



TERMS OF REFERENCE

Consultancy to Develop M&E Framework for National Action Plan to Prevent Violence Against Women III (NAPVAW III)

About us

With more than 30 years of experience, CowaterSogema is Canada's global leader in management consulting services specializing in international development. CowaterSogema is managing the Australia-Cambodia Cooperation for Equitable Sustainable Services (ACCESS) Program. ACCESS is a three-year (2018-2021) Australian Government initiative to improve the sustainability, quality and inclusiveness of services for persons with disabilities and for women affected by gender-based violence (GBV) in Cambodia.

ACCESS reflects Australia's strong commitment to supporting human rights, gender equality and disability-inclusive development in our region. ACCESS works in partnership with the Royal Government of Cambodia to support the implementation of the National Action Plan to Prevent Violence Against Women (NAPVAW) and the National Disability Strategic Plan (NDSP).

Currently CowaterSogema is recruiting a **Monitoring and Evaluation Consultant to support the development of the Monitoring and Evaluation (M&E) Framework of NAPVAW III.**

Background

The Cambodian Government is drafting its third National Action Plan to Prevent Violence Against Women (NAPVAW III). This new plan will cover the period 2019-2023 and will replace the second plan which covered the period 2014-2018. The drafting process is being led by the Ministry of Women's Affairs (MoWA) in partnership with UN Women and UNFPA and is due to be completed in June 2019, prior to seeking Prime Ministerial endorsement of the plan.

One of ACCESS' end of Program outcomes is to support MOWA to mobilise and utilise the Royal Government of Cambodia (RGC) resources more effectively for gender-based violence services. In the light of the current Public Financial Management (PFM) reform agenda and to strengthen links between sectoral programs and budget formulation process, it is crucial to ensure that the NAPVAW III has a clear and realistic monitoring and evaluation framework. ACCESS is mobilising technical assistance to support MOWA in doing so.

Summary of Position

It is expected that this assignment is undertaken by a team of consultants composed of an international Senior Consultant (ARF- C level 3) supported by a national consultant. The consultant team will collaborate with MoWA, UN Women and UNFPA to develop a Monitoring and Evaluation (M&E) Framework for the NAPVAW III developed by MOWA.

Under the supervision of the ACCESS Team Leader, the Consultant team will report to MOWA and work closely with the ACCESS Monitoring, Evaluation and Learning (MEL) Manager and Clear Horizon (responsible for design and implementation of the ACCESS MEL system), to ensure consistency between the NAPVAW M&E Framework and ACCESS MEL Plan. Any proposed actions should seek consultation and approval from MOWA.

The consultants will be based at MOWA to ease communication and regular discourse with MOWA teams.

Scope of Role

The focus of the role is to develop an M&E Framework for NAPVAW III which can be implemented by MOWA, with support from UN Women, UNFPA and ACCESS, and to conduct one follow-up visit and make any necessary adjustments to the framework based on the first six months of its implementation. The emphasis is on developing a M&E Framework which is feasible within the available resources, uses existing data collection systems as much as possible, with a focus on strengthening these systems and also includes measures to monitor the experiences of women with disabilities and other key vulnerable groups.¹ The approach will be done in a participatory way, in collaboration with a core team involved in the drafting of the NAPVAW III. The proposed approach is structured into three phases of work:

Phase 1: Readiness assessment

Review the NAPVAW II M&E framework and identify the strengths and weaknesses and issues in implementation over the period to identify implications for NAPVAW III M&E in terms of the readiness of existing systems for M&E and identify gaps.

Phase 2: Develop the M&E Framework for NAPVAW III

Develop a new M&E framework, drawing on the lessons learnt from NAPVAW II M&E implementation which is fit for purpose, aligns with the ACCESS MEL Plan, and fulfils requirement of consistency with indicators used in line Ministries budget strategic plan.

Phase 3: Adjust the framework based on implementation

Assess the implementation of the framework after 6 months and adjust the M&E Framework however necessary.

¹ ACCESS MEL Plan is expected to be aligned with and support the implementation of the NAPVAW III M&E Framework

Timeline

This assignment is 44 days over an eight month-period as follows:

Activity	Number of days	Timeframe
1. <u>Desk work</u> <ul style="list-style-type: none"> ○ Background reading and review of: <ul style="list-style-type: none"> ● NAPVAW documents ● M&E framework for NAPVAW II ● ACCESS Monitoring, Evaluation and Learning (MEL) Plan ● Reports on NAPVAW II implementation ● Other relevant documents 	5 days	June 2019
2. <u>Conduct M&E readiness assessment- in-country visit</u> <ul style="list-style-type: none"> ○ Working closely with MoWA in charge officer, meet with key stakeholders at a national and provincial level and seek feedback on the implementation of the NAPVAW II M&E Framework including strengths and weaknesses and challenges implementing the framework ○ Assess the capacities, strengths and weaknesses of existing data collection systems around violence against women ²; ○ Assess the level of demand for performance information and the extent to which information generated under NAPVAW II M&E Framework was used. 	10 days	July 2019
3. <u>Write readiness assessment report and draft M&E Framework</u> <ul style="list-style-type: none"> ● Write a report outlining the results of the readiness assessment, including recommendations and implications for NAPVAW III M&E ● Develop a skeleton draft of the M&E framework for NAPVAW III 	3 days 5 days	July 2019
4. <u>Consult on M&E Framework- and finalise -In-country visit</u> <ul style="list-style-type: none"> ○ Conduct small workshop and interviews with core groups to consult with relevant stakeholders on the M&E approach and methods ○ Jointly develop data collection tools with the partners 	7 days	August 2019
5. <u>Finalise M&E Framework and Data Collection Tools- Desk based</u> <ul style="list-style-type: none"> ● Finalise draft framework and seek feedback on document ● Incorporate feedback and finalise M&E Framework 	3 days 2 days	August 2019

² This process will be building on the ACCESS previous M&E rapid assessment on M&E capacity and database system in GBV and disability sector

<p>6. <u>Visit to support implementation of the M&E Framework - both desk-based and in-country</u></p> <ul style="list-style-type: none"> • Reviewing relevant documents and any initial analysis of data that's available (desk based) • In-country visit to discuss with stakeholders the implementation of the M&E Framework and to work through any challenges or issues. This includes assessment of the quality of data that is being generated and supporting MoWA to analyse the information gathered so far. • Identify any updates or changes to the M&E Framework that are required • Write report on progress in implementing the framework and make recommendations for any changes or updates to the framework <p>7. <u>Identify any updates or changes to the M&E Framework that are required</u></p> <ul style="list-style-type: none"> • Update the M&E framework with agreed changes 	<p>9 days</p>	<p><i>To support preparation of the first six-month progress report in implementing the NAPVAW III – the field visit is expected in 6 months after M&E Framework finalized (November – December 2019)</i></p>
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Deliverables

1. **A 5 – 10 pages Readiness Assessment Report** with a one page executive summary which outlines challenges and lessons learnt while implementing the NAPVAW II M&E Framework and the implications and any recommendations for the NAPVAW III M&E Framework. This should include discussion of:
 - a. Any data collection that was planned but didn't occur and why;
 - b. Any issues with the quality of the data that was collected and the reason for the quality issues if known;
 - c. An assessment of the extent to which the data that was collected was used and the factors affecting the use of the data; and
 - d. Details of any capacity challenges around data collection, analysis and use of data.
2. **A draft M&E framework.** The new framework should:
 - a. Identify the audiences and purpose of the M&E;
 - b. Identify the resources available for M&E, including any budget that's available and human resources;
 - c. Outline how the M&E Framework will meet ethics requirements consistent with best practices on data collection around GBV (eg. <https://www.who.int/reproductivehealth/publications/violence/9241546476/en/> or other relevant documents)
 - d. Be selective in what is measured and focus on the most important information to meet the audiences' information needs as feasible within the resources available;
 - e. Be structured according to key evaluation questions and sub-questions to guide the data collection;

- f. Outline the data (both qualitative and quantitative) that needs to be collected to answer these questions and any disaggregation. At a minimum, data should be disaggregated by gender and disability as much as systems allow. It should also consider the consistency of M&E indicators used for NAPVAW III M&E with those used in the RGC Budget Strategic Plan documentation;
 - g. Describe the data collection methods and any performance expectations (ie. Targets);
 - h. Include baseline information where relevant for performance measures;
 - i. Allocate responsibility for the data collection and timeframes;
 - j. Include tools which have been developed where there is not an existing data collection system to support data collection where needed, or revise and update tools from the NAPVAW II M&E Framework;
 - k. Explain how the monitoring data will be synthesised and analysed, and include tools for this analysis where needed;
 - l. Outline the timeframes and formats for expected reporting on progress against the NAPVAW III using data collected as specified in the plan; and
 - m. Outline any evaluations which will be undertaken, including their general scope, budget and rough timeline.
3. A **final M&E Framework** incorporating feedback from stakeholders
 4. A **trip report** from the 6-month implementation visit outlining:
 - a. Overall progress in implementing the M&E Framework, including completeness of data being collected, quality of data being collected, and any capacity building needs around data collection, analysis, interpretation and use;
 - b. Any issues or challenges with the implementation of the Framework and how they are being addressed
 - c. Any updates or changes that are needed for the M&E Framework or data collection tools and systems; and
 - d. Any recommendations for capacity building support by ACCESS to partners implementing the M&E Framework.
 5. A **final updated M&E Framework** incorporating any necessary final changes agreed.

Job Requirements

Education

- Tertiary qualifications in international development or gender studies;
- Qualification in research methods, qualification specifically in monitoring and evaluation an advantage.

Minimum Experience

- Proven experience in the design and implementation of Monitoring and Evaluation Frameworks in resource constrained settings;

- Excellent written and verbal communications skills in English, including the ability to produce concise, readable reports; ability to speak Khmer language is an advantage;
- Substantial experience working cross-culturally, with experience in Cambodia an advantage;
- Experience with gender-based violence programming preferable; and
- Experience of Monitoring and Evaluation capacity building, an advantage.

How to apply:

Please send a brief proposal describing your approach to the assignment, CVs of the proposed consultants and proposed fees to jobs@accesscambodia.org before June 10, 2019.