance of Output 4	15 October 2020	20%
5	Upon satisfactory delivery and acceptance of Output 5	20 November 2020	10%
6	Upon satisfactory delivery and acceptance of Outputs 6	20 December 2020	10%

11. Approval

Signature:



Name:

Rany Pen

Title/Unit/Cluster:

ARR- Programme Unit

Date:

April 6, 2020