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## TERMS OF REFERENCE

### Consultancy for M&E guideline development

#### I. Background

Committee for Free and Fair Elections in Cambodia (COMFREL), as a neutral non-governmental organization, 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 now participated in the 1998, 2003, 2008, AND 2013 National Assembly Elections, and the 2002, 2007, 2012, and 2017 Commune Council Elections. COMFREL is currently engaged in lobbying and advocating to improve legal framework for political and electoral reforms. It has active preparations for future civic education and it also monitors the performance of parliamentary members to assess their fulfilment of political platforms. COMFREL endeavours to build the capacity of its networks with our partners at national and provincial levels. COMFREL conducts public forums and assesses the performance of commune councils, by focusing on the issues of local governance and participation of citizens in local bodies to build democracy from village-level upwards.

COMFREL has built up a unique national representative network. This is membership-based, with a high degree of ownership, a joint purpose, and a legitimate and strategic governance advocacy programme. COMFREL has good collaboration with various human rights, governance, and democracy organizations, including those associated with its networks through the establishment of the situation room on Cambodian Election Day and Electoral Reform Alliance. Together, this holds meetings with the Royal Government of Cambodia, the Ministry of Interior (MoI), legislators, political parties, donors, embassies, and the electorate (directly through networks set up by COMFREL at the local level.) The network provides a structure through which diverse activities can be implemented, beyond the political agenda for which they were established.

#### II. Introduction

COMFREL is a non-profit organization working to strengthen democracy and ensure free and fair, elections in Cambodia. COMFREL has a strong structure of work. COMREL has a Board of Directors, management team, and Monitoring and Evaluation team. COMFREL produced 6-months reports and annual reports for donors; to make the report more effective, the report officer needs to compile all output reports from which sent by all Units.

Currently, COMFREL has a Monitoring and Evaluation team consisting of 4 people, 3 from each unit, and one as a report officer. Although COMFREL has an M&E team, COMFREL doesn't have clear guidelines to monitor and evaluate the achievement of the project. COMFREL has used the checklist, monthly meeting, and case study as a tool to track the programs and projects achievement to report to donors and publications.

In short, COMFREL doesn't have a standard M & E guideline and system for its organization, that why COMFREL needs outsourcing to help to develop it.

#### III. Objective of the Assignment

The M&E guideline and system handbook has to be produced with clear and short practical components rather than theory based on the existing objectives and indicators of the five-year strategic plan. The main components include:

1. Have comprehensive monitoring and evaluation guidelines and system which are used to monitor and evaluate the project implementation
2. Know how to measure the results of the project and proof the results which will be contributed to comprehensive narrative report
3. 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

#### IV. Tasks and Mythologies

The consultants need to work, but not limited to below tasks and mythologies:

##### Step 1:

Review the COMFREL M&E framework and tools and identify the strengths and weaknesses and issues of M&E existing and its gaps.

##### Step 2:

Develop a new M&E framework and guideline, drawing on the lesson learns from the applicable M&E implementation in a similar context of development that fits the purpose, aligns with COMFREL's strategic plan, and fulfills requirements of consistency with indicators used in line with the global budget plan.

##### Step 3:

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 guidelines effectively.

Tasks in Details	Duration (Days)
1. Desk work - COMFREL's document: Existing data collection tools, and related M&E structure/framework, work plan as well as a monitoring plan. - COMFREL's Reports to back donors and stakeholders - Other relevant documents if needed.	3
2. Conduct M&E readiness assessment - Working closely with COMFREL in charge officer, meet with key stakeholders and donors, and seek feedback on the implementation of COMFREL's M&E framework including strengths and weaknesses and challenges implementing the framework - Assess the capacities, strengths, and weaknesses of existing data collection systems around democracy in the context of election monitoring and gender. - Assess the level of demand for the performance information and extend to which information is generated under COMFREL M&E framework for the development of the guideline.	3
3. Prepare readiness assessment report and drafted M&E framework and guideline - Write a report outlining the results of the readiness assessment, including recommendations and implications for COMFREL M&E/MEAL fits the current M&E context. -Develop a skeleton draft of the M&E framework and guideline for COMFREL	10
4. Consult on M&E framework and guideline and finalize the M&E framework and guideline - Conduct a small workshop and interviews with core groups to consult with relevant stakeholders on M&E approach and methods	3

- Develop data collection tools with COMFREL's staff from all units, COMFREL's network, COMFREL's secretaries, and other relevant stakeholders.	
5. Finalise M&E framework including data collection tools and guidelines - Finalise draft framework and guideline - Incorporate feedback and finalize M&E framework and guidelines.	3
6. Provide M&E guideline instruction workshop to relevant COMFREL officials and coach the M&E team and submit a finalized handbook/report to COMFREL	3
<b>Total Days</b>	<b>25 days</b>

## V. Expected deliverables and Timeframe

The consultancy is expected to start in Week 2 of October until week 4 of November 2021.

#	Timeframe	Date
1	Final reception report on M&E guideline and system	14 <sup>th</sup> Oct 2021
2	Submit first draft M&E guideline and system including all the above objectives compiling and finalizing the inputs/recommendations through consultants	30 <sup>th</sup> Oct. 2021
3	Submit second draft M&E guideline and system handbook based on review the comment of COMFREL editorial committee and partners	10 <sup>th</sup> Nov. 2021
4	Final M&E guideline and system	17 <sup>th</sup> Nov. 2021
5	Provide coaching to staff on M&E guideline, system and tools	25 <sup>th</sup> Nov. 2021

## VII. Payment

Payments by COMFREL are deliverable-based. Any deliverable that does not meet the required specifications and quality will have to be reworked and resubmitted at no additional cost to COMFREL. The proposed payment schedule for this assignment is upon submission of progress reports on completed tasks following the delivery. Based on the report and satisfactory performance, payments will be approved by the Executive Director of COMFREL. The payment will be paid to the consultant 40% after signing the contract; 40% after developing 1st draft of HR Policy and need assessment report and another 20% will be settled when the work is completed.

## VIII. Skill and Qualifications

- 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

Mr. KIM CHHORN

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Date: \_\_\_\_\_

COMFREL Executive Director

Date\_\_\_\_\_

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