

Documentation Center of Cambodia
Title of the Project
“Cambodia Genocide Research and Education”

DATE POSTED: November 13, 2019

Monitoring and Evaluation Consultant

Location: Cambodia

Application Deadline: December 1, 2019

Type of Contract: Temporary Consultancy

Languages Required: English

Language Highly Preferred: Khmer (Reading/Speaking)

Expected Duration of Consultancy: 1 year over a three-year project period

Submission: Please submit letter of interest, resume/c.v. to Farina So, Principal Deputy Director, DC-Cam: truthfarina.s@dccam.org or sofarina12@gmail.com

Questions on this solicitation can be referred to the abovementioned addresses

Organizational Background: The Documentation Center of Cambodia (DC-Cam) is a non-profit, non-governmental, apolitical Cambodian research institute dedicated to documenting the history of the Democratic Kampuchea (DK) regime of Pol Pot (1975-1979). As such, it is acknowledged as an independent and nonpartisan institute in Cambodia. DC-Cam has two main objectives: The first is to record and preserve the history of the DK regime for future generations. The second is to assemble historical documents and related materials that serve as potential evidentiary information in support of those who seek accountability for the crimes of the Khmer Rouge (KR). Being the world’s largest repository of original KR documents, DC-Cam has taken a lead role in supplying the Extraordinary Chambers in the Courts of Cambodia (ECCC) with half a million copies of evidentiary documents and testimonial accounts of survivors of the Khmer Rouge era from its vast archive. DC-Cam also provides digital access to its archives to officials, scholars, and the general public in an impartial manner. DC-Cam is guided in all its efforts by the principles that inhere in the concepts of memory and justice. They serve as the foundation for establishing the rule of law and achieving a genuine national reconciliation. DC-Cam conducts extensive research and outreach activities to raise awareness of the KR period and the ECCC’s work. DC-Cam provides genocide education training to national, regional, and communal university professors and secondary school teachers throughout the country. The Center promotes art and culture in post-conflict countries, and it continues to help KR survivors search for their loved ones.

Project Background: DC-Cam aims to prioritize marginalized communities, grassroots action, and informal education models in a new project titled, “Cambodia Genocide Research and Education.” This three-year project has two overarching objectives: (1) Increase public awareness and marginalized community/ victim input and ownership of local and national Khmer Rouge history; and (2) Promote a culture of diversity, peace, and a respect for human

rights through professional development of Cambodian women and members of marginalized communities.

Main Objective of the Consultancy: The main objective of the consultancy is two-fold: (1) Conduct a baseline assessment as drawn from the Project documentation; and (2) Informed by this baseline assessment, contribute to, and supervise, the approved Monitoring and Evaluation System of DC-Cam for this project.

Duties and Responsibilities/ Scope of Work

The Consultant will carry out the following tasks:

1. Review the Project Proposal, including Logical Framework and other relevant project and donor documentation and references;
2. In consultation with the Project team, develop a “Draft Baseline Assessment Plan” that will demonstrate how the Consultant will: Select appropriate methods and sources for data collection; Identify appropriate M&E baselines for the project’s indicators; and Refine targets as appropriate for the project.
3. Develop a “Final Baseline Assessment Report” based on the Project team’s-approved “Draft Baseline Assessment Plan,” which clearly describes results of baseline assessment and any recommendations for organizing M&E process and system going forward. The final report should reflect the consultant’s explanation of how the baseline assessment addresses relevant data and design tools, and methods and sources for data collection. The assessment should specifically define the baseline for each indicator and target using the Project’s Performance Indicator Reference Sheets (which will be provided to the consultant at the start of the consultancy). The final report should also include any recommendations to refine the MEL Plan, Annual Work Plan, and any other elements of the Monitoring and Evaluation System for this project.
4. Draft Quarterly, Annual, and Final Progress Reports, with information provided by DC-Cam staff.
5. Provide input on Quarterly, Annual, and Final Progress Reports.
6. Attend and contribute to quarterly team meetings on project performance by providing recommendations for improved monitoring and evaluation tasks.

Deliverables: **(1) Baseline Survey Report**, which includes baseline assessment, analysis of current Monitoring and Evaluation and Learning (MEL) Plan, and recommendations for refinement to MEL Plan and Annual Work Plan; **(2) 12 Quarterly Reports;** **(3) Three Annual Reports;** and **(4) One Final Progress Report**

Competencies

Analytical capabilities:

- Strong technical and analytical capabilities and demonstrated ability to collect, analyze and interpret data
- Quantitative and qualitative data management skills

Interpersonal and communication skills:

- Good interpersonal and communication skills
- Ability to work in a team, develop synergies and establish effective working relations
- Strong written communication skills to produce external communication materials

Required Skills and Competencies

Education/ Experience

- Bachelor (or higher) Degree in Economics, Development Studies, Business Administration, Public Management, or related fields
- At least 3 years' proven experience with Project/ Program Monitoring and Evaluation
- Experience in database management, statistical packages, and spreadsheets will be an advantage
- Provide two letters of recommendations/references

Language Requirements

- Fluent in English language
- Reading and speaking proficiency in Khmer language will be an advantage