

# Terms of Reference

<i>Program Title:</i>	<i>National Program for Sub-National Democratic Development – Implementation Plan 2011 – 2013 (IP3)</i>
<i>Assignment:</i>	<i>Evaluation Officer(National, in Monitoring, Evaluation and Information Division)</i>
<i>Location:</i>	<i>NCDD-S, Phnom Penh</i>
<i>Duration:</i>	<i>12 months (with possibility of extension)</i>
<i>Contract Type:</i>	
<i>Level:</i>	

## 1. Background

Based on the Organic Law on Administrative Management of the Capital, Provinces, Districts, Municipalities and Khans adopted in May 2008, the ten-year National Program for Sub-National Democratic Development (NP-SNDD) 2010-2019 and its first three-year Implementation Plan (IP3) 2011-2013 have been approved by the Royal Government. The purpose of the NP-SNDD and the IP3 are two-fold: to develop accountable, sub-national democratic institutions with effective administrations, and to promote improved sub-national development for the benefit of the Cambodian population.

Underlying the design of the IP3 is a national effort to develop capacity at all levels of government for democratic development including policy formulation, institutional strengthening and human resource development. At sub-national level, specific emphasis is focused on the level of the district/municipality.

The National Committee for Sub-National Democratic Development (NCDD) is mandated as the overall program authority and through its Secretariat (NCDD-S) is responsible for policy formulation and program coordination. Under the overall management of the Director and his appointed Deputies, the NCDD-S consists of four Divisions: Policy Analysis and Development; Program Management and Support; Administration and Finance; and Monitoring, Evaluation and Information.

The Monitoring, Evaluation and Information Division (MEID) has the following main functions:

- i. IT support to the NCDD-S functions of (i) monitoring the implementation of the National Program and (ii) developing the overall SNA data management. It will support the preparation of periodical NP implementation reports and will provide the framework within which the different databases of the SNAs will be developed and maintained by the responsible agencies (MOP, MOI, NCDD-S/SNA Observatory) and the interface with other databases (e.g. of the Local Finances Department of MEF)
- ii. Communication, including maintenance of the NCCD website, preparation and publication of material for print, radio and TV and the development of an intranet, to allow interaction between staff in different offices and in the provinces.

This Terms of Reference is for the position of Evaluation Officer, positioned within the Monitoring and Evaluation Office of Monitoring Evaluation and Information Division.

## **2. Duties and responsibilities**

### **Duties**

This is a quantitative position working with the Monitoring and Evaluation Senior Advisor.

### **Main Responsibilities**

The primary responsibilities of the Evaluation Officer are to:

- 1) Design, commission and undertake policy evaluations, including the evaluation and design of pilots, in collaboration with the policy division and stakeholders. This may also include undertaking formative evaluations as part of the policy development process.
- 2) Design, Commission and undertake evaluations and studies, including program reviews. "Evaluations," like the gender audit, governance survey or other topical or thematic evaluation based on demand from the divisions or implementing agencies. Work with M&E Senior Advisor in supervising research agency implementing surveys or studies required for evaluating program effects and impacts as well as capacity or management assessments.
- 3) Review social and economic data from existing M&E System to analyze the progress against program objectives, and identify where the support is needed. Assist MEID preparing draft progress reports of the annual work plan and budget.
- 4) Support all indexing and quantitative analysis required within the IP3, including support to the MOP on CMDGs, poverty indexes, etc.
- 5) Collaborate with researchers and enter into strategic partnerships and arrangements which facilitate external research on D&D and/or facilitated D&D policy debates and forums.
- 6) Cooperate with IT office to develop and pilot any new database systems to support SNA performance as well as the other implementing agencies as requested.
- 7) Any other duties that may be assigned

## **3. Reporting Relationship**

The Evaluation Officer will work under the overall supervision of the Head of the NCDD Secretariat, and directly supervised by the director of Monitoring, Evaluation and Information Division. S/he will work closely with the Division Director, Chief and other key staff and advisers of the Division and the NCDDS.

## **4. Expected Results**

The expected results of his/her work are to produce evaluation results to be supplemented on the monitoring result to assess the degree of IP3 implementation impact and/or other requirements according to an agreed format.

## **5. Qualifications**

The Evaluation Officer is expected to possess the following qualifications:

1. Hold at least bachelor degree relevant to Economics, Statistics, Social Science or any other equivalent degree.
2. At least two years' experience in evaluation and social research related to poverty, good governance, gender and other development issues;
3. Demonstrated highly experience in quantitative, qualitative data analysis and ability to analyze the data from various sources and ability to make a rational judgment;
4. Knowledgeable in determining causal relationships between variables in order to conduct proper survey design to ascertain the degree of achievement of IP3;
5. Experience statistical analysis and knowledgeable in computerized statistical and data management software such as: Excel, SPSS, STATA, MS Access;
6. Knowledgeable in program/project planning methodologies, and M&E framework formulation;
7. Comprehensive knowledge of IP3 program objectives and the overall NP
8. Ability to work independently as part of a diverse team, comprising internal staff and development partners.
9. Ability to work under pressure, handle a large volume of work and successfully prioritize tasks in order to successfully manage multiple commitments and deadlines.
10. Proven proficiency in Khmer and English (writing and speaking)
11. Women are encouraged to apply for this position.