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Term of Reference

Position title:	Consultant for Monitoring and Evaluation
Project:	Advancing CSOs' Capacity to Enhance Sustainability Solutions (ACCESS) Project
Supervised by:	Community Engagement Thematic Lead, WWF Cambodia
Report to:	Community Engagement Thematic Lead, WWF Cambodia
Work location:	Eastern Plains Landscape, Mondulkiri Province, Cambodia
Duration:	6 Months (start date in Oct 2021)

1. Project Summary

The project “Advancing CSOs’ Capacity to Enhance Sustainability Solutions” was initiated in 2017 and started implementation in 2018. The five year project’s overall objective is to strengthen the role and participation of Cambodian forest dependent communities in improved governance, inclusive policy dialogue, and natural resources conservation. The project is funded by European Union and co-financed by Swedish International Development Cooperation Agency with four implementing partners including WWF, Oxfam, MVi, and CLEC. The project is designed to achieve the following specific objective and outcomes:

- **Specific Objective:** To ensure the active contribution of members of forest dependent communities, organized in CPAs, to national policy dialogue and to the implementation of reforms and legal actions related to the access, sustainable use and management of forest resources
- **Outcome 1:** By 2020, 18 CPAs’ organizational and management capacities are improved with greater engagement of women to fulfill decision making roles in CPA management committees
- **Outcome 2:** By 2020, CPA members and representatives gain capacities and skills to contribute to policy dialogue and to implement local actions for the protection and conservation of forests
- **Outcome 3:** By 2022, CPA are engaged in national policy dialogue and actions for the protection and conservation of forests with law makers, relevant authorities and private sector

In 2018, third party financing was provided to community protected areas (CPA) with an average budget amount of USD 7,500 per CPA aiming to support CPA management plan implementation. This average amount increased to USD 12,000 in 2019 and gradually increased to USD 15,000 per CPA in 2020. Women CPA committee members have increased to 23.47% in 2018 and 24% in 2019 compared to a baseline of 16% in 2016. Additional activities have been implemented to strengthen the institutional capacity of CPAs, including improving legal awareness, providing legal defense service, enhancing environmental education, mainstreaming gender into CPA regulation, initiating alternative income generation and wellbeing improvement, strengthening local protection action, establishing local policy dialogue platforms, inputting on Non-Timber Forest Products policy change, engaging in

trans-boundary collaboration and influencing local governance.

To support the execution and governance of the project, WWF Cambodia is looking for a long-term consultant to fulfill the position as M&E consultant for ACCESS project.

Objective of the consultancy:

With project need and adaptation, the objective of this consultancy is to develop the system of Monitoring and Evaluation, introduce the practice that ensures effective verification of progress against target. This consultancy will also help to reflect the practice that supports decision making process.

2. Main Responsibilities

A. Development of M&E system and practice

- Review the existing of ACCESS's M&E system project by use the existing practice of WWF and relevant partners, and identify data source already available in order to effectively monitor and record all outputs and progresses.
- Discuss progress and share early draft of M&E system with WWF and other key stakeholder for input and comments
- Finalize the M&E system and associate guideline for WWF and partners including role and responsibility to help practicing the system.
- Assist the verification and validation on logicity of project result chain as contextually appropriate based on initial design and intervention adaption.
- Responsible for providing technical oversight on M&E to project staff as necessary.
- Assist program team to lead relevant project assessment (e.g. Mid-term evaluation) or survey such as socio-economic survey as necessary.

B. Data reporting and verification

- Ensuring all outputs and progresses of project implementing partners are properly reported into M&E system and storage with accurate and consistent manner.
- Providing sound analysis of project progress based on available data and information at regular basis to support program decision making and governance process.
- Assist the project staff to develop technical project report, presentation, and analysis of finding as necessary.
- Responsible for tracking on activity progress with feedback and assist in conducting regular analysis on comparing data against project target and timeframe.
- Responsible for the development of key indicator tracking sheets and/or dashboards.

C. Facilitation of project learning

- Assist in tracking the implementation of recommended action of result-oriented monitoring report (ROM review).
- Work with the project team to document the project reviews, sharing lessons learned and best practice, and incorporating these into new project design.
- Provide reflection of M&E practice to implementing partners and other relevant staff as a learning platform which expected to benefit future program execution and proposal design.

3. Expected output and deliverable

Timeframe	Key deliverables
First month	<ul style="list-style-type: none">▪ Reviewed existing documents, framework, and practice of M&E system▪ Discussed progress and shared early draft M&E system for

	<ul style="list-style-type: none"> comment/input Provided technical oversight input of M&E system
Second month	<ul style="list-style-type: none"> Finalized the system and associated guideline Introduced database/storage platform for the system Oriented WWF and partners including role and responsibility to help practicing the system and guideline Coordinated interns to deliver socio-economic survey (incl. analysis)
Third month	<ul style="list-style-type: none"> Ensured all outputs and progresses of project implementing partners are properly reported into M&E system Assisted data analysis for decision making including the development of project dashboard (based on key indicator and project result) Provided technical oversight input of M&E system
Fourth month	<ul style="list-style-type: none"> Ensured tracking on activity progress with feedback and assist in conducting regular analysis on comparing data against project target and timeframe Ensured all outputs and progresses of project implementing partners are properly reported into M&E system Assisted project staff to develop technical project report, presentation, and analysis of finding
Fifth month	<ul style="list-style-type: none"> Assisted in tracking the implementation of recommended action of result-oriented monitoring report (ROM review) Ensured all outputs and progresses of project implementing partners are properly reported into M&E system Provided technical oversight input of M&E system Assisted documenting the project reviews, sharing lessons learned and best practice, and incorporating these into new project design
Sixth month	<ul style="list-style-type: none"> Ensured all outputs and progresses of project implementing partners are properly reported into M&E system Provided reflection of M&E practice to implementing partners and other relevant staff as a learning platform

4. Required expertise & qualification

Interested candidate shall have the following expertise and qualification:

- University degree, at least Bachelor's degree on natural resource management, environmental or conservation management, bioregional planning, development studies, or in relevant fields.
- At least 3-years' experience in managing M&E system for development sector programs (or relevant sectors) such as forestry sector, especially with natural resource governance, community engagement, livelihood development and value chain with relevant to practical sustainable development.
- Experience in data management, entry, and analysis (skill in advance excel and SPSS is preferred).
- Strong ability to inter-relate, facilitating, and consensus building with different stakeholders especially implementing partners, government institution, and target communities.
- Demonstrate practice in managing work settings with attention to gender sensitivity, social inclusion, equity and the skills to effectively engage with people from minority groups.
- Demonstrate strong commitment to delivering timely and high-quality results.
- Good communication skills and ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts.
- Good personal interpersonal skill and positive attitude.

5. Working Relationships:

- A. Internal: work under supervision of and report directly to Community Engagement Thematic Lead. Coordinate and support landscape staff on a regular basis related to M&E matters. Liaise with relevant WWF network team related to M&E as required or needed.
- B. External: interact with donor, project implementing partners, community, and government when required.

WWF Focus:

- Acts as a member of One WWF, placing higher priority on WWF's goals than own goals and anticipating the effects of own area's actions on others to ensure holistic WWF outcomes.
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Adheres to WWF's brand values: Knowledgeable, Optimistic, Determined and Engaging;
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

WWF is an equal opportunity employer committed to a diverse workforce. Women, Ethnic Minorities and people with Disabilities are strongly encouraged to apply and will be considered regardless of the requirements of the position.

We do not tolerate sexual misconduct within or outside of work and imbed child protection in all the work we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment. We only recruit people who are suitable to work with other staff and communities. We will use the reference process to ensure potential new staff understand and are aligned with our expectation.

This ToR covers main tasks that are anticipated proactively. Other tasks maybe assigned as necessary according to organizational needs.