



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Position Title:	Short term M&E Consultant (National)
Reference to:	LTA No. 2011/02/003
Contract Type:	SSA -
Project:	Strengthening Citizen Participation in Democratic Governance, U NDP/UNDEF
Department:	Governance Cluster, UNDP Cambodia
Evaluation Type:	Terminal Project Evaluation
Report to:	Programme Analyst, Governance Cluster & Programme Officer (M&E), MSU
Expected duration of Assignment:	From 16 March to 30 April 2011, for duration of 15 working days including travel to provinces.

1.Introduction:

The project had the objective of ensuring that citizens (as the electorate) are empowered to enjoy a more informative climate and demonstrate their rights to participate effectively in democratic governance. The main results include empowerment of citizens (voters) through increased knowledge and understanding of democratic rights, responsibilities and democratic governance; enhanced political capital, through popular participation especially of electorates in democracies, and increased influence on accountability of elected officials to voter constituencies, especially of National Assembly (NA) members and local elected councillors accountable to constituencies.

10,000 educated citizens and direct target group participants in 40 districts of 24 provinces will be able to gain knowledge and civic skill on how to participate in decision making and democratic governance, and share their voices, opinions, and concerns through trainings, forums, debates and reports. The indirect beneficiaries of the project are 2.5 millions of Cambodian citizens or electorate (the total of electorate than 8.12 millions in 2008) especially poor, women, youth, disadvantaged people and ethnic minorities who will be targeted on awareness on the importance of their participation in democratic governance through media broadcasting.

Outputs

Output1: At least 10,000 direct target groups and educated women, men, and youth including journalists, civil society activist and government officials, elected officials including commune councillors have received and read quoted COMFREL reports and articles of parliament watch and the directory of National Assembly by means of website and emailing list, and in local newspapers.

Output 2: 4,000 local residents (electorates) participate in 40 forums in actively discussing and interacting with 240 elected officials including local elected councillors.

Output 3: 98 one hour radio program and 20 five minutes TV spots are broadcasted that reach 2.5 million audients.

Activities are as follows:

Parliamentary watch, production of directory of the National Assembly and seminar/workshop

Training local activists, conducting local forum and establishing forum groups

Media: Radio program on voter Voice and TV sport broadcasting.

2. Objectives:

As agreed between UNDP and UNDEF, the project will undergo the terminal project evaluation with the aim of overall assessing the project impact to the program, mainly looking into the coordination, management and implementations of project undertaking to ensure the activities and resource were done and managed in a timely & proper manner and in accordance with the project plan.

The evaluation is mainly intended to highlight the UNDEF project's results and impact, based on baseline data collected prior to the commencement of the project to serve as the starting point for measuring performance this will provide a measurable way of looking at the specific situation in place at the project's inception.

The main objectives of the project terminal evaluation are:

1. To highlight the UNDEF project's results and impact, based on baseline data collected prior to the commencement of the project to serve as the starting point for measuring performance; and
2. To provide a measurable way for looking at the specific situation in place at the project inception.

The key stake holders are UNDEF, UNDP, Royal Government Institutions, MPs, commune councilors, provincial councilors, CSOs, and citizens.

3. Scope:

The main activity of the evaluation is to establish through providing a detailed report on the quality and impact of the project activities. Whether the outcome has been achieved and, if it has not, whether there has been progress made towards its achievement. If the intervention can be linked to the achievement of the outcome. This will include implementation of activities in according to the overall progress towards the outcome, impact of direct and indirect beneficiaries, indicators and targets, performance, project management, project M & E and data collection analysis, partnership, gender and capacity building impact of the outputs. The evaluator will undertake field visit to 4 provinces covered by the project.

A total of 15 working days with field visit is expected to cover the evaluation period and presentation of the final report. This will be undertaken in a period of 3-4 weeks.

4. Products expected from the evaluation:

By the end of the evaluation, the consultant is expected to draw a final report approximately not more than 40 pages with the following contents:

- Title Page
- List of acronyms and abbreviations
- Table of contents, including list of annexes
- Executive Summary
- Introduction: background and context of the programme
- Description of the program – its logic theory, results framework and external factors likely to affect success
- Purpose of the evaluation
- Key questions and scope of the evaluation with information on limitations and de-limitations
- Approach and methodology
- Findings of evaluation
- Summary and explanation of findings and interpretations on:
 - Strategies for continuing or concluding UNDEF assistance towards the outcome;
 - A rating on progress towards outcomes and progress towards outputs;
 - A rating on the relevance of the outcome.
- Conclusions
- Recommendations for formulating future assistance in the outcome if warranted;
- Lessons concerning best and worst practices in producing outputs, linking them to outcomes and using partnerships strategically;
- Annexes

5. Methodology or evaluation approach:

The methodology suggested to the evaluator is field visits, Documentation review from UNDP and COMFREL, Interviews, participatory approach, where the evaluator will meet with all concerned stakeholders such as NGO partners, COMFREL BOD, provincial councillors, commune councillors, direct target groups and project staff in deriving their feedback.

6. Evaluation team: Areas of expertise;

S/He must have

- Technical knowledge of thematic areas of the evaluation
- A solid understanding on citizen participation in democratic governance
- Legal frameworks related to democratic governance
- Familiar with civic engagement programmes for citizens
- Good communication and facilitation skills
- Good writing skills
- Experienced in participatory approach of involving participants
- Knowledge of national situation

7. Implementation arrangements: Who will manage the evaluation and how it is organized.

- Management and logistic arrangements will be undertaken by UNDP.
- Timeframe for the evaluation process, including the time breakdown for the following activities:

Activity	No. Days
• Desk review	• 1 day
• Briefing of evaluator	• ½ Day
• Visits to the field, interviews	• 7days
• Debriefings	• 1/2day
• Preparation of report	• 3 days
• Finalization of report	• 3days
Total	15 working days

8. Annexes:

As required