



"Strengthening National Biodiversity and Forest Carbon Stock Conservation through Landscape-based Collaborative Management of Cambodia's Protected Area System as Demonstrated in the Eastern Plains Landscape (CAMPAS)"

## TERMS OF REFERENCE Individual Contractor

### Assignment Information

<b>Assignment Title:</b>	National Monitoring and Evaluation Specialist (M&E Specialist)
<b>Project:</b>	CAMPAS
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Individual Contractor (IC)
<b>Duty Station:</b>	Home/GSSD, MoE
<b>Expected Place of Travel:</b>	Phnom Penh
<b>Contract Duration:</b>	Within 3 months from 1 <sup>st</sup> Week of January to 4 <sup>th</sup> week of March 2017

### Project Description

**CAMPAS**, short for ‘**Strengthening national biodiversity and forest carbon stock conservation through landscape-based collaborative management of Cambodia’s protected area system as demonstrated in the Eastern Plains Landscape**’, is a project funded by GEF Trust Fund. As its title suggests, the project holds the interconnected aim to improve the sustainability of Cambodia’s national system of protected areas, with the complementary objectives to mainstream biodiversity into production forests and promoting conservation of carbon stocks.

The project is delineated into two main components:

**Component 1:** Strengthened national vision and support for landscape-based protected area and forest management

**Component 2:** Integrated landscape management to safeguard forests, biodiversity, and carbon stocks in the Eastern Plains Landscape

The project design comprises two major outcomes, one at the national level and a supportive outcome at the demonstration site level. At the national level, CAMPAS comprises three specific outputs, all oriented to strengthen unity and support for landscape-based protected area and forest management that explicitly addresses national system level issues through measures that include establishing the enabling environment at national level, through communications and awareness, strengthening protected area governance involving inter-agency cooperation, and demonstrating sustainable financing options. At the demonstration site level, the CAMPAS’s four outputs will deliver a sub-regional planning approach for the Eastern Plains Landscape that integrates protected areas and biodiversity conservation into sustainable development – with specific focus on forested landscape connectivity. At this level, it also focuses on integrating forest conservation with sub-regional economic development planning, trying to resolve issues presented by economic land concessions that often ignore and impact upon protected areas, and harnessing integration opportunities with other landscape-level initiatives like those of the Asian

Development Bank Biodiversity Conservation Corridors and United Nations Environmental Program Adaptation Fund projects.

The total project budget is **4,718,182 USD for the period of 60 months**. The project will be executed by the **Ministry of Environment** and implemented by United Nations Environment Programme (UNEP) in close cooperation with other NGOs partners and stakeholders.

### **Scope of Work**

The M&E Specialist will be recruited based on an open and competitive process. The M&E specialist will be hired to provide technical guidance with a focus on designing M&E system, developing M&E framework, M&E Strategy and tools, developing information collection tools, developing standard reporting formats, updating monitoring and evaluation project plan as well as supporting the effective implementation of the plan through training of project, government and NGO staff in use and management of the monitoring and evaluation system. The M&E specialist will report to the Project Director and may participate in the meetings of the Project Steering Committee as a resource person as necessary.

### **Duties and Responsibilities**

The tasks and responsibilities of M&E Specialist will be as follows:

The M&E Specialist will be responsible for designing and developing the M&E system, M&E strategic plans and M&E tools for effective implementation of objectives and targets of CAMPAS. Three key documents form the basis of the monitoring and evaluation plan and the main tools for assessing project implementation progress and whether results are being achieved: 1) The Project Results Framework provides impact indicators on project performance; 2) The project's key deliverables and benchmarks on implementation, and 3) the Costed Monitoring and Evaluation Plan.

The M&E Specialist will, utilising the aforementioned documents, design and establish a monitoring and evaluation system for the project, which will be employed by the Ministry of Environment and NGO partners. Duties include but are not limited to:

- Collection of baseline data and information and establishment of baseline indicators (where gaps occur in the existing plan);
- Design of a conceptual system and operational procedures for collection and storage of monitoring and evaluation information, including indicator data, quarterly, semi-annual and annual progress reports, technical reports and publications, project reviews and evaluations;
- Development of a standard reporting format for all partners in Khmer and English for quarterly progress reports from implementation partners to track project progress;
- Development of robust QA/QC procedures for all stages of M&E data collection, storage, and reporting;
- Establishment of the overall result-based monitoring and evaluation strategy in accordance with plans outlined in the project document;
- Development of a standard format for mission reports by the PMU staff members and external consultants;
- Continued assessment of M&E procedures looking for opportunities to increase efficiency;
- M&E system report and result findings;
- Training of project, government and NGO staff in use and management of the monitoring and evaluation system; and
- Any other necessary duties as assigned.

## Expected Outputs and Deliverables

No.	Deliverables/Outputs Based on above tasks and responsibilities	Timeframe
1.	Deliverable 1: - A monitoring and evaluation framework for the implementation of the project monitoring and evaluation plan	January 02-25, 2017
2.	Deliverable 2: - Operational procedures for collection and storage of monitoring and evaluation information, including: indicator data, quarterly, semi-annual and annual progress reports, technical reports and publications, project reviews and evaluations	January-February 2017
3.	Deliverable 3: - A conceptual design of a monitoring and evaluation system for the development of the system by the IT specialist	February-March 2017
4.	Deliverable 4: - A monitoring and evaluation system analytical report and result findings	March 2017

### Duration of the Work

The duration of this assignment is within 3-month period, starting from 1<sup>st</sup> week of January 2017 to 31<sup>st</sup> March 2017 which requires the candidate to provide the financial proposal indicating the number of days required for all satisfactory deliveries of this assignment.

### Duty Station

M&E Specialist will work from home and/or be based in CAMPAS Project or Department of Biodiversity, General Secretariat of National Council for Sustainable Development, Ministry of Environment.

### Payment Milestones

No.	Outputs/Deliveries	Payment Schedule	Payment Amount
1.	Upon submission of work plan		20%
2.	Upon satisfactory completion of Deliverables 1 & 2	4th Week of February 2017	40%
3.	Upon satisfactory completion of Deliverables 3 & 4	4 <sup>th</sup> Week of March 2017	40%

## Recruitment Qualifications

Education:	<ul style="list-style-type: none"> <li>An advanced university education (MS or PhD) with expertise in the areas of natural resource management, biodiversity conservation or management, agriculture, forestry, climate change, environmental management, and project management or other related fields</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>At least 7 years of professional experience in monitoring and evaluation work related to environmental management, biodiversity conservation, climate change; and</li> <li>Demonstrated experience in designing/developing a monitoring and evaluation framework, system, strategy and tools as well as operational procedures for data collection and storage of monitoring and evaluation information</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>Strong skills in project assessment and management;</li> <li>Good communication skills;</li> <li>Strong skills in monitoring and evaluation system design and analysis;</li> <li>Strong skills in report writing, strategy/tools and framework formulation;</li> <li>Excellent computer application skills;</li> <li>Previous experience with UNEP/GEF projects is an added plus;</li> <li>Experience of working and collaborating with the government officials and conservation NGOs is an asset;</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>Excellent spoken and written English</li> </ul>

### Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
At least 7 years of professional experience in monitoring and evaluation work related to environmental management, biodiversity conservation, climate change, natural resources management	30
Demonstrated experience in designing/developing a monitoring and evaluation framework, system, strategy and tools as well as operational procedures for data collection and storage of monitoring and evaluation information	25
Strong skills in project assessment and management, monitoring and evaluation and report writing	25
Experience of working and collaborating with the government officials and conservation NGOs and previous experience with UNEP/GEF projects	20

<b>Total Obtainable Score:</b>	<b>100</b>
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Interested candidates should submit a cover letter, CV with support references and financial proposal to Department of Biodiversity, General Secretariat of National Council for Sustainable Development (GSSD)/Ministry of Environment (MoE), Morodok Techo Building, Lot 503, Sangkat Tonle Bassac, Chamkarmon, Phnom Penh, Cambodia, and/or email to [job.campas@yahoo.com](mailto:job.campas@yahoo.com).

Only short-listed candidates will be contacted for an interview. **Closing date: 15<sup>th</sup> December 2016.**