



**INTEGRATED NATURAL RESOURCE MANAGEMENT (INRM)  
IN THE PRODUCTIVE, NATURAL AND FORESTED LANDSCAPE OF NORTHERN  
REGION OF CAMBODIA**

**JOB DESCRIPTION**

**I. Position Information**

Job Title:	<b>Monitoring &amp; Evaluation (M&amp;E) Officer</b>
Reports to:	<b>Project Coordinator</b>
Contract Type:	<b>Contract Staff</b>
Duty Station:	<b>Phnom Penh</b>
Classified Level:	<b>L-7</b>
Contract Duration:	<b>One year with renewable possibility</b>

**II. Background**

The INRM project objective is to promote integrated landscape management for the conservation and sustainable use of biodiversity, natural resources and ecosystem services in the northern part of Cambodia. The intent is to generate multiple landscape benefits including effective conservation of globally threatened species and high conservation forests, improve management of natural resources and ensure the maintenance of ecosystem services. It is aimed specifically at improving the management of protected areas and ensuring their financial sustainability, enhancing the productivity of production and agricultural lands and improving local livelihoods. Increasing demand for forest, agricultural and wildlife products, crop land and agriculture monocultures, and infrastructure and transportation development has accelerated in recent years thereby, rapidly changing the landscape with consequential threats to biodiversity and ecosystem services. The project is thus aimed at addressing these multiple threats by harmonizing socio-economic development, sustainable management of land, forests, natural resources and biodiversity conservation through an integrated management approach, with water as a catalyst, in Northern Landscapes of Cambodia. To achieve these, actions will be taken to – strengthen policies and institutional capacity at the national and sub-national levels to ensure the integration of biodiversity and ecosystem services in sector and sub-national socio-economic development planning.

This will be achieved through three inter-related components that are focused on addressing existing barriers, these are:

- Component 1: Systemic and institutional capacity for integrated landscape management;
- Component 2: Effective management of Protected Areas and surrounding riparian and multiple use production landscapes in Northern Cambodia;
- Component 3: Knowledge management, gender mainstreaming, learning and M&E.

**III. Scope of Work**

Under supervision and overall guidance of the Project Director, the Monitoring and Evaluation (M&E) Officer will work closely with other Project staff and project partners taking responsible for monitoring and ensuring high quality and timely inputs, and for ensuring that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner.

The work of the M&E Officer is based in Phnom Penh with sometimes travelling to project target areas including Kampong Thom, Siem Reap, Preah Vihear and other provinces as necessary.

#### IV. Duties and Responsibilities

The M&E Officer will be responsible for the following specific tasks, but not limited to:

- Update the existing or carry out development and implementation of the project monitoring and reporting system, in line with items under the project framework, including those to be defined during the inception phase of the project;
- Work with Grant Management Officer to monitor all project activities and expenditures progress towards achieving the project outputs and ensure timely delivery, particularly outcome 2 and 3 related to grants;
- Update the monitoring plan to ensure the impact of indicator for the project success;
- Work with project team and partners for further improvement of the project framework;
- Review technical monthly, quarterly, half-yearly and annual progress reports on all project activities submitted by grant recipients, and ensure they meet the project output/results;
- Provide input to technical reports and other documents as described in the monitoring and evaluation plan for the overall project;
- Assess of progress implementing activities, including reasons for delays, and provide recommendations on necessary improvements;
- Work with Technical Advisor and organize meetings with grant recipients as needed to follow-up on any outstanding issues or provide advise;
- Work closely with grants recipients to follow the important contractual requirements are being met including reporting deadlines;
- Inform the Project Coordinator, without delay, of any issue or risk, which might jeopardize the success of the project;
- Discuss any critical non-compliance by grant recipients with the relevant project team of and the issues and proposed solutions to the Project Director/Senior Project Management;
- Identify relevant, on-going activities by other government and non-government agencies and establish linkages/networks to INRM project activities, staff and partners;
- Participate in annual project reviews and planning workshops and assist the Project Coordinator in preparing relevant reports;
- Participate in mid-term and final project reviews;
- Assist the project personnel with M&E tools and in supporting them in their use;
- Maintain good communication and relationships with project partners and stakeholders;
- Perform other duties as requested by management team;

#### V. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> <li>• At least Bachelor's degree in environment, development studies, management or other closely related fields.</li> </ul>
Experiences:	<ul style="list-style-type: none"> <li>• At least 5 years of relevant experience in environmental issues in Cambodia, including at least 3 years on M&amp;E issues;</li> <li>• Proven capacity to develop quality knowledge products/analytic reports;</li> <li>• Experience in development and implementation of M &amp; E frameworks and systems advantage;</li> <li>• Experience with GEF/UNDP procedures will be an advantage.</li> </ul>
Competencies:	<ul style="list-style-type: none"> <li>• Good communication (verbal and written), interpersonal and reporting skills;</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong skill in the public participation development process associated with environment and sustainable development;</li> <li>• Strong grant recipients orientation;</li> <li>• Demonstrated planning and organizational skills;</li> <li>• Ability to lead, manage and coordinate the work of a group of people;</li> <li>• Skill in achieving results through persuading, influencing, and working with others;</li> <li>• Maturity and confidence in dealing with senior and high-ranking members of international, regional and national institutions;</li> <li>• Displays sensitivity and adaptability to different cultures, genders, religions, races, nationalities and age groups;</li> <li>• Good team player, self-starter, has ability to work under minimum supervision and maintain good relationships;</li> <li>• Excellent skills in the usage of computers and office software packages, including Microsoft Office applications;</li> <li>• Willingness to travel to the field when required.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Excellent command of Khmer and English (both spoken and written)</li> </ul>

*Interested applicants should submit a cover letter, CV and support reference **no later than 25 August 2022 (5:00 PM)** to the PMU of INRM project, Ministry of Environment: Third floor, Morodok Techo Building (Lot 503 ) Tonle Bassac, Chamkarmorn, Phnom Penh, Cambodia and / or email to: [keosamnang.tiep@gmail.com](mailto:keosamnang.tiep@gmail.com). Only short-listed candidates will be contacted for an interview.*