



## Consultancy Opportunity M&E Consultant

The Parliamentary Centre of Asia (PCAsia) is seeking an energetic and motivated candidate to fill the position of M&E Consultant for a high profile and dynamic organisation.

### Parliamentary Centre of Asia

The Parliamentary Centre of Asia (PCAsia), established in early 2021 in Phnom Penh, is the successor of the Parliamentary Institute of Cambodia (PIC) founded in 2011, a transition that reflects an expansion of activities with Parliaments across Southeast Asia, and encouraged through an MoU with the ASEAN Inter-parliamentary Assembly (AIPA) and the adoption of resolutions by AIPA's General Assembly. The mandate of PCAsia is therefore to contribute to the strengthening of Southeast Asian Parliaments through capacity building of their staff, based on the demands or requests of each Parliament. It draws on the expertise of national, regional, and international partners (Parliaments and research centres).

### Position description

In consultation with the Executive Director and other technical departments in order to understand the nature of work and programmes of the institution, he or she will be responsible to review PCAsia's project document, results framework and the programme management and monitoring files of each project/programme in order to:

- To improve the existing results framework to try to ensure that PCAsia's outcomes are measurable
- To set up an applicable online and offline M&E system which consists of the following criteria: accuracy, timeliness, coherence, completeness and relevance
- To produce a programme/project monitoring and evaluation manual
- To provide training to staff and coordinators to have knowledge on theory of change & M&E and practical skills to prepare a logical framework and M&E plan of single and multiple projects

### Main responsibilities and tasks

- Review and analyse information in PCAsia's results framework in order to improve the existing result framework
- Identify data collection methods/tools that are appropriate in parliamentary contexts to identify quantitative and qualitative baselines and targets

- Develop a data collection system
- Formulate the structure and content of a database for data collection and disaggregation by quantitative and qualitative variables
- Develop M&E database
- Develop a project/programme M&E manual
- Develop M&E checklist for PCAsia project/programme
- Develop a monitoring report checklist and an evaluation report checklist
- Develop a monitoring report template and evaluation report template
- Conduct M&E training in order to equip PCAsia's staff and coordinators with the knowledge and practical skill on M&E

### **Timeframe**

3 month term beginning as soon as a candidate is selected

### **Expected Deliverables/Outputs**

- Improved results framework
- Applicable online and offline M&E system for PCAsia
- Data collection system
- Data collection tools
- M&E Database
- Data analysis tools
- Monitoring and evaluation manual
- M&E checklist for PCAsia project/programme
- Monitoring report checklist and evaluation report checklist
- Monitoring report template and evaluation report template
- PCAsia staff are able to prepare applicable project/programme logical frameworks and M&E plan

### **Required qualifications, skills and experience**

#### ***Essential***

- Master's degree or above in project management, statistics or similar field
- At least 10 years' experience in programme coordination and programme management
- At least 10 years' experience in designing applicable M&E systems with the record of successful experiences for non-governmental organizations who work on development and governance programmes

- At least 10 years' experience in conducting evidence-based monitoring and evaluation of governance and development programmes and projects with a record of success
- At least two years' experiences in providing training on M&E
- Good knowledge in designing M&E tools for data collection and analysis
- Experience working in a parliamentary environment
- Good knowledge of ASEAN political culture, parliamentary systems, work and procedures in ASEAN countries
- High English proficiency

#### *Desirable*

- Good communication skills
- Good report writing skills
- Good analytical skills, and problem identification and solving

#### **Application Information**

Interested applicants can submit their CVs with cover letter and documents that show a record of successful experiences in establishing M&E systems, tools and databases by 15 January 2022 to [job@pcasia.org](mailto:job@pcasia.org) with the subject "M&E Consultant for the Parliamentary Centre of Asia". Women candidates are encouraged to apply. Please also note in your email where you learned about the position, and in a separate email indication of your expected fee. The two-stage application process will consist of a shortlist and interview.