

## TERMS OF REFERENCE

### Monitoring and Evaluation Officer (M&E)

**Starting Date: March 2021**

## I. BACKGROUND

Established by the World Economic Forum in collaboration with the ASEAN Secretariat in 2015, Grow Asia brings together companies, governments, NGOs and other stakeholders to develop inclusive and sustainable value chains and initiatives. At Grow Asia's core are three goals – to increase the productivity, profitability and environmental sustainability of smallholder agriculture across the region.

The Cambodia Partnership for Sustainable Agriculture (CPSA) is Grow Asia's Country Partnership in Cambodia, which works closely with the Ministry of Agriculture, Forestry and Fisheries (MAFF) and Relevant Government Agencies.

Like Grow Asia, CPSA brings together companies, government agencies, civil society organizations, farmer groups and financial institutions to link smallholder farmers to the market with the shared goal of increasing farmers' profits and productivity while improving the environmental sustainability of their farms. CPSA does this by:

- Being an inclusive platform for networking and information exchange
- Prompting sectoral or market systems transformation through its Working Groups (WGs)
- Providing education and advisory for MSMEs, entrepreneurs and farmer organizations
- Supporting the development of sustainable and pro-smallholder agricultural development

CPSA is currently supporting four WGs (Cashew, Pepper, Fruit & Vegetables, and Agri-Food SMEs) and three cross-cutting issues (Contract Farming, Responsible Agricultural Investment and AgriTech).

In 2021, CPSA with supports from Khmer Enterprise (KE), a unit under the Ministry of Economy and Finance with a vision to become the national platform for promoting entrepreneurial activities in Cambodia, will start the implementation of a new project, called "Agripreneurship Incubation Program". **This is a key project under CPSA where we are looking for a M&E Officer to join the team and lead the monitoring and evaluation of the Project.**

## II. THE ROLE

We are looking for a driven and experienced Monitoring and Evaluation (M&E) Officer to join our team in Cambodia. The M&E Officer will work directly with CPSA's Country Director and Agripreneurship Incubation's Project Manager and will be responsible for CPSA's and its projects M&E deliverables. This will include - but is not limited to – designing M&E tools for the CPSA's Program and collect relevant data for their monitoring and reporting; collect data and write reports for the whole CPSA's program, and organize monthly meetings to update the Team. The post holder will also gather qualitative and quantitative data on the performance

of each Working Group for reporting and communication materials, such as case studies and CPSA's annual report on progress.

The successful candidate will have the opportunity to make a tangible contribution to the sustainable development of Cambodia's agriculture sector and will gain valuable sectoral insights, networks and experience in building an exciting member-based network.

### III. SCOPE OF WORK

Essential duties and responsibilities of the M&E Officer are primarily:

- **Monitoring and Evaluation of CPSA Key Programs** : support CPSA Program Manager and Project Manager with finalizing M&E tools for the CPSA's Program (M&E Plan, Reporting Templates, etc.); be responsible for data collection and monitoring throughout the Project, inclusive of baseline and endline surveys (to be designed), feedback surveys, etc.; be responsible for preparation and submission of the Project quarterly and progress reports to donors and reporting to CPSA Director.
- **M&E of CPSA Program**: organize M&E monthly meetings and regularly update CPSA M&E Framework; prepare monthly, quarterly, and annual reports for Country Director and/or CPSA's Core Committee; be responsible for updating Grow Asia's annual performance measurement tools for CPSA and its Working Groups.
- **Knowledge Management**: Collecting qualitative and quantitative data to chart Working Groups and Projects' progress on a monthly basis. Work closely with the CPSA Country Director and other team members to develop and strengthen organizations efficiency and activities. Support CPSA Partnership and Engagement Manager with identifying and running of CPSA's Learning and Networking Events.
- Other relevant tasks assigned by the CPSA Country Director.

### IV. QUALIFICATION:

- Minimum three years of experience in an M&E role from (I)NGO or international organization (**compulsory**)
- Excellent interpersonal skills, with the ability to build strong relationships with a variety of stakeholders across cultures.
- Self-motivated and self-disciplined, with the ability to work autonomously, meet deadlines and manage competing priorities.
- Ability to collaborate with the other team's members and WG core members to craft clear and concise messages
- Excellent written, verbal, and interpersonal communication skills (both Khmer & English)
- Think strategically on behalf of the organization and know how to communicate effectively with different stakeholders
- Understanding of multistakeholder engagement processes and be able to sharpen organization's key messages to different actors
- Demonstrated ability to work autonomously and achieve outcomes.
- Bachelor degree in relevant discipline such as development studies, international relations, management, economics, or a related disciplines.
- Knowledge of agriculture sector and current development programs is a plus



## V. APPLICATION AND ENQUIRIES:

Interested individuals should send their resume, cover letter and contact details of 02 references to [phatlida.cpsa@growasia.org](mailto:phatlida.cpsa@growasia.org) and cc: [ratha@growasia.org](mailto:ratha@growasia.org) no later than 31 January 2021 at 5:00 PM.

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