



Consultant for M&E Guideline Development

Committee for Free and Fair Elections in Cambodia (COMFREL) was founded in 1997 with registration at the MoI, and it is known by the public and related stakeholders for promoting democracy free and fair election in Cambodia. COMFREL has joined elections since 1998; which focus on election education and observations. The core programs are contributed to good impact of democracy to Cambodian people. COMFREL current needs M&E guideline and system; by then we are seeking to recruit dynamic and highly qualified candidates to fulfil the position as Consultant to assist COMFREL in improving and developing M&E guideline.

Responsibilities

- Review the COMFREL M&E framework and tools and identify the strengths and weaknesses and issues of M&E existing and its gaps.
- Develop a new M&E framework and guideline, drawing on the lesson learns from the applicable M&E implementation in similar context of development which is fits for the purpose, align with COMFREL's strategic plan, and fulfils requirements of consistency with indicators used inline the global budget plan.
- Assess the implementation of the framework and guideline and adjust M&E if necessary
- Strengthen COMFREL's relevant staff's capacity to ensure that staff are capable to apply the knowledge and use the framework and guideline effectively.

Requirement

- At least Master's degree in related field such as public policy and social science
- Strong background and experience on qualitative and quantitative research
- Strong background and experience on theory of problem analysis, design project plan tool such as logical-frame, M&E framework, Gantt Chart, etc
- Experience providing organizational consultancy services on developing M&E guideline
- Extensive knowledge and concrete professional experience of project evaluation
- Computer literacy (familiar with the use of SPSS, Kobo, Ms.-Office, Khmer Unicode and Internet)
- Excellent command of spoken and written Khmer and English

Objective of the Assignment

- Have comprehensive monitoring and evaluation guidelines and system which are used to monitor and evaluate the project implementation
- Know how to measure the results of the project and proof the results which will be contributed to comprehensive narrative report
- Build capacity of the COMFREL staff especially the M&E team to understand the role and responsibility and on how to use the M&E guideline and system effectively

Submission of Applications

The applicants are invited to submit a cover letter clearly indicating the post title along with a current CV and proposed work-plan to email: kunthy@comfrel.org by **30th September 2021** at 5:00 pm. All the detailed position descriptions are available on our website: www.comfrel.org.