

TERMS OF REFERENCE
Wildlife Conservation Society
WCS Cambodia Program

Name :
Position : National Monitoring and Evaluation (M&E) Manager
Project Name : WCS Cambodia
Duty Station : Phnom Penh, Cambodia with regular visit to Project Sites
Report to : Landscape Technical Advisors/Managers, WCS Country Program Director

National Monitoring and Evaluation (M&E) Manager

The National Monitoring and Evaluation (M&E) Manager will be responsible for overall implementation and ensuring the quality of the Activity monitoring and reporting systems, including overseeing collection, analysis and reporting of data, including for sub-partner organizations. The development and roll out of a new Annual work planning management and Monitoring & Evaluation tool for the WCS Cambodia Program. This will be initially work under the direct supervision of the WCS Country Program Director and Landscape Technical Advisors/Managers with close cooperation with WCS Operations Manager. The National Monitoring and Evaluation (M&E) Manager will oversee the development and roll out of a new Annual work planning management and Monitoring & Evaluation tool for the WCS Cambodia Program which will allow program staff to review progress on MEL Plans and assess the validity of the information and indicators that contribute to that plan as well as ensures reporting on gender-related results in reports if relevant. The National Monitoring and Evaluation (M&E) Manager will be supported by a team of M&E Officers from each of the WCS landscapes.

Major duties and responsibilities:

1. Develop and maintain WCS project monitoring and evaluation plans, based on specific donor project document log frames and indicators. This will include following:
 - a. Conduct readiness assessment regarding M&E. What are the incentives at the system level, which are the beneficiaries, what is the existing capacity?
 - b. Identify sources of data, collection methods, who collects data, how often, cost of collection and who analyzes it.
 - c. Develop criteria and evaluation scheme for the project impact, benefit and sustainability.
 - d. Prepare detailed M&E budget and calendar of M&E activities
2. Oversee and execute M&E activities to be included in WCS Landscape Annual Work Plans, with particular focus on results and impacts. This will include following:
 - a. Based on the AWP and in particular the program budgets, design the framework for the physical and process monitoring of project activities
 - b. Promote a results-based approach for monitoring and evaluation, emphasizing results and impacts.
 - c. Prepare consolidated progress reports for project management including identification of problems, causes of potential bottlenecks in project implementation, and providing specific recommendations.
 - d. Check that monitoring data are discussed in the appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussion forums to fill any gaps.
 - e. Oversee and take part in project site visits to the field to support implementation of M&E and to identify where adaptations might be needed.

- f. Facilitate, act as resource person, and join if required any external supervision and evaluation missions.
 - g. Monitor the follow up of evaluation recommendations
3. Support the development and roll out of a new M&E system to identify, analyze, document and disseminate lessons learned.
 - a. Consolidate a culture of lessons learning involving all project staff and allocate specific responsibilities.
 - b. Ensure that TOR for consultants recruited by the project also incorporate mechanisms to capture and share lessons learned through their inputs to the project, and to ensure that the results are reflected in the reporting system described above.
 - c. Facilitate exchange of experiences by supporting and coordinating participation in any existing network of WCS Cambodia projects sharing common characteristics.
 - d. Identify and participate in additional networks, for example scientific or policy-based networks that may also yield lessons that can benefit project implementation.
4. Be responsible for reviewing and contributing to project reports, such as USAID, EU, etc reports (quarterly and annual), progress reports and other on-time reports requested by USAID and EU, implementing partner and other stakeholders.
5. Contribute to the preparation of annual and quarterly workplans
6. Act as a facilitator or trainer in areas of his/her knowledge as required
7. Other duties as required by WCS Cambodia Operations Manager and the Country Director

QUALIFICATIONS AND EXPERIENCE:

- Masters or Bachelor’s Degree in a relevant field (Project management strengths preferred).
- Minimum 5-10 years successful experience working in similar position with an NGO (local or international), in particular experience in designing and developing Monitoring Evaluation Learning (MEL) Frameworks.
- Computer skills mandatory. Proficient in Microsoft Office Applications, preferred experience in ASANA and AIR TABLE .
- Strong leadership and interpersonal skills, solid programming, financial and organizational development skills; strong coaching skills and excellent analytical and financial planning skills.
- Strong analytical and interpretative problem solving skills.
- Knowledge of the donor/project based indicators (Performance Indicator Reporting Sheets), M&E reporting formats, and cultures of traditional donors, including USAID and EU.
- Able to multi-task, establish priorities and meet deadlines.
- Good oral and written communication skills. Khmer and English
- Concern for wildlife conservation & environmental issues is preferred.

As well any and all other work assignments, duties, and/or functions as WCS or its management may designate or instruct in the course of its operation, which may include assignments, duties, and/or functions that vary from the above.